

# INSTRUCTIONS FOR JEFFERSON COUNTY CODE OF ETHICS STATEMENT OF INFORMATION TO BE MADE BY COUNTY OFFICIALS AND CANDIDATES FOR ELECTION

Attached hereto is a Statement of Information required to be made by Jefferson County officials and candidates for nonjudicial elected office. In accordance with sections 4.3 and 4.4 of Ordinance #2007-12 enacted by the Jefferson County Board of Supervisors, the attached Code of Ethics Statement of Information must be completed by all officials and candidates for nonjudicial elected office, and filed with the County Clerk. **Officials** must complete and file the State of Information no later than April 30<sup>th</sup> of each even numbered year, or within ten days after taking office, and thereafter at least bi-annually no later than April 30<sup>th</sup> of each even numbered year. The Statements of Information of officials will be open for public inspection. **Candidates** must complete and file the Statement of Information within 10 days after filing nomination papers or within 10 days after any other form of nomination. Statements of Information of candidates will be open for public inspection until 10 days after the election in which the candidate is participating, but thereafter will be sealed and subject to examination only upon a court order.

Within the meaning of the Jefferson County Code of Ethics and the attached Statement of Information, the following terms have the following definitions:

1. "Official" means all county department heads, county supervisors, and all other county elected officers, except judges.
2. "Candidate" means every candidate for election to the office of county supervisor or any other county elected office except judicial office.
3. "Immediate family" means:
  - (a) An individual's spouse; and [Amended 06/12/07, Ord. No. 07-12]
  - (b) An individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support. [Amended 06/12/07, Ord. 2007-12]

Questions concerning these instructions or the attached Statement of Information should be directed to the Corporation Counsel's Office.



7. Names and addresses of all corporations, partnerships and sole proprietorships other than religious, political or charitable organizations, in which the official or candidate or a member of his or her immediate family, holds any office or directorship. Exclude any such corporation, partnership or sole proprietorship which is not located in Jefferson County and does not do business in Jefferson County

**Names**

**Addresses**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. Identities of real property by address and fire number, if any, located in Jefferson County other than the principal residence in which the official or candidate or a member of his or her immediate family owns an interest. Exclude such an interest if it is a fractional share of not more than one-tenth:

_____
_____
_____
_____
_____

I hereby state that the foregoing information is true and correct to the best of my knowledge as this information has been provided and read by me, the undersigned official or candidate, before I place my signature hereon.

Dated: \_\_\_\_\_ Signed \_\_\_\_\_

For County Clerk's Office Only

Filing hereof accepted by \_\_\_\_\_  
on \_\_\_\_\_