

150 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Police Jury wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Parish Administrator for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Police Jury's business dealings. For the purposes of this policy, a relative is any person who is and immediate family member by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage as defined in Section 120.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the Police Jury as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Police Jury does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Police Jury.

All employees must sign a "Conflict of Interest Statement" at least annually. If an employee's conflict of interest status changes after signing the initial form, an additional form should be obtained from the Personnel Department for submittal to the Police Jury.

CONFLICT OF INTEREST STATEMENT

In preparation of signing this Conflict of Interest Statement, I have read the Lincoln Parish Police Jury Conflict of Interest Policy (Section 150).

I hereby acknowledge the following businesses that I or my spouse, parents, children or spouses of children, brothers or sisters or spouses of brothers or sisters, or combination of them have a material or financial interest in:

1. Name: _____

Interest or Involvement: _____

2. Name: _____

Interest or Involvement: _____

I am associated with the following businesses engaged in the delivery of products or services to the Lincoln Parish Police Jury:

1. Name: _____

Interest or Involvement: _____

2. Name: _____

Interest or Involvement: _____

Employee's Signature

Date

I have no reason to believe that I am in violation of this policy; however, I understand that if this changes I am obligated to notify the Police Jury and file another Conflict of Interest form.

Employee's Signature

Date