

Defined terms:

Ethics Board §2-10 *Must* *cf.* §2-36
May *cf.* §2-36

§ 3-19. Public awareness.

The Ethics Board must publish and make publicly available information that explains the provisions of this article, the duties imposed by it, and the means for enforcing it.
(Ord. 04-795.)

Defined terms:

Ethics Board §2-10 *Must* *cf.* §2-36

§ 3-20. Training courses.(a) *Board to offer.*

The Ethics Board must develop and offer a training course of not less than 2 hours on the requirements of this article.

(b) *Officials required to take.*

(1) Except as provided in paragraph (2) of this subsection, every official must complete the training course within 6 months of his or her appointment or reappointment to office.

(2) The training requirements of this subsection do not apply to:

- (i) an official who, within the 3 years preceding his or her appointment or reappointment, completed a training course provided under this section; or
- (ii) an individual who is an official only by virtue of being a board member, unless the board:

(A) is one of the entities listed in § 7-8 {“[Disclosures statements] – Agency officials and staff”} of this article; or

(B) performs one of the functions described in § 7-9 {“[Disclosure statements] – Procurement, legislative liaison, and enforcement personnel”} of this article.

(c) *Availability to others.*

(1) After consultation with the Board, an agency head may authorize or require one or more classes of agency employees to attend the training course.

(2) On request of the agency head, the Board must offer the training course to those employees as soon as practicable.

(3) The Board must annually notify agency heads of the availability of the training course under this subsection.

(d) *Assistance.*

The Department of Human Resources must provide the Ethics Board with:

- (1) appropriate facilities for conducting the training course;
- (2) timely notice of the appointment of all officials subject to the training requirements; and
- (3) administrative and other assistance.

(Ord. 04-795; Ord. 04-822; Ord. 10-272; Ord. 16-585.)

Defined terms:

<i>Agency</i>	§2-2	<i>May</i>	<i>cf.</i> §2-36
<i>Board</i>	§2-3	<i>Must</i>	<i>cf.</i> §2-36
<i>Employee</i>	§2-9	<i>Official</i>	§2-21
<i>Ethics Board</i>	§2-10		

§ 3-21. Conflicts affidavit.

(a) *Officials to file.*

Each official must, within 6 months of his or her initial appointment to office, complete and file with the Ethics Board and with that official’s appointing authority, an affidavit that certifies, under penalties of perjury, that the official:

- (1) has read and understands the provisions of this article governing conflicts of interest;
- (2) is not then in violation of those provisions; and
- (3) obligates himself or herself to comply with those provisions in all future activities.

(b) *Form.*

The affidavit must be in the form that the Ethics Board requires.

(Ord. 04-795; Ord. 17-068.)

Defined terms:

<i>Ethics Board</i>	§2-10	<i>Official</i>	§2-21
<i>Must</i>	<i>cf.</i> §2-36		

§ 3-22. Oaths and subpoenas.

(a) *In general.*

The Ethics Board and Executive Director each may:

- (1) administer oaths; and
- (2) issue subpoenas for the attendance of witnesses to testify or to produce other evidence.