

Financial Disclosures and Outside Activity Pre-approval

Ashley D. Cooks,
Director of
Government Ethics





CONFLICT OF INTEREST

No employee shall use his or her official position or title, or personally and substantially participate, through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise, in a judicial or other proceeding, application, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, or other particular matter, or attempt to influence the outcome of a particular matter, in a manner that the employee knows is likely to have a direct and predictable effect on the employee's financial interests or the financial interests of a person closely affiliated

Financial Disclosure Statements

ANNUAL

DESIGNATION –
STATUTORY/PUBLIC/CONFIDENTIAL

DUE MAY 15

PUBLIC FORM
AVAILABLE ON
WEBSITE

FINANCIAL
DISCLOSURE
REVIEW

AUDIT

INVESTIGATION

Financial Disclosures Statement

2) Serve in any unpaid position or in any other formal capacity (without compensation) of a non-government board or other outside entity where you had influence over the entity's finances or decision-making?

3) Any agreements with a former or current employer for future payments or benefits or for future employment or for a leave of absence?

4) Beneficial interest in or hold any security at the close of the previous calendar year that exceeded, in the aggregate, \$1,000 or that produced income of \$200 or more?

5) Owe any entity or person (other than a member of your immediate family) \$1,000 or more (excluding: mortgages on your personal residence, student loans, automobile loans, credit card accounts or other revolving credit, and other loans from a federal or state insured or regulated financial institution)?

6) Interest in any real property located in the District of Columbia, aside from your primary personal residence, where your interest had a fair market value \$1,000 or more, or where the property produced income of \$200 or more?

7) Any professional or occupational licenses issued by the District of Columbia government?

8) Receive any gift(s) from any person that has or is seeking to do business with the District, conducts operations or activities that are regulated by the District, or has an interest that may be favorably affected by the performance or nonperformance of your

Outside Employment/Activity Conflicts

- Employee shall not engage in any outside employment or other activity incompatible with the full and proper discharge of his or her duties and responsibilities.
 - Engaging in any outside employment, private business activity, or other interest that is reasonably likely to interfere with the employee's ability to perform his or her job, or which may impair the efficient operation of the District government;
 - Using government time or resources for other than official business, or government approved or sponsored activities;
 - Ordering, directing, or requesting subordinate officers or employees to perform during regular working hours any personal services not related to official District government functions and activities;
 - Maintaining financial or economic interest in or serving (with or without compensation) as an officer or director of an outside entity if there is any likelihood that such entity might be involved in an official government action or decision taken or recommended by the employee;
 - Engaging in any outside employment, private business activity, or interest which permits an employee, or others, to capitalize on his or her official title or position;
 - Divulging any official government information to any unauthorized person or in advance of the time prescribed for its authorized issuance, or otherwise making use of or permitting others to make use of information not available to the general public;
 - Engaging in any outside employment, private business activity, or other interest which might impair an employee's mental or physical capacity to such an extent that he or she can no longer carry out his or her duties and responsibilities as a government employee in a proper and efficient manner;
 - Serving in a representative capacity or as an agent or attorney for any outside entity involving any matter before the District;

Outside Employment Conflicts

- Pre-approval and annual review
- Financial Conflict of Interest
- Misuse of Government Time/Resources
- 24-0056-P C. Lian - <https://bega.dc.gov/publication/24-0056-p-c-lian-negotiated-disposition>
- 23-0100-P L. Graves - <https://bega.dc.gov/publication/23-0100-p-l-graves-negotiated-disposition>
- 23-0006-F - <https://bega.dc.gov/publication/23-0006-f-david-deboer-final-decision-order>