



Planning and Development Services

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**TO: ALL COPPERTON OFFICERS, VOLUNTEERS, BOARD MEMBERS, AND EMPLOYEES
(COVERED PERSONS*)**

SUBJECT: STATUTORY ETHICAL AND DISCLOSURE REQUIREMENTS

All Copperton covered persons* must be aware of and abide by a Utah law which prohibits, or requires disclosure of certain actual or potential conflicts of interest between public duties and private business interests, if any. The Municipal Officers' and Employees' Ethics Act (§§ 10-3-1301, et seq., U.C.A., 1953 as amended) sets the following requirements:

PROHIBITED ACTS:

1. No covered person shall (1) use a Copperton position* for private advantage by revealing confidential, controlled, private or protected information gained through that position, (2) use his or her Copperton position to secure special privileges, or (3) accept other investment or employment that would reasonably be expected to interfere with the ethical performance of his or her public duties.
2. No covered person shall knowingly receive, accept, take, seek or solicit, directly or indirectly, any gift or loan for him or herself or another if: (1) the gift or loan would reasonably tend to influence him or her in the performance of official duties, or (2) the donor has been, is, or may become involved in any official Copperton business. Exceptions to subparagraph (2) are occasional non-money gifts of a value less than \$50.00; public awards; bona fide business loans; or campaign contributions actually used in a political campaign. Paid Copperton officers and employees are prohibited from accepting any gifts of more than nominal value or which violate the Copperton Ethics Code (Ordinance sections 2.07.203 through 2.07.207).
3. No covered person, acting in a Copperton position, may accept payment for helping a private person or business in any transaction with Copperton. Payment may be accepted if the transaction is not in the covered person's official capacity and disclosure is made as set forth below.
4. A covered person may not be involved with any private business which is regulated by the Copperton, may not be involved in any transaction between their private business interests and the Copperton, and may not be involved in any other actual or potential conflict of interest unless the nature and extent of the private business interest(s) are disclosed as explained below.

DISCLOSURE:

1. Any covered person who receives payment for helping a private person or business in a transaction with the Metro Township must disclose the payment.
2. Any covered person involved in a private business which is subject to Copperton regulation must disclose that involvement. If the regulation is made by the agency or board of which the officer or employee is a member, disclosure must be made at each meeting in which the officer's or employee's business is discussed. Such oral disclosures shall be made part of the minutes of the meeting.
3. Any covered person involved with a private business that does or anticipates doing business with the Metro Township must disclose that involvement.
4. Any covered person who has a personal or business interest of any kind which raises an actual or potential conflict of interest with his or her position must disclose that interest.
5. All written disclosures must be sworn statements containing the information required above and be in a form similar to that on the reverse side of this document. All such statements are public records, open to public inspection. All disclosures must be made as follows: Orally in any meeting of a Copperton agency, board or division where a transaction is discussed involving a matter in which the covered person has an interest. In writing when the conflict first arises. The general written disclosure must also be re-filed every January of each year that the outside interest persists. The written disclosure is filed through the covered person's chain of command to the immediate supervisor, volunteer or community liaison, division director, department head or elected official, and Copperton Council.

Violation of these provisions may subject the covered person to disciplinary action or criminal prosecution. Any violations will be thoroughly investigated and prosecuted. Please be aware that this document is a shortened and simplified statement of the legal requirements involved in this area. **YOUR CONDUCT WILL BE GOVERNED BY THE LAW, NOT THIS REVIEW.** Feel free to direct any questions regarding the law's ethical and disclosure requirements to the Copperton Attorney.

****See definition of "covered person" and "position" on page two.***

DISCLOSURE OF PRIVATE BUSINESS INTERESTS (Use one form for each outside business entity, institution, or person involved.)

Under the provisions of the Municipal Officers' and Employees' Ethics Act, §§ 10-3-1301 et seq., U.C.A., 1953 as amended, I, the undersigned, under penalties of perjury, make the following statement regarding my private business interests. *(Type or print all information.)*

A. Covered Person*: _____ Position: _____ Phone: _____

Covered Person's Address: _____

B. Outside institution, entity, private business or person involved:

- a. Describe covered person's status, employment or investment in the outside institution, entity, private, business, or personal contract:

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- b. Outside institution, entity, business or person's address and phone number:

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- c. Describe below the nature of the assistance you are providing to the institution, entity, private business or person named above, or describe the nature of the economic interest or employment you hold in the private business. Also describe the relationship with or transaction between the business, institution, person, etc. and Copperton. Use more sheets if necessary. *(This disclosure statement will not be accepted as valid unless this section is completed)*

NOTARY SEAL

Covered Person's Signature

Print Name

This statement is a public document. It must be filed with the Copperton Council. It must be filed when the potential conflict arises and re-filed every January, as long as the potential conflict persists.

*"Covered person" means any person appointed to any statutory office or position or any other person appointed to any position of employment with Copperton. "Covered person" includes, but is not limited to, persons serving on special, regular or full-time committees, agencies, or boards whether or not such persons are compensated for their services.

*"Position" refers to any Copperton office, appointment, employment, or uncompensated volunteer situation as described in the definition of "covered person."