



BALTIMORE CITY BOARD OF ETHICS

NOTICE OF ETHICS REQUIREMENTS



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Baltimore, MD 21202



410-396-7986



ethics@baltimorecity.gov



<https://ethics.baltimorecity.gov>



X (Twitter): @BaltimoreEthics



YouTube: @BaltimoreEthics

Isabel Cumming, **Executive Director**
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Maura Romo, **Ethics Officer**
Nayshonn Bond, **Special Assistant**

File online at <https://ethics.baltimorecity.gov/online-ethics-notice>.

THE BALTIMORE CITY PUBLIC ETHICS LAW

- is contained in Article 8 of the City Code and
- ensures that **Baltimore City employees and officials serve the public with impartiality and independence.**



THE ETHICS LAW PROHIBITS*:

CONFLICTS OF INTEREST

Taking actions in your City position that could benefit you, your family, or an entity you're affiliated with.

IMPROPER GIFTS

Asking for or accepting goods or services from a person or entity that does business with or is regulated by your agency, or that could benefit from your duties.

IMPROPER OUTSIDE EMPLOYMENT

Working another job or sitting on an outside board that could conflict with your City duties.

IMPROPER USE OF POSITION

Using your City position to try to get something for yourself or someone else.

*Refer to the Ethics Board's website at <https://ethics.baltimorecity.gov> for complete ethics requirements, including exceptions to these prohibitions, or consult the Ethics Law, found in Article 8 of the City Code and available on the Board's website.

ADDITIONAL REQUIREMENTS

Use the guide below to determine which additional ethics requirements apply to you:

Financial Disclosure Statement

Does your position require you to file a financial disclosure statement?

*Consult **Sections 7-7, 7-8 and 7-9** of the Ethics Law (attached), speak with your HR representative, and/or contact Ethics Board staff.*



If so, you must file a financial disclosure statement within 30 days of beginning employment, and then annually. To file, visit the Ethics Board's website at <https://ethics.baltimorecity.gov/financial-disclosure>.

Conflicts Affidavit and Ethics Training

Are you a City "official"?

*Consult **Section 2-21** of the Ethics Law (attached), speak with your HR representative, and/or contact Ethics Board staff.*



If so, you must complete the following within 6 months of beginning employment:

Conflicts Affidavit

You are required to complete an affidavit attesting that you understand the Ethics Law's conflict of interest provisions and are not in violation of them. To file, visit the Ethics Board's website at <https://ethics.baltimorecity.gov/conflicts-affidavit>.

Ethics Training

You must take the Ethics Training. To enroll in the training, visit the Ethics Board's website at <https://ethics.baltimorecity.gov/ethics-training>.



If you need assistance with completing your ethics requirements, contact Ethics Board staff at 410-396-7986 or ethics@baltimorecity.gov.



NOTICE OF ETHICS REQUIREMENTS ACKNOWLEDGEMENT FORM

The Ethics Law requires you as a new City employee or official to sign this form. After signing, it must be returned to your agency's HR representative and to the Ethics Board.

By signing, you acknowledge the following:

- I have received the the Ethics Board's Notice of Ethics Requirements.
- As a City employee or official, I understand that the Ethics Law applies to me and that I will contact the Ethics Board if I have questions about the law.
- I understand that I may be required to file a financial disclosure statement; if so, I will file my statement timely.*
- I understand that I may be required to take the Ethics Training and sign the Conflicts Affidavit; if so, I will complete these requirements timely.*

** Please contact your HR representative or Ethics Board staff to determine if these requirements apply to you.*

Printed name

Agency & Position

Signature

Date

RECEIPT BY AGENCY

Agency Head/Designee's Signature

Date

RECEIPT BY ETHICS BOARD

Ethics Board Staff's Signature

Date

ARTICLE 8
ETHICS

(As Last Amended by Ord. 22-0234)

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PART II. WHO MUST FILE**§ 7-6. Definitions.***(a) In general.*

In this Part II, the following terms have the meanings indicated.

(b) “Non-clerical employee”.

“Non-clerical employee” means any public servant who:

(1) is compensated for his or her services; and

(2) is not employed solely in a secretarial, clerical, or custodial capacity.

(Ord. 04-795.)

Defined terms:

Public servant

§2-23

§ 7-7. Persons required to file – Elected officials and staff.

The following elected officials and their employees must file the financial disclosure statements required by this subtitle:

(1) Mayor’s Office.

(i) Mayor.

(ii) Deputy Mayors.

(iii) Chief of Staff.

(iv) All non-clerical employees of Mayor’s Office.

(2) Council President’s Office.

(i) President of City Council.

(ii) Chief of Staff.

(iii) Director of Legislative Affairs.

(iv) Director of Fiscal Affairs.

(v) Director of Operations/Office Manager.

(vi) All non-clerical employees of President’s Office.

(3) *City Council.*

- (i) Councilmembers.
- (ii) Executive Secretary.
- (iii) Chief Clerk.
- (iv) Journal Clerk
- (v) Parliamentarian.
- (vi) Director of Council Services.
- (vii) All non-clerical employees of Council Services.
- (viii) All non-clerical employees of Councilmembers.

(4) *Comptroller's Office.*

- (i) City Comptroller.
- (ii) Deputy City Comptroller.
- (iii) Executive Assistant to Comptroller.
- (iv) City Auditor.
- (v) Real Estate Officer.
- (vi) Director of Communication Services.
- (vii) All non-clerical employees of Comptroller's Office.

(Ord. 04-795.)

Defined terms:

Elected official
Employee

§2-8
 §2-9

Non-clerical employee

§7-6

§ 7-8. Persons required to file – Agency officials and staff.

The following officials and employees must file the financial disclosure statements required by this subtitle:

(1) *Aging and Retirement Education, Commission on the.*

- (i) Members of Commission.
- (ii) Executive Director.

(iii) All Bureau Heads, Division Chiefs, and Administrators of the Commission.

(2) *Architectural and Engineering Awards Commission.*

(i) Members of Commission.

(ii) Director.

(3) *Auction Advisory Board.*

(i) Members of Board.

(ii) Director.

(3a) *Baltimore Children and Youth Fund.*

(i) All members of Board of Directors.

(ii) All non-clerical employees.

(4) *Baltimore Development Corporation*

(i) All members of the Board of Directors.

(ii) All officers of the Corporation.

(iii) All non-clerical employees of the Corporation.

(5) *Civilian Review Board*

(i) Members of Board.

(ii) Board Administrator.

(6) *Community Relations Commission.*

(i) Members of Board of Commissioners.

(ii) Director.

(7) *Convention Complex.*

(i) Convention Complex Director.

(ii) Deputy Director.

(iii) Baltimore Arena Manager.

(iv) Convention Center Manager.

- (v) Director, Client Services.
- (vi) Director, Sales and Marketing.
- (vii) Director, Building Services.
- (viii) Director, Human Resources.
- (ix) Director, Public Safety and Loss.
- (8) *{Reserved}*
- (9) *Electrical Examiners and Supervisors, Board of.*
 - (i) Members of Board.
 - (ii) Director.
- (10) *Enoch Pratt Free Library.*
 - (i) Executive Director of Enoch Pratt Free Library.
 - (ii) All Directors and Assistant Directors.
 - (iii) All Managers.
 - (iv) All Chiefs and Assistant Chiefs.
- (11) *Environmental Control Board.*
 - (i) Members of Board.
 - (ii) Executive Director.
 - (iii) Deputy Director.
 - (iv) All hearing examiners.
- (12) *Ethics Board.*
 - (i) Members of Board.
 - (ii) Executive Director.
- (12a) *Finance Board.*
 - (i) Members of the Board.
 - (ii) All non-clerical employees of or assigned to the Board.

(13) *Finance Department.*

- (i) Director of Finance.
- (ii) Deputy Finance Director.
- (iii) All Bureau Heads and Division Chiefs of Department.
- (iv) Deputy Chief of the Bureau of Treasury Management.
- (v) City Purchasing Agent.
- (vi) Risk Manager.
- (vii) All non-clerical employees of Department.

(14) *Fire Department.*

- (i) Members of Board of Fire Commissioners.
- (ii) Chief of Fire Department.
- (iii) Assistant Chiefs.
- (iv) Fire Marshal.
- (v) Shift Commanders.
- (vi) Battalion Chiefs.
- (vii) Fire Inspectors.
- (viii) Public Safety and Health Officers.
- (ix) Public Information Officers.
- (x) Emergency Medical Services Manager.
- (xi) Emergency Medical Services Billing Supervisor.
- (xii) Fiscal Supervisor.

(15) *General Services Department.*

- (i) Director of General Services.
- (ii) Deputy Director of General Services.
- (iii) All Bureau Heads, Division Chiefs, and Assistant Division Chiefs.

(iv) All General Superintendents.

(v) All inspectors.

(16) *Health Department.*

(i) Commissioner of Health.

(ii) All Deputy Commissioners of Health.

(iii) All Assistant Commissioners.

(iv) All Directors,

(v) All Chiefs.

(vi) All Inspectors.

(vii) All members of the Animal Hearing Panel.

(17) *Historical and Architectural Preservation Commission.*

(i) Members of Commission.

(ii) Executive Director.

(18) *Housing Authority of Baltimore City.*

(i) Members of Board of Commissioners.

(ii) Executive Director.

(iii) Deputy Executive Directors.

(iv) Associate Deputy Directors.

(v) Division Directors.

(vi) Section Chiefs.

(vii) Housing managers.

(viii) Housing Inspectors.

(ix) All attorneys.

(19) *Housing and Community Development Department.*

- (i) Commissioner of Housing and Community Development.
- (ii) Deputy Commissioners.
- (iii) Assistant Commissioners.
- (iv) All Bureau Heads, Directors, and Division Chiefs of Department.
- (v) Members of Human Services Commission.
- (vi) All non-clerical employees of the following programs or units of the Department:
 - 1. Administrative Direction and Control.
 - 2. Construction and Building Inspection.
 - 3. Finance and Development.
 - 4. Neighborhood Services.
 - 5. Property Acquisition and Relocation.
 - 6. Property Disposition.

(20) *Human Resources Department.*

- (i) Members of Civil Service Commission.
- (ii) Director of Human Resources.
- (iii) Deputy Director of Human Resources.
- (iv) All Bureau Heads and Division Chiefs of Department.

(21) *Information Technology, Office of.*

- (i) Chief of Information Technology.
- (ii) Information Systems Division Manager.
- (iii) Systems Programming Manager.
- (iv) Client Server Systems Administrator.
- (vi) All Division Chiefs.

(22) *Inspector General, Office of.*

- (i) Inspector General.
- (ii) Assistant Inspectors General.
- (iii) All non-clerical employees of Office.

(23) *{Reserved}*

(24) *Labor Commissioner, Office of.*

- (i) Labor Commissioner.
- (ii) Deputy Labor Commissioner.

(25) *Law Department.*

- (i) City Solicitor.
- (ii) Deputy City Solicitor.
- (iii) All attorneys and investigators.

(26) *Legislative Reference Department.*

- (i) Director.
- (ii) Deputy Director.
- (iii) All bill drafters.

(27) *LGBTQ Affairs, Office of*

- (i) Director.
- (ii) Members of the LGBTQ Commission.
- (iii) All non-clerical employees.

(27a) *Local Development Council, South Baltimore Video Lottery Terminal.*

- (i) Members of the Council.
- (ii) All non-clerical employees of or assigned to the Council.

(28) *Municipal and Zoning Appeals Board.*

- (i) Members of Board.
- (ii) Executive Secretary.
- (iii) All non-clerical employees of Board.

(29) - (30) *{Reserved}*

(31) *Parking Authority.*

- (i) Members of Board of Directors.
- (ii) Executive Director.
- (iii) All non-clerical employees of Authority.

(32) *Pawnbrokers Review Board.*

- (i) Members of Board.
- (ii) Director.

(32a) *Pimlico Community Development Authority*

- (i) Members of the Authority.
- (ii) All non-clerical employees of or assigned to the Authority.

(33) *Planning Department.*

- (i) Members of Planning Commission.
- (ii) Director of Planning.
- (iii) Deputy Director of Planning.
- (iv) All non-clerical employees of Department.

(33a) *Police Accountability Board.*

- (i) Members of the Board.
- (ii) Members of the Administrative Charging Committee.
- (iii) Director.
- (iv) All non-clerical employees assigned to the Board or the Committee.

(34) *Police Department.*

- (i) Commissioner.
- (ii) Deputy Commissioners.
- (iii) Commanding Officers.
- (iv) All officers with rank of Captain or above.
- (v) All civilian employees serving as Section Directors or above.

(35) *Public Art Commission.*

- (i) Members of Commission.
- (ii) Director.

(36) *Public Works Department.*

- (i) Director of Public Works.
- (ii) Deputy Director of Public Works.
- (iii) All Bureau Heads, Division Chiefs, and Assistant Division Chiefs.
- (iv) All General Superintendents.
- (v) All inspectors.

(37) *Recreation and Parks Department.*

- (i) Director of Recreation and Parks.
- (ii) All Division Chiefs and Assistant Division Chiefs.
- (iii) All inspectors.

(38) *Retirement Systems and Retirement Savings Plan.*

- (i) Members of the Boards of Trustees of:
 - (A) the Employees' Retirement System;
 - (B) the Fire and Police Employees' Retirement System; and
 - (C) the Retirement Savings Plan.
- (ii) Executive Directors and Deputy Directors of these Systems and Savings Plan.

- (iii) Members of the staffs of these Systems and Savings Plan, as designated by their respective Executive Directors.

(38a) *South Baltimore Gateway Community Impact District Management Authority.*

- (i) Members of the Board of Directors.
- (ii) Administrator.
- (iii) All non-clerical employees of or assigned to the Authority.

(39) *Sustainability, Commission on*

- (i) Members of Commission.
- (ii) All non-clerical employees assigned to the Commission

(40) *Transportation Department.*

- (i) Director.
- (ii) Deputy Director.
- (iii) All Division Chiefs and Assistant Division Chiefs.
- (iv) All General Superintendents.
- (v) All Inspectors.

(41) - (42) *{Reserved}*

(43) *Wage Commission.*

- (i) Members of Commission.
- (ii) Director.
- (iii) Program Compliance Officers.

(44) *Water-Customer Advocacy and Appeals, Office of*

- (i) Office Administrator.
- (ii) All Customer Advocates.

- (iii) All non-clerical employees of or assigned to the Office.

(Ord. 04-795; Ord. 05-174; Ord. 07-489; Ord. 08-063; Ord. 10-272; Ord. 11-520; Ord. 11-573; Ord. 14-307; Ord. 15-375; Ord. 16-509; Ord. 17-063; Ord. 19-332; Ord. 20-336; Ord. 20-363; Ord. 21-028; Ord. 22-124; Ord. 22-146.)

Defined terms:

<i>Agency</i>	§2-2	<i>Non-clerical employee</i>	§7-6
<i>Employee</i>	§2-9	<i>Official</i>	§2-21

§ 7-9. Persons required to file – Procurement, legislative liaison, and enforcement personnel.

The following public servants must file the financial disclosure statements required by this subtitle:

(1) *Procurement employees.*

All non-clerical employees whose functions include:

- (i) the drafting, development, or issuance of specifications, invitations for bids, requests for proposals, requests for qualifications, or other related documents for the procurement of supplies, materials, or services;
- (ii) the review or evaluation of bids, proposals, qualifications, or contracts for the procurement of supplies, materials, or services; or
- (iii) the inspection, monitoring, or other enforcement of contract standards and specifications.

(2) *Legislative liaisons.*

All public servants whose functions include the influence of legislative action, as defined in § 8-1 of this article.

(3) *Enforcement personnel.*

All other public servants whose official duties include enforcement of (including inspections to assure compliance with) laws, rules, or regulations that affect the rights of the public or the procedures available to the public.

(Ord. 04-795; Ord. 15-375.)

Defined terms:

<i>Agency</i>	§2-2	<i>Public servant</i>	§2-23
<i>Non-clerical employee</i>	§7-6		

§ 7-10. {Repealed by Ord. 15-375}**§ 7-11. Persons vacating position.****(a) *In general.***

Except as provided in subsection (d) of this section, an individual who, other than by reason of death, vacates a position for which an annual statement is required must file a departure statement with the Ethics Board.

§ 2-21. “Official”.**(a) *In general.***

“Official” means:

- (1) an elected official;
- (2) the head of any department;
- (3) the head of any bureau or division within a department; and
- (4) any other individual in a unit of City government who, whether acting alone or as a member of a board acting jointly with other board members:
 - (i) has authority comparable to that of the head of a department or the head of a bureau or division;
 - (ii) has decision-making authority in making City policy;
 - (iii) has decision-making authority in the exercise of quasi-judicial, regulatory, licensing, inspecting, or auditing functions; or
 - (iv) acts as a principal advisor to one who has authority of the type listed.

(b) *Inclusions.*

“Official” also includes the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Executive Director, Executive Secretary, or Administrator of any agency or board included within the scope of § 2-2 {“Agency”} or § 2-3 {“Board”} of this subtitle.

(Ord. 04-795; Ord. 16-509.)

Defined terms:

Agency
Board

§2-2
§2-3

Elected official

§2-8

§ 2-22. “Person”.**(a) *In general.***

“Person” has the meaning stated in § 1-107(a) {“Person: In general”} of the City Code’s General Provisions Article.

(b) *Qualified inclusion of governmental entities.*

Notwithstanding § 1-107(b) {“Person: Exclusion”} of the General Provisions Article, in this article “person” also includes, except as used in Subtitle 9 {“Enforcement”} for the imposition of criminal penalties, a governmental entity or an instrumentality or unit of a governmental entity.
(Ord. 04-795; Ord. 10-267; Ord. 19-332; Ord. 22-125.)

§ 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

§ 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>Ethics Board</i>	§2-10
<i>Board</i>	§2-3	<i>Official</i>	§2-21
<i>Employee</i>	§2-9		

§ 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
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§ 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.