



Onondaga County
Executive Department

Division of Purchase

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J. RYAN MCMAHON, II
County Executive

DANIEL HAMMER
Director

To: All Division of Purchase Employees

From: Daniel Hammer, Purchasing Director

Subject: Procurement Ethics Certification

Please be advised, pursuant to General Municipal Law Article 18 and Onondaga County's Code of Ethics, Local Law 13-1990, County employees must abide by the ethical and conflict of interest standards contained therein. These ethical standards are paramount to the work of the Division of Purchase in order to maintain integrity and unbiased judgment when using taxpayer dollars and working with the business community.

Below is an excerpt from the Code of Ethics that specifically applies to procurement. Review and initial each section to demonstrate your understanding of ethical requirements and sign below in the space provided acknowledging that you agree to abide by its terms. If you have any questions regarding the terms below, contact your supervisor or Personnel for an advisory opinion.

- Initials _____ 1. Receipt of Benefit. They shall not directly or indirectly solicit, accept or agree to accept any benefit from another person upon an agreement that her/his vote, opinion, judgment, action, decision or exercise of discretion as a County officer, employee or appointed official will thereby be influenced. A donation to a person seeking public or party office or to a committee supporting the efforts of such person shall not be considered such a benefit hereunder.
- Initials _____ 2. Confidential information. They shall not disclose information which is lawfully confidential and acquired by them in the course of their official duties or use such information to further their personal interests.
- Initials _____ 3. Representation before one's own agency. They shall not receive or enter into any agreement, express or implied, for compensation or benefit to themselves or a relative, directly or indirectly, for services to be rendered in relation to any matter before any County agency of which they are an officer, employee or appointed official or of any County agency over which

they have jurisdiction or to which they have the power to appoint any officer, employee or appointed official.

Initials _____ 4. Representation before any agency for a contingent fee. They shall not receive nor enter into any agreement, express or implied, for compensation or benefit to themselves or a relative, directly or indirectly, for services to be rendered in relation to any matter before any agency of the County, whereby their compensation is to be dependent or contingent upon any action by such agency over which he/she has substantial involvement and policy-making authority with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

Initials _____ 5. Disclosure of interest in any legislation or County contract. To the extent that they know thereof, any officer, employee or appointed official of the County of Onondaga, whether paid or unpaid, who has any interest in any legislation before the County Legislature or a committee thereof and who gives any opinion to such body upon such legislation or who has an interest in any contract or agreement of the County or an agency in which he or she may make policy decision or perform discretionary acts thereof, shall disclose to an immediate supervisor in writing the nature and extent of such interest. Such disclosure shall be made prior to rendering such opinion or engaging in said policy decision and discretionary acts. A County Legislator who has any interest in any such legislation, contract or agreement shall make prior disclosure in writing to the Chairperson of the Legislature and to the County Attorney in lieu of a supervisor and shall withdraw from participation in any legislative process with respect thereto.

Initials _____ 6. Partnership, unincorporated association or corporation. No partnership or unincorporated association of which a County officer, employee or appointed official is a member or employee or in which he or she has a proprietary interest, nor any corporation of which a County officer, employee or appointed official is an officer or director or legally or beneficially owns or controls more than five percent of the outstanding stock, shall appear before the agency served by or which employs such County officer, employee or appointed official on behalf of any person other than the county without full disclosure to the Board of Ethics.

Initials _____ 7. Investments in conflict with official duties. An officer, employee or appointed official shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private endeavor in which he or she has a conflict of interest with his or her official County duties.

Initials _____ 8. Private employment or services. An officer, employee or appointed official shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interest when such employment or service creates a conflict of interest with or impairs the proper discharge of official County duties. In the event of such a conflict arises with respect to a legislator, (s)he shall notify the Chairperson of the Legislature of same and withdraw from participation in any legislative process with respect thereto.

Initials _____ 9. Future employment. For a period of one year after the termination of service or employment with the County, no former officer, employee or appointed official, on his or her own behalf, or as an employee, agent or representative of another may apply to or appear before or conduct business with respect to any County agency or legislative body in any matter concerning which her or she personally rendered substantial services and made policy decisions during the period of his or her term of office, service or employment by such agency or body. Said one year prohibition may be waived by the Board of Ethics for good cause upon written application of such officer, employee or appointed official. At the expiration of the one year period and thereafter, the former officer, employee or appointed official shall make prior disclosure in writing to the Board of Ethics of the nature and extent of his/her county involvement with matters (s)he now seeks to address with such county agency or legislature.

Initials _____ 10. Offer of Employment. An officer, employee or appointed official shall disclose in writing to the Board of Ethics any offer of employment received from any person, firm or corporation which, to the knowledge of such officer, employee or appointed official, is furnishing or seeking to furnish goods or services to the County, if such officer, employee or appointed official has substantial involvement or responsibility for policy making in securing such goods or services and if such officer, employee or appointed official enters into negotiations for such employment. Such disclosure must be made whether or not such offer and negotiations are verbal or written and whether or not the offer is accepted.

Print Name _____

Sign Name _____

Date _____