



CODE OF ETHICS

PER LOCAL LAW NUMBER 4, 1990 as amended.

PROHIBITED ACTIVITIES

It is the policy of the County Legislature that all officers and employees must avoid conflicts or potential conflicts of interest. A conflict or a potential conflict exists whenever an officer or employee has an interest, direct or indirect, which conflicts with their duty to the County or which could adversely affect an individual's judgment in the discharge of his or her responsibilities. No officer or employee shall:

1. Take action or participate in any manner whatsoever in his or her official capacity in the discussion, negotiation or the awarding of any contract or in any business or professional dealings with the county of Genesee or any agency thereof in which the official or employee has or will have an interest, direct or indirect, in such contract or professional dealings.
2. Engage in, solicit, negotiate for or promise to accept private employment or render services for his or her personal benefit when such employment or service creates a conflict or impairs the proper discharge of his or her official duties.
3. Directly or indirectly solicit, accept, or agree to accept any gift or financial benefit from any person, other than a family member, who the municipal officer or employee knows is considering, has, or within the previous twelve months has had, any business dealing with Genesee County that involves any discretionary act by the Genesee County Officer or employee. A Genesee County Officer or employee may accept from such person a gift or gifts which are customary on family, social, holiday or civic occasions, provided they do not total more than seventy-five dollars from any person within any calendar year, and further provided that they were not received under circumstances in which it reasonably might be inferred that such gift or gifts were intended to influence the officer or employee in the performance of his or her official duties or reward him or her for any

official action. A gift or financial benefit shall include money, services, loan, travel, entertainment, hospitality, thing or promise thereof, or any other gratuity or promise thereof, including any financial transaction on terms not available to the general public, but shall not include a campaign contribution. Travel, room and board expenses incurred in the performance of official duties providing a legitimate public purpose shall be excluded from the provisions of this section.

4. Disclose confidential financial information acquired in the course of his or her official duties or use such information to further his or her personal interest.
5. Take action on a matter before the County or any instrumentality thereof when, to his or her knowledge, the performance of that action would provide a pecuniary or material benefit to himself or herself.

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
COUNTY OF GENESEE
FOR FILING 20**

*Please fill each section out completely, do not leave
blanks. Print N/A if they do not apply.*

Name and Address

Last Name

Middle Initial

First Name

Title

Department or Agency

Department or Agency Address

Telephone Number

e-mail address

Residence Address

Telephone Number

Spouse and Children

Provide the name of your spouse (if married) and the names of dependent children.

Spouse

Child / Age

Child / Age

Child / Age

Child / Age

Child / Age

Child / Age

Child / Age

*Note: For questions 3 through 6, do not report exact dollar amounts.
Report categories of amounts, using the following:*

Category A: under \$5,000

Category B: \$5,001 to \$10,000

Category C: \$10,001 to \$25,000

Category D: \$25,001 to \$50,000

Category E: \$50,001 to \$100,000

Category F: Over \$100,000

3. Financial Interests

a. Business Positions. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization held by you, your spouse, and dependent children, if any, and indicate whether these businesses are involved with the County of Genesee in any manner.

Name of Family Member	Position	Organization	County Department or Agency And Nature of Involvement
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

b. Outside Employment. Describe any outside occupation, employment, trade, business, or profession providing more than \$1,000/year for you, your spouse, and dependent children, if any, and indicate whether such activities are regulated by any State or local agency.

Name of Family Member	Position	Name, Address, and Description of Organization	Category of Amount
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

c. Future Employment. Describe any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office position.

d. Past Employment. Identify the source and nature of any income in excess of \$1,000 received in this reporting period from any prior employer, including deferred income, contributions to a pension or retirement funds, profit sharing plan, severance pay, or payments under a buy-out agreement.

Name and Address of Income Source	Description of Income (i.e. pension, deferred, etc)	Category of Amount
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

e. Investments. Itemize and describe all investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, or other assets, including stocks, bonds, loans pledged collateral, and other investments, for you, your spouse, and dependent children, if any. List the location of all real estate within the County or within five (5) miles thereof, in which you, your spouse, or dependent children, if any, have an interest, regardless of its value.

Name of Family Member	Name and Address of Business or Real Estate	Description of Investment	Category of Amount
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

f. **Trusts.** Identify each interest in a trust or estate or similar beneficial interest in any assets in excess of \$2,000, except for IRD eligible retirement plans or interests in an estate or trust of a relative, for you, your spouse and dependent children if any.

Name of Family Member	Trustee / Executor	Description of Trust / Estate	Category of Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

g. **Other Income.** Identify the source and nature of any other income in excess of \$1,000 year from any source not described above, including teaching income, lecture fees, consultant fees, contractual income, or other income of any nature, for you, your spouse and your dependent children, if any.

Name of Family Member	Name and Address of Income Source	Nature of Income	Category of Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. **Gifts and Honorariums.** List the source of all gifts aggregating in excess of \$250.00 received during the last year, by you, your spouse, and dependent children, if any, excluding gifts from a relative. The term “gifts” includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and any other payments that are not reportable as income.

Name of Family Member	Name and Address of Donor	Category of Amount
_____	_____	_____
_____	_____	_____

5. Third Party Reimbursements. Identify and describe the source of any third party reimbursement for travel related expenditures in excess of \$250 for any matter that relates to your official duties. The term “reimbursement” includes any travel related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties.

Name of Family Member	Name and Address of Donor	Category of Amount
_____	_____	_____
_____	_____	_____

6. Debts. Describe all debts of you, your spouse, and dependent children in excess of \$5,000

Name of Family Member	Name and Address of Creditor	Category of Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Interest in Contracts. Describe any interest of you, your spouse, or your dependent children in any contract involving the County or any municipality located within the County.

Name of Family Member	Contract Description	Category of Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Political Parties. List any position you held within the last five (5) years as an officer of any political party, political committee, or political organization. The term “political organization” includes any independent body or any organization that is affiliated with or a subsidiary of a political party.

I hereby attest that I have reviewed the Code of Ethics of the County of Genesee.

SIGNATURE

DATE

This form must be returned by May 31st to:

Genesee County Board of Ethics
Old Courthouse
7 Main Street
Batavia, NY 14020