

Suffolk County Board of Ethics  
Suffolk County, New York

Annual Report

2013



Robin L. Long, Esq.

*Chair*

Linda A. Spahr, Esq.

*Vice Chair*

Richard F. Halverson, Ph.D.

Heather M. Palmore, Esq.

*Members*

Samantha Segal, Esq.

*Executive Director*

335 Yaphank Avenue  
Yaphank, New York 11980  
(631) 852-4038  
[www.SuffolkCountyNY.Gov](http://www.SuffolkCountyNY.Gov)

Dated March 13, 2014

Submitted to: Suffolk County Executive

Submitted to: Suffolk County Legislature

## **MISSION STATEMENT**

“The Mission of the Suffolk County Board of Ethics is to practice and promote ethical literacy and conduct in government through training, transparency, and trust. In order to accomplish the Mission, the Suffolk County Board of Ethics shall maintain confidentiality, adhere to its own Code of Ethics, engage in outreach and training of public officials and employees, and recommend new laws to advance the Mission of ethical compliance.”

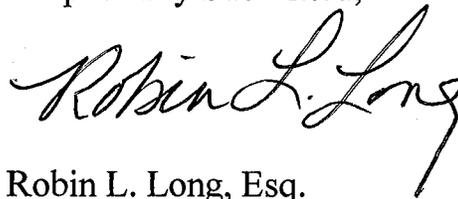
**MESSEGE FROM THE CHAIR OF THE SUFFOLK COUNTY BOARD OF ETHICS  
ROBIN L. LONG, ESQ.**

The Suffolk County Board of Ethics would like to recognize the ongoing dedication of the County Legislature, the Offices of the County Executive, County District Attorney, and the County Law Department in establishing new standards of independent ethical government.

In 2013, the Board of Ethics far exceeded their preliminary goals. As to trainings, the Board provided Ethics training at nine in-person lectures with employee attendance from 24 Suffolk County Departments. As the legal custodian of the County Annual Disclosure Statements, the Board also received and reviewed 519 Financial Disclosure Statements, with 100% employee filing. As the Board strives for strict public disclosure through the current laws, the Board commenced adjudication proceedings with respect to all late filers of financial disclosure statements.

We welcome all interested persons to provide us with suggestions, to visit our webpage, and to attend the public portion of our regularly scheduled Board meetings.

Respectfully Submitted,

A handwritten signature in black ink that reads "Robin L. Long". The signature is written in a cursive style with a large, prominent "L" and "R".

Robin L. Long, Esq.

Chair of the Suffolk County Board of Ethics

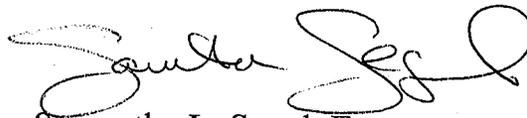
**ADMINISTRATION STATEMENT FROM THE EXECUTIVE DIRECTOR  
SAMANTHA L. SEGAL, ESQ.**

Through the Suffolk County Charter Law to ensure the independence and integrity of the County ethics process, the Suffolk County Legislature and County Executive have taken extraordinary measures to establish a system that provides the public with transparency, independence, and protocols.

In 2013, the Administration of the Suffolk County Board of Ethics accepted this charge with not only due diligence and responsibility, but also with a level of heightened responsiveness for the citizens of Suffolk County. As the Board develops new initiatives for public education and government safeguards, the Administration is dedicated to being accessible to the public and public servants so that they can be heard by the Board with process. The Administration strives to serve the public, and the public servants of Suffolk County, in a manner that is systematic, accountable, and approachable.

I welcome all interested persons to provide us with suggestions and to attend the public portion of the Board's regularly scheduled Board meetings.

Respectfully Submitted,



Samantha L. Segal, Esq.

Executive Director of the Suffolk County Board of Ethics

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## ATTACHMENTS AND EXHIBITS

Exhibit 1:	2014 Budget
Exhibit 2:	Part Time Staff Attorney Civil Service Job Duties Statement
Exhibit 3:	New York Bar Association Continuing Legal Education Accreditation
Exhibit 4:	Board Member Reference Booklet that includes 2013 Suffolk County Board of Ethics Policies, Rules, and Resolutions
Exhibit 5:	2013 FOIL Subject Matter Index
Exhibit 6:	2013 Google Analytic Website Reports

## EXECUTIVE SUMMARY

In 2013, the Suffolk County Board of Ethics convened 23 times from January 1, 2013 through December 31, 2013. During the course of the year, the Board's four major initiatives were executed: 1) Suffolk County Annual Financial Disclosure 2) Conducting Ethics Trainings 3) Rendering Advisory Opinions, and 4) Commencing Investigations/Adjudications.

### *I. Annual County Financial Disclosure*

The Board received and reviewed 519 Financial Disclosure Statements, with 100% employee filing. The Board determined that current County disclosure law designates the Board as the legal custodian for 20 categories of filer. The Board also determined that the current disclosure law does not designate the Board as the legal custodian for the following categories of filers: County employees who are no longer employed as of the filing date, Town Political Leaders, and employees of Suffolk Regional Off-Track Betting Corporation.

### *II. Ethics Trainings*

With respect to Ethics Trainings, the Board far exceeded the 2013 statutory requirement of one training seminar. In total, the Suffolk County Board of Ethics provided trainings at nine in-person lectures with a total of 153 persons with employee attendance from 24 Suffolk County Departments.

### *III. Advisory Opinions*

The Board received 22 written requests for Advisory Opinions regarding the Suffolk County Ethics Laws. Of these, 14 received a formal written Advisory Opinion, 1 the Board found no jurisdiction, 2 the Board found that the question posed was not ripe for analysis, 4 were still in the process of fact-finding, and 1 deemed administratively inactive as it lay dormant for non-responsiveness to fact finding for more than 90 days.

### *IV. Investigations/Adjudications*

The Suffolk County Board of Ethics received 8 complaints that the Board found to have no reasonable cause to allege a violation of the Suffolk County Ethics Laws. The Suffolk County Board of Ethics received no complaints that passed the reasonable cause threshold.

The Board commenced actions against 49 late Financial Disclosure Filers. 10 hearings were concluded in 2013 resulting in 5 violations being sustained with fines, 2 sustained without fine, 2 adjournments, and 1 dismissal. The remaining hearings were calendared for 2014. To date, all matters have been resolved by the adjudication by mail calendar. Approximately 25% of all cases have been counsel represented for the respondent and 75% pro se.

The Boards recommended legislation and code review are located at pages 13-14 in this Annual Report.

## 1. INTRODUCTION

This report covers the time period of January 1, 2013 through December 31, 2013.

The Suffolk County Board of Ethics was established pursuant to Local Law No. 56-2011, which became effective in March 2012. The Board was fully formed in the summer of 2012, and has established its offices in Yaphank.

Article XXX of the Suffolk County Charter vests in the Board of Ethics the authority and responsibility to:

- 1) Provide ethics training and education to Suffolk County's public servants;
- 2) Render advisory opinions to Suffolk County's public servants on ethics and conflicts of interest issues;
- 3) Make financial disclosure statement forms available to persons required to file pursuant to Chapter 77, Article 2 of the Suffolk County Code, and review such statements; and
- 4) Conduct investigations and hearings to determine if ethics violations have occurred and to impose penalties as authorized by local law.

The Administrative laws governing the Board of Ethics are found at Article XXX of the Suffolk County Administrative Code. The Suffolk County Code of Ethics is found at Chapter 77, Section I, Article I. The Financial Disclosure Law is found at Chapter 77, Section I, Article II of the Suffolk County Code.

This Report reviews the Suffolk County Board of Ethics accomplishments during 2013 under the following headings: 1) Introduction 2) Members of the Suffolk County Board of Ethics 3) Budget 4) Independent Contractor: General Counsel 5) Training and Education 6) 2013 Legislation 7) Board Policies 8) Code of Ethics Review 9) Financial Disclosure Statements/ Adjudications 10) Advisory Opinion Requests 11) Complaints 12) Freedom of Information Law 13) Administration 14) Information Technology 15) Press Articles 16) 2014 Initiatives.

## 2. MEMBERS OF THE SUFFOLK COUNTY BOARD OF ETHICS

Appointed by varying authority, the Board members serve four year terms. Under the Suffolk County Charter, the Board must consist of five members. Two of the members are appointed by the County Executive, one by the Presiding Officer of the Legislature, one by the Majority Leader of the Legislature, and one by the Minority Leader of the Legislature. All appointments are subject to approval by the Legislature and are volunteer. Members are paid a \$200 stipend per meeting. In 2013, the Suffolk County Board of Ethics convened 20 times from February 16 through December.

### Members

Thomas A. Isles, AICP - Term 3/27/2012-3/26/2016 (Resigned 9/6/2013)

- Appointed by Presiding Officer
- Former Director Suffolk County Planning Department
- Former Deputy Director of Planning Cayman Islands
- Former Commissioner of Planning and Development Town of Islip

Heather M. Palmore, Esq. - Term 3/27/2012-3/26/2015

- Appointed by Majority Leader
- Partner: Conway, Farrell, Curtin & Kelly PC.

Richard F. Halverson, Ph.D. - Term 4/6/2012 – 4/5/2014

- Appointed by County Executive
- Former Deputy Comptroller City of New York
- Former Executive Vice President St. Francis College
- Former Deputy Chancellor City of New York Board of Education
- Member of Budget and Finance Committee of Town of Southampton

Robin L. Long, Esq.- Term 6/26/2012-6/25/2014

- Appointed by County Executive
- Law Office of Robin L. Long

Linda A. Spahr, Esq. - Term 6/26/2012-6/25/2015

- Appointed by Minority Leader
- Former Chief Environmental Crime Unit Suffolk County District Attorney's Office
- Former Deputy Bureau Chief Suffolk County Law Department

### 3. BUDGET

#### *Budget*

The 2013 budget was under expended due to the outside counsel and ethics trainer being retained in July 2013. The six month total for Legal Services amounted to \$31,155.12 and \$15,905.54 for training services.

The 2014 Approved Budget is attached hereto as Exhibit "1 ". The Board is continually assessing the needs of additional resources and staff including investigators, staff counsel, and administrative support. The Board requested a part-time departmental attorney position at the rate of \$34,439 for 2014. The intended duties for this position include tribunal hearing document preparation, Board representation at tribunal hearings, pleadings, FOIL officer, and staffing of ethics hotline. (Exhibit "2" Submitted Job Duties Statement). This request was initially approved by the County Executive's Office, but was not adopted in the final budget. The Board will be requesting this position again for 2015.

#### *Debts*

The Agency does not have any outstanding debts. All liabilities are paid for through the Suffolk County approved budget.

#### **4. INDEPENDENT CONTRACTOR: GENERAL COUNSEL**

The Suffolk County Board of Ethics conducted a search for General Counsel via an "RFQ" process. The Suffolk County Law Department provides the Board representation with respect to preparing and executing procurement for all County contracts.

The Board advertised the "RFQ" in the Smithtown Messenger, The Suffolk County Lawyer, Touro Law School, Hofstra Law School, and St. John's Law School. The Executive Director and Board Members also contacted firms with the required practice areas which resulted in 22 law firms requesting the "RFQ". Six firms responded, four of six were interviewed for General Counsel. The Board qualified one firm located in Suffolk County, Ingerman Smith LLP, through this process. The three senior lawyers assigned to work on this file are Partner: John Gross, Esq., Partner: Christopher Clayton, Esq., and Of Counsel: Julie Torrey, Esq. Mr. Gross is an experienced litigator with clients inclusive of government entities and private sector with over 30 years and is the former President of the Suffolk County Bar Association. Mr. Clayton is an experienced litigator and served as a Suffolk County Assistant District Attorney for eight years where he received the Suffolk County District Attorney's Distinguished Trial Advocacy Award. Ms. Torrey is an experienced litigator with a practice background inclusive of municipalities and private sector clients in federal and state litigation, including employment discrimination litigation, administrative proceedings and Civil Service Law Section 75 disciplinary proceedings.

## 5. TRAINING AND EDUCATION

In August 2013, by way of "RFQ" procurement, the Suffolk County Board of Ethics retained Ingerman Smith, LLP as the Independent Training Consultant.

The Board far exceeded the 2013 statutory requirement of one training seminar. In total, the Suffolk County Board of Ethics provided trainings at nine in-person lectures with a total of 153 persons with employee attendance from 24 Suffolk County Departments.<sup>1</sup>

Additionally in 2013 the Board was successful in securing New York State Bar Association Continuing Legal Education credits for its "Suffolk County Ethics Laws" lecture presentation. As an approved provider, the Suffolk County Board of Ethics provided Continuing Legal Education credits to 23 attorneys employed by Suffolk County (Exhibit "3" New York State Bar Association Accreditation attached).

The Board has distributed the Code of Ethics Booklet to approximately 300 employees and the Suffolk County Print Shop provided 550 copies upon direct request of Suffolk County Civil Service. The Board is working with the Suffolk County Information Technology Department to create a self-certifying all employee Ethics power-point. The Board is developing a training schedule that complies with the statute for 2014, an even-numbered year, requiring two training seminars.

Beginning in August of 2013, the Executive Director began presenting at Civil Service New Employee Orientations. This brief overview of the Board of Ethics introduces all new employees as to their obligations under the Suffolk County Ethics Laws and informs them of the Board's obligation to render all requests with independence and process. In 2013, the Executive Director conducted 4 New Employee Orientation presentations, presenting to a total of 71 new employees. Job titles of persons in attendance included the following: Junior Assistant District Attorneys, Food Service Supervisor, Worker's Compensation Claims Examiner, School Crossing Guard, Justice Court Clerk, Public Safety Dispatcher, Junior Assistant County Attorney, Medial Records Clerk, Grants Analyst, Labor Technician, Clerk Typist, Community Organization Specialist, Forensic Scientist, Emergency Complaint Operator, Assistant Election Clerk, and Veterans Service Officer.

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<sup>1</sup> County Executive, Legislature, District Attorney, County Attorney, Public Works, Finance & Management, Intergovernmental Relations, Performance Management, Minority Affairs, Youth Bureau, Office for Women, Office for the Aging, Office for People with Disabilities, Labor Relations, Labor, Probation, Traffic and Parking Violations Agency, Social Services, Information Technology, Civil Service, Health, Police, Fire, Rescue and Emergency Services.

In furtherance, in May of 2013, the Executive Director conducted Suffolk County Ethics Laws training to 12 new employees of the Suffolk County Traffic and Parking Violations Agency.

In September of 2013, the Suffolk County Board of Ethics provided two "Suffolk County Ethics Laws" CLE trainings to the Suffolk County Legislature conducted by John Gross, Esq., Robin L. Long, Esq., and Samantha Segal, Esq. These trainings were attended by 29 Suffolk County Legislature employees.

In September of 2013, the Suffolk County Board of Ethics also provided the "Suffolk County Ethics Laws" CLE training to the Suffolk County Law Department conducted by John Gross, Esq., Robin L. Long, Esq., and Samantha Segal, Esq. This training had 12 Assistant County Attorneys in attendance.

In November of 2013, the Suffolk County Board of Ethics conducted Suffolk County Ethics Laws training to Suffolk County Department Heads. In attendance were 26 Suffolk County Department Heads.

## 6. 2013 LEGISLATION

In 2013, the following two County Laws in the Suffolk County Code of Ethics were amended.

1. Local Law 11-2013 “A Local Law to Revise Suffolk County’s Financial Disclosure Statement.” As per the Legislative Intent of Local Law 11-2013, the purpose of this law is to revise the County’s financial disclosure statement and recommended a number of technical changes to the form which will improve compliance with the Country’s financial disclosure laws.

2. Local Law 28-2013 “A Local Law to Clarify Board of Ethics Authority to Issue Advisory Opinions.” As per the Legislative Intent of Local Law 28-2013, the purpose of this law is to amend the County’s ethics statute to clarify that the County Board of Ethics has the authority to issue advisory opinions to prospective and former County employees and a supervisory official who will supervise a prospective public servant or who supervised a former public servant.

## 7. BOARD POLICIES

In 2013 the Suffolk County Board of Ethics enacted the following Board policies and procedures 1) Rules, Regulations and Procedures of the Board 2) Adjudication By Mail Procedures 3) In-Person Hearing Procedures 4) Ethics Violation Complaint Procedures 5) Financial Disclosure Statement Office in-Take Procedures 6) Extension Application for Financial Disclosure Statement 7) Freedom of Information Procedures. Attached hereto is a complete record of all such policies (Exhibit "4").

## 8. LEGISLATIVE RECOMMENDATIONS AND CODE REVIEW

### *Legislative Recommendations*

1. The Suffolk County Code, § 77-10, sets forth those persons required to file Financial Disclosure Statements. As the law is currently written, the Board has determined that persons who are no longer in a designated position as of the filing date, due to termination, retirement, resignation or transfer, are not required to file. In some jurisdictions, required filers who leave their employment are required to file a Financial Disclosure Statement before receiving their final paycheck, even if they leave prior to the designated filing date. The Board recommends that the Legislature consider whether such a provision would be appropriate to afford the public full financial disclosure from persons who held positions of governmental trust in the preceding calendar year.

2. In addition to those persons required to file Financial Disclosure Statements pursuant to §77-10 of the Code, there are persons required to file Financial Disclosure Statements pursuant to other laws. Those persons include Farmland Committee members, Long Island regional Planning Council members and members of certain local public authorities. As the law is written, the Board has no enforcement authority against a person whose filing requirement is imposed by one of these other laws.

The Board recommends that §77-16 of the Code be amended as follows:

“(A) Any person required to file a statement pursuant to this article, or any other provision of law, who has not so filed at the end of one week after the required filing date shall be subject to a fine of not less than \$250 or more than \$1000. In determining the amount of the fine, the Board shall consider factors, including, but not limited to, the person’s failure in prior years to file a report in a timely manner, and the length of delay in filing. The Board may waive a fine entirely if a person establishes that the failure to file a report in a timely manner was due to illness, injury or other hardship.”

3. The Suffolk County Charter, § C30-2(F) provides for compensation to members in the amount of \$200 per meeting, with a limit of \$400 per month. If the Board meets only one time in a month, but three times the next month, members may only be compensated for three of the four meetings. A change in the law would provide more flexibility to the Board in satisfying the ebbs and flows of its statutory workload—including tribunal hearings, deliberations, advisory opinions, policy matters and privacy requests. As the original Legislative intent was to provide to Board member compensation for all duly authorized meetings, the scheduling change will have zero impact on the authorized budget.

**The Board recommends that §C30-2 of the Charter be amended as follows:**

**“(F)” Members shall receive compensation of \$200 for each Board meeting they attend; such compensation shall not exceed ~~\$400 per month~~ \$4800 per year. In no event shall the Board meet less frequently than once per month.”**

#### *Code Review*

1. The Suffolk County Code, §77-4 contains restrictions on activities that may be engaged in by political party officers. A political party officer, as defined in §77-1 of the Code of Ethics, is a chairperson of any County political party committee elected pursuant to §2-2112 of the New York Election Law or the chairperson of any duly constituted Town political party committee.

Suffolk County Code §77-10, which sets forth persons who must file Financial Disclosure Statements provides at subdivision (A) that “chairpersons of County political party committees” must file. As written, the Board has determined that this section does *not* require that chairs of Town political party committees file Financial Disclosure Statements. The Board has determined that prior county law required every political party officer to file Financial Disclosure Statements.

## 9. FINANCIAL DISCLOSURE STATEMENTS/ ADJUDICATIONS

### *Financial Disclosure Statements*

Pursuant to § A30-4, Financial Disclosure, the Board shall make financial disclosure statement forms available to all persons required to file pursuant to the requirements of Chapter 77, Part 1, Article II, of the Suffolk County Code. The Board shall review and maintain these statements and otherwise administer and enforce the financial disclosure requirements in accordance with the provisions of Chapter 77, Part 1.

In 2013 all required County employees filed. The Board enacted hearing procedures for late financial disclosure filers. All late filers received Notices of Violation. The Board served 49 Notices of Violation for the 2013 filing year, 10 hearings were concluded in 2013 and the remaining in the first quarter of 2014.

### Financial Disclosure Statement Filings

<i>Filer Designation</i>	<i>Total Required to File</i>	<i>Total Filed</i>
County Employees	385	385
Non County Employee Filers	115	110
Elected Officials	24	24
<b>TOTAL</b>	<b>524</b>	<b>519</b>

### Late Financial Disclosure Statement Adjudication By Mail Hearings

<i>Number of NOV's Issued</i>	<i>Hearings Conducted in 2013</i>	<i>Board Determinations</i>
49	10	2- Adjourned
		1- Dismissed
		5 - Sustained with fine
		2 - Sustained fine waived

## *Adjudications*

The Suffolk County Board of Ethics established procedures with process to conduct hearings. In doing so, the Board developed two lines of adjudication calendars.

The first calendar is adjudication by mail proceedings. This method affords all persons charged with violating the County Ethics Laws an opportunity to be heard. In doing so, these proceedings notice all persons pursuant to the law, and permit respondents to submit admissions or defenses in paper on their own behalf or represented by counsel. These hearings are digitally recorded to preserve all respondents to have a full record available for appeal and are conducted in Executive Session. The votes of such hearings are all memorialized in hard copy and available directly to the respondents. All such procedures are available on the Suffolk County Board of Ethics webpage.

The second calendar is adjudication by in person hearings. All persons charged with any provision of the County has the right to elect an in person hearing and the Board has the right to calendar an in-person hearing for any matter. In doing so, these proceedings notice all persons pursuant to the law, and permit respondents to submit admissions or defenses on their own behalf or represented by counsel. These hearings are digitally recorded to preserve all respondents to have a full record available for appeal and are conducted in Executive Session. The votes of such hearings are all memorialized in hard copy and available directly to the respondents. All such procedures are available on the Suffolk County Board of Ethics webpage.

To date, all matters have been resolved by the adjudication by mail calendar. Approximately 25% of all cases have been counsel represented for the respondent and 75% pro se. The Executive Director assists pro se respondents in being apprised of Board procedures and acts as a liaison for the Respondent's to the Board. General Counsel to the Board reviews all papers submitted by Respondent's Counsel and advises the Board on adversarial matters.

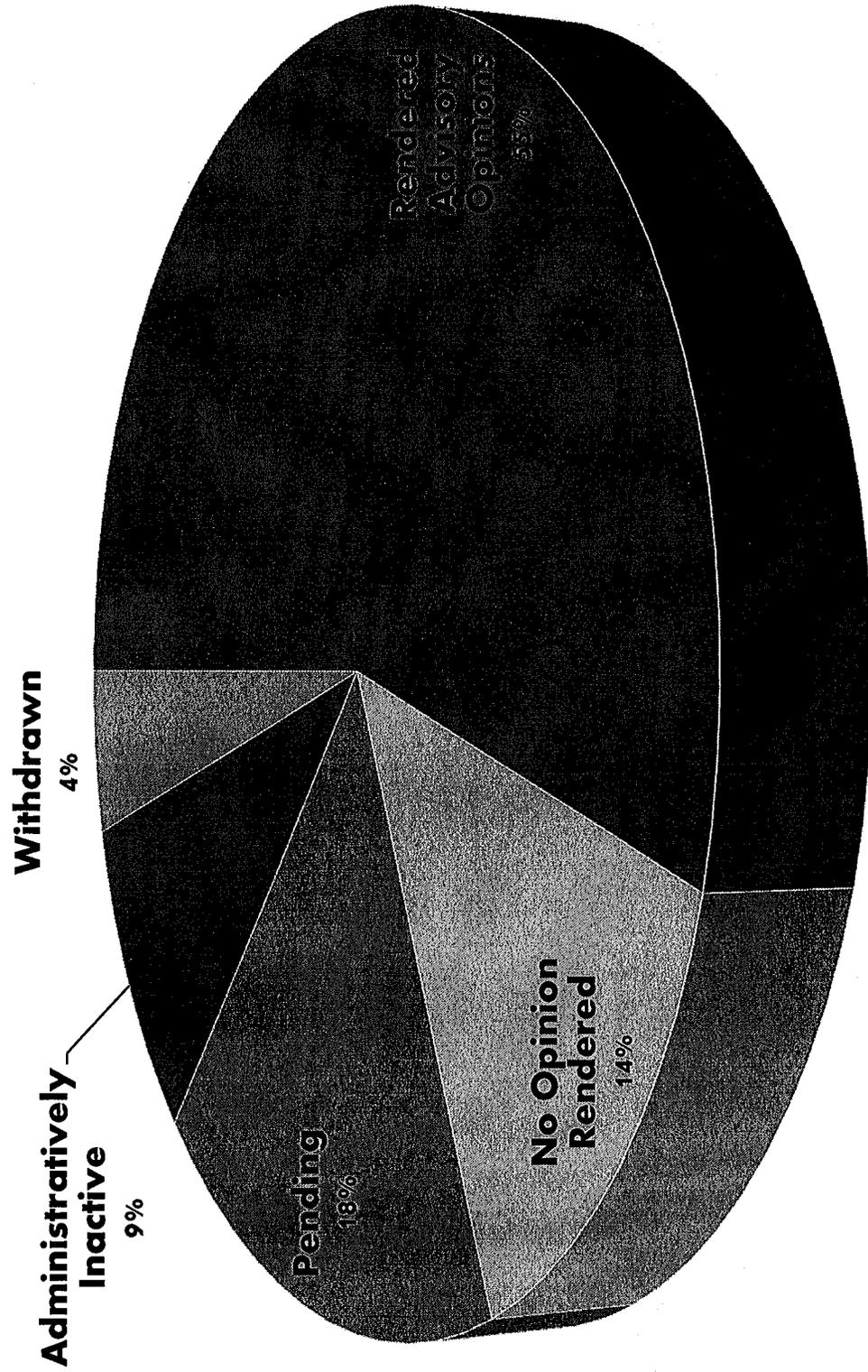
## 10. ADVISORY OPINION REQUESTS

The Suffolk County Board of Ethics received 22 requests for Advisory Opinions in 2013. The Board maintained compliance with the statutory provisions under the Suffolk County Charter and all Advisory Opinions were rendered within 45 days of completed fact finding. Upon determining a requestor has standing, a fact finding is commenced from which the Board renders their final Advisory Opinion.

<i>Month</i>	<i>Number</i>	<i>Action Taken</i>
January	1	No Jurisdiction
February	4	Rendered Rendered Rendered Question not Ripe
March	1	Rendered
April	2	Rendered Rendered
May	1	Rendered
June	1	Administratively Inactive <sup>2</sup>
July	0	N/A
August	0	N/A
September	2	Rendered Rendered
October	4	Rendered Rendered Rendered Question not Ripe
November	4	Rendered Rendered Fact finding pursuant to §A30-3(C)in Process/ Pending Fact finding pursuant to §A30-3(C)in Process/ Pending
December	2	Fact finding pursuant to §A30-3(C)in Process/ Pending Fact finding pursuant to §A30-3(C)in Process/ Pending
<b>Total:</b>	<b>22</b>	

<sup>2</sup> Board Rule 2013:4 All Advisory Opinion requests that are dormant due to no requestor response to the Board's fact-finding inquiry are administratively inactive without prejudice.

# 2013 Requested Advisory Opinions



## **11. COMPLAINTS**

The Board has limited jurisdiction to process complaints as to only violations of Chapter 77, Part 1, Article I, of the Suffolk County Code or other applicable provision of law governing conflicts of interest by a public servant or former public servant. As such, all complaints alleging offenses that are outside of the Board's jurisdiction are rejected.

The Suffolk County Board of Ethics received 8 complaints that the Board found to have no reasonable cause to allege a violation of the Suffolk County Ethics Laws. The Suffolk County Board of Ethics received no complaints that passed the reasonable cause threshold therefore no investigations were commenced. The Ethics Violation Complaint Procedure and Form are available to the public on the Suffolk County Board of Ethics webpage.

## **12. FREEDOM OF INFORMATION LAW**

The Board received and fulfilled 48 Freedom of Information Law ("FOIL") Requests. Only 8 of these were for records that the Suffolk County Board of Ethics is the designated legal custodian. The 40 FOIL Requests which were served on the Board in error were responded to in compliance with the FOIL legal mandates. The Board maintains a FOIL Subject Matter Index that categorizes all materials, exemptions, and protocols. The Board also maintains the filed Elected Officials "Truth and Honesty in Government Lobbying Sworn Statements." (Exhibit "5" – 2013 Subject Matter Index)<sup>3</sup>

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<sup>3</sup> 2013 FOIL Subject Matter Index Attached

### 13. ADMINISTRATION

*Location*

The Suffolk County Board of Ethics is located at 335 Yaphank Avenue Yaphank, New York 11980. In 2014, the Board secured surplus furniture for the office from the John J. Foley Skilled Nursing Facility.

*Document Due Diligence and Cataloging*

The Suffolk County Board of Ethics staff exercises daily due diligence and audits for document retention and accuracy. Set forth below are the categories of documents which undergo cataloging at the Board's office:

<b>Document Type</b>	<b>Management System</b>
Adjudication Pleadings	Separate physical and electronic file folders are maintained for each individual, organized by batch number and name (i.e.: Batch 1 - John Doe).
Notice of Violation	Separate physical and electronic file folders are maintained within each individual's physical and electronic file containing all Notices of Violation served by the Suffolk County Board of Ethics for the 2013 Financial Disclosure Statements where they are grouped by batch number, name, and index number (i.e. Index Number FDS 001/2013).
Orders	Separate physical and electronic file folders are maintained within each individual's physical and electronic file containing all orders issued by the Suffolk County Board of Ethics for the 2013 Financial Disclosure Statements where they are grouped by meeting date, name, and index number (i.e. Index Number FDS 001/2013).
Advisory Opinions	Separate physical and electronic file folders are maintained for each individual, organized by Advisory Opinion Request number (assigned in order of date of request) and name (i.e.: AO-2013-1 John Doe). An index is maintained as required by the Suffolk County Administrative Code §A30-3 (D). Advisory Opinions are available on the Board's webpage in redacted (pursuant to §A30-3 (D)) form. Separate physical and electronic file folders are maintained for each individual, organized by Advisory Opinion Request number (assigned in order of date of request) and name (i.e.: AO-2013-1 John Doe). An index is maintained as required by the Suffolk County Administrative Code §A30-3 (D). Advisory Opinions

Advisory Opinions Cont:	are available on the Board's webpage in redacted (pursuant to §A30-3 (D)) form.
Agendas & Minutes	Separate physical and electronic file folders are maintained.
Articles & Publications	Separate physical and electronic file folders are maintained.
Complaints	Separate physical and electronic file folders are maintained for each complaint, organized by complaint number (assigned in order of date of request) and name (i.e.: C-001-2013 John Doe).
Financial Disclosure Statements ("FDS")	FDS Statements are filed in alphabetical order within the applicable Department, Board, Commission, or Agency's file. Each FDS Statement is assigned an FDS number (i.e.: FDS# 001).
2013 Financial Disclosure Statement Workbook	Contains 40 spreadsheets, of those the following are included: Departmentally Organized Index, Alphabetically Organized Index, FDS Distribution, Compliance (FDS Number (i.e.: FDS# 001), filer name, category of filer, filing date, privacy requested, incomplete status, tracks all letters sent to filer, sender/courier, address (if applicable), and receipt type. ), Privacy Requests, First Notice- Did Not File, Second Notice- Did Not File, Notice of Violation, and a separate spreadsheet for each Department, Agency, Board, Commission, or Council containing required filers and compliance.
Freedom of Information Law Requests ("FOIL")	Separate physical and electronic file folders are maintained for each FOIL request, organized by FOIL number (assigned in order of date of request) and name (i.e.: FOIL-001-2013 John Doe).
2013 Mail Spreadsheet	Electronic file folders are maintained containing information of all mailings and facsimiles received by the office. Information Entered: Mailing Number, Date, Sender, Sender's Address, Contents, Mail Type, and Tracking Number (if available).
Notices of Public Meetings	Separate physical and electronic file folders are maintained of the Notice of Public Meeting, email to Legislature approved County newspapers, and screenshot of online notice posting on the Board's webpage.
Miscellaneous	Separate physical and electronic file folders are maintained for each miscellaneous document, letter, inquiry, etc., organized by "miscellaneous" item number (assigned in order of date of request) and name (ie: M-001-2013 John Doe).

## 14. INFORMATION TECHNOLOGY

The Suffolk County Board of Ethics maintains an independent webpage on [www.SuffolkCountyNY.Gov](http://www.SuffolkCountyNY.Gov). The webpage contains the following:

1. Notices of Public Meetings;
2. Meeting agendas and minutes;
3. Complaint procedures;
4. Advisory opinion procedures;
5. FOIL procedures;
6. Adjudication procedures;
7. Hearing Procedures;
8. Links to Local Laws;
9. Forms;
10. Contact information of the Board;
11. Press Releases;
12. Contracting opportunities with the Board;
13. Annual Reports;
14. Training and educational materials.

The Suffolk County Board of Ethics webpage is maintained and updated on a monthly and as-needed basis. In effort to maintain confidentiality at all points of contact, the Board does not accept complaints or requests for advisory opinions via email. All such correspondence to and from the Board are made by facsimile, US mail, or hand delivery. The Board is currently creating electronic training materials. Google Analytics provides reports as to the usage of the Board's website reporting 1,923 page views in 2013 (Exhibit "6" Google analytic reports").

The Board's initiative to have online Annual Financial Disclosure capabilities is contingent on programming and identity theft measures which can exclusively be provided by the Suffolk County Information Technology Department. At this juncture, the Suffolk County Information Technology Department does not have the software to provide such services for implementation in 2014. The Board has requested that the Suffolk County Print Shop create a fillable PDF file for the Annual County Financial Disclosure form which will be available to all required filers for 2014.

## **15. PRESS ARTICLES**

In 2013, local Newspapers reported articles of interest regarding the Suffolk County Board of Ethics.

## **16. 2014 INITIATIVES**

1. To exceed the statutory requirement of two annual training seminars;
2. Publishing and distribution of the Ethics Plain-Language Guide;
3. Implementation of the “Ethics by Posters” Series;
4. To continue providing all requestors timely advisory opinions;
5. To continue conducting hearings and investigations pursuant to the Suffolk County Ethics Laws;
6. To conduct due diligence first and second level reviews of all financial disclosure statements;
7. To provide members of the public and public servants with ongoing advice and education, pre-emptively and upon request, of the Suffolk County Ethics Laws;
8. Establishing an account with translation service (Language Line) for hearings and the public.

**1**

PROGRAM NO: IFSX21  
 REPORT NO: PIF211  
 DEPARTMENT: SUFFOLK COUNTY ETHICS BOARD

PAGE 1  
 DATE 6/19/13

SUFFOLK COUNTY EXECUTIVE  
 BUDGET REQUEST - PERMANENT POSITIONS REQUESTED  
 FD/APPROP: 01 1120 - SUFFOLK COUNTY ETHICS BOARD

UNIT POSN	BU	INCUMBENT	JOB TITLE	SPEC	GR/ST	PAY-DIFF	CURRENT	REQUESTED	
0100 0011 1 21			SEGAL, SAMANTHA EXEC DIR OF SC BOARD OF	9309	32/09		101,242	103,473	
0100 0015 1 2		VACANT	ATTORNEY (DEPARTMENTAL)	6161	30/01		NEW	34,439	
0100 0021 1 30		KURRASS, DARLEN	SECRETARY	0097	17/02		46,610	48,085	
TOTALS FOR UNIT 0100:							2	147,852	185,997
TOTALS FOR APPR 1120:							2	147,852	185,997

	CURR	REQ	CURRENT	REQUESTED
TOTAL COST CURRENT POSITIONS	2	2	147,852	147,852
+ SALARY ADJUSTMENT				3,706
+ NEW POSITIONS		1		34,439
+ TRANSFERS IN		0		0
- ABOLISHED POSITIONS		0		0
- TRANSFERS OUT		0		0
- ESTIMATED TURNOVER SAVINGS				0
OTHER ADJUSTMENTS				0+
NET APPROPRIATION		3		185,997
DEPARTMENT TOTALS:	2	3	147,852	185,997



2

Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction, and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. (L. 1958, c790 S 1; amended L.1978, c99, S 1.)

**SUFFOLK COUNTY  
DEPARTMENT OF CIVIL SERVICE**

**NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this Department.

**1. DEPARTMENT** Board of Ethics **MUNICIPALITY** Suffolk County

**2. DESCRIPTION OF DUTIES:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME

Departmental Attorney - Part-time: Attorney admitted to the NYS Bar with 1+ years post-admission experience

+

+

- Assists in record retention.
- + - Attends Legislative meetings.
- Attends Board Meetings.
- Prepares matters of inquiry for the Board.
- Conducts Westlaw searches and legal research.
- Drafts Advisory Opinions.
- Presents evidence to the Board at tribunal hearings.
- Responds to informal advisory and ethics phone inquiries.
- Indexes Advisory Opinions

This form may also be used for reclassification request. (attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
Samantha Segal, Esq.	Executive Director	Direct

4. Names and Titles of Persons Supervised by Employees in this position.		
NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do *you think* should be required for this position?

Education: High School  Years

College  Years, with specialization in: \_\_\_\_\_

Other  Years, with specialization in: Law

Experience: (List amount and type)

3+ years post-admission experience

Essential knowledge, skills and abilities:

Westlaw research, NYS Civil Procedure

Type of license or certificate required: NYS Law

7. The above statements are accurate and complete.

Date:

Title:

Signature:

CERTIFICATE OF CIVIL SERVICE DEPARTMENT

8. In accordance with the provisions of Civil Service Law, Section 22 the SUFFOLK COUNTY CIVIL SERVICE DEPARTMENT certifies that the appropriate civil service title for the position described is \_\_\_\_\_

SPEC. NO.

NO. OF POSITIONS

Date:

Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved

Disapproved

RESOLUTION NO. \_\_\_\_\_

Grade or Salary \_\_\_\_\_

Date:

Signature:

RETURN ONE COMPLETED COPY TO SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

3



# New York State Continuing Legal Education Board

25 Beaver Street, Room 888 • New York, NY 10004 • (212) 428-2105 • (Toll free outside NYC) 1-877-NYS-4CLE  
Web site: [www.nycourts.gov/attorneys/cle](http://www.nycourts.gov/attorneys/cle) • Fax: (212) 428-2974 • E-mail: [cle@courts.state.ny.us](mailto:cle@courts.state.ny.us)

Elise Anne Geltzer  
Counsel

October 15, 2013

Samantha Segal, Esq.  
Suffolk County Board of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980

Re: Course #ETH0541 (Transitional and Nontransitional)  
Suffolk County Ethics Laws

Dear Ms. Segal:

The New York State Continuing Legal Education Board ("CLE Board") is pleased to inform you that the foregoing individual course activity has been granted hybrid accreditation for the period September 9, 2013 through September 8, 2014, as follows:

Ethics and Professionalism:      2 CLE credit hours

The accreditation of this course extends only to the live, classroom-format presentation of the material, and does not cover any nontraditional formats of the course (*e.g.*, audio recordings, video recordings, live broadcasts, teleconferences, videoconferences, online courses). If you wish to obtain accreditation for a nontraditional version of this course, you must submit a detailed explanation of the technology or, where possible, a sample of the course (*e.g.*, a copy of a compact disc or instructions and a password for online access), along with a description of the applicable attendance verification procedures for that course format.

You must state in advertisements or brochures for the course, as well as on all certificates of attendance, that the course is appropriate for both newly admitted and experienced attorneys. Please note that effective January 1, 2007, providers of courses accredited by the New York State CLE Board must use the New York CLE Certificate of Attendance. The New York CLE Certificate of Attendance is enclosed.

The Regulations and Guidelines contain important information regarding your responsibilities as a provider of continuing legal education in New York. Please review this information carefully, paying particular attention to subsections 10(A)-(D) and 10(G)-(I), which outline some of your obligations as a provider. (The Regulations and Guidelines are available on the CLE Web site.) Failure to comply with the requirements may result in revocation of your accreditation. Please note that a financial aid policy must be made available to New York attorneys for all New York accredited CLE courses or programs offered for a fee. A statement as to the existence of such a financial aid policy and the procedure for applying for consideration for financial aid must be included in all CLE advertisements and brochures, whether those advertisements and brochures are printed or distributed electronically.

Please note that the Regulations and Guidelines require that providers of continuing legal education courses and programs complete and submit a Course Summary form for each accredited CLE course or program. Enclosed are Course Summary forms and instructions; please submit a Course Summary after each presentation of this course. Failure to submit Course Summaries for your courses may prevent accreditation of future CLE course applications submitted by your organization.

During the accreditation period, modifications or updates that substantially change the course, or changes to the faculty presenting the program, must be submitted to the CLE Board for approval, prior to the date of the program.

Should you decide to request an extension of your hybrid accreditation, please be aware that section 8(C)(10)(a) of the Regulations and Guidelines requires that such a request be made in writing to the CLE Board at least 45 days before the end of the accreditation period. Enclosed is an "Application for Extension of Hybrid Accreditation."

Please feel free to contact a member of the CLE staff at (212) 428-2105 or toll free for calls from outside New York City at 1(877) NYS-4CLE if you should have any questions. You may also visit the CLE Web site at [www.nycourts.gov/attorneys/cle](http://www.nycourts.gov/attorneys/cle) for additional information on the CLE program.

Very truly yours,



Elise Anne Geltzer

EAG:jc  
Enclosures



# New York State Continuing Legal Education Board

25 Beaver Street, Room 888 · New York, NY 10004 · (212) 428-2105 · (Toll free outside NYC) 1-877-NYS-4CLE  
Web site: [www.nycourts.gov/attorneys/cle](http://www.nycourts.gov/attorneys/cle) · Fax: (212) 428-2974 · E-mail: [cle@nycourts.gov](mailto:cle@nycourts.gov)

Honorable Angela M. Mazzarelli  
*Chair*

Elise Anne Geltzer  
*Counsel*

February 24, 2014

Samantha Segal, Esq.  
Suffolk County Board of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980

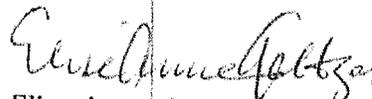
Re: Course #ETH0541 (Transitional and Nontransitional)  
Suffolk County Ethics Laws

Dear Ms. Segal:

The New York State Continuing Legal Education Board is pleased to inform you that your request to add Christopher J. Clayton as a presenter of the above course, has been granted. Please refer to the original approval letter dated October 15, 2013, for all other information related to the accreditation of this program.

Please feel free to contact a member of the CLE staff at (212) 428-2105 or toll-free for calls from outside New York City at 1(877) NYS-4CLE if you should have any questions. You may also visit the CLE Web site at [www.nycourts.gov/attorneys/cle](http://www.nycourts.gov/attorneys/cle) for additional information on the CLE program.

Very truly yours,

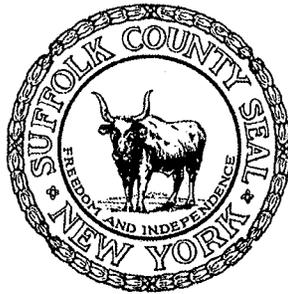
  
Elise Anne Geltzer

EAG:jc

4

# SUFFOLK COUNTY BOARD OF ETHICS

## Board Member Reference Booklet



Created December 2013

Printed January 2014

Version 1.0

## **SUFFOLK COUNTY BOARD OF ETHICS**

**“The Mission of the Suffolk County Board of Ethics is to practice and promote ethical literacy and conduct in government through Training, Transparency, and Trust.”**

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**RULES, REGULATIONS AND PROCEDURES OF THE  
SUFFOLK COUNTY BOARD OF ETHICS**

WHEREAS, the Suffolk County Board of Ethics wishes to adopt the following Rules, Regulations and Procedures of the Suffolk County Board of Ethics.

**Rule No. 1. Statement of Applicability**

Pursuant to Suffolk County Charter Article XXX the Suffolk County Board of Ethics has adopted these rules and regulations to govern the procedures of the Suffolk County Board of Ethics. If a Rule of the Board should conflict with a provision or provisions of Suffolk County local laws, New York State laws, or federal laws, such Rule shall yield to such law.

**Rule No. 2. Quorum**

**Quorum** Pursuant to Suffolk County Charter Article XXX, three (3) members of the Board shall constitute a quorum for the purpose of conducting business.

**Absence of a Quorum** In the absence of a quorum a Board meeting will be canceled or rescheduled.

**Rule No. 3. Election of Chair and Vice Chair**

The Suffolk County Board of Ethics shall elect 1 member as chairperson and 1 member as vice-chairperson. The chairperson shall be elected each even numbered year for a 1-year term. The vice-chairperson shall be elected annually for a 1-year term. The election of a chairperson or vice-chairperson shall take place at the first meeting of the Suffolk County Board of Ethics in a year in which a chairperson or vice-chairperson, respectively, is to be elected. The term of a chairperson or vice-chairperson shall begin upon his or her election.

**Rule No. 4. Meetings & Hearings**

**Schedule of Meetings** The Board shall schedule a minimum of twelve (12) regular meetings annually.

**Regular Meetings** Absent motion of the Board, regular meetings shall be held on Wednesday at 6:00 p.m. at the Office of the Board of Ethics or another appropriate venue. The date or place of the meeting may be changed by a vote of the Board.

**Hearings and Interrogatories** Hearings and Interrogatories regarding Financial Disclosure Statements, Notice of Violations, or Advisory Opinions that require the requestor's in person appearance, shall be held during the public servant, employee, or elected official's regularly scheduled Suffolk County Government working hours to permit for proper representation of union members and to be in accordance with such persons hours of employment pursuant to Suffolk County employment contract.

RULES, REGULATIONS AND PROCEDURES OF THE SUFFOLK COUNTY BOARD OF ETHICS

**Special Meetings** Special Meetings may be called as necessary by the Chair or on the written request of three (3) Board members. Such call or request shall state the purpose of the meeting and the members shall be advised of the purpose. Date, time and place shall be set by the Chair after it is determined that a quorum will be present.

**Attendance at Board Meetings** Absent exigent circumstances the Board requires attendance of members at all regularly scheduled meetings.

Attendance shall be taken at every Board Meeting. Upon inquiry, attendance records shall be provided to any appointing authority as to a Board Member's conduct under Suffolk County Charter §C30-2(G). Suffolk County Charter §C30-2(G) states:

"Members may be removed by their appointing authority for substantial neglect of duty, gross misconduct in office, inability to discharge the powers or duties of office or violation of the requirements of Subsection B of this section, after written notice and opportunity to reply. The removal of members appointed by the Presiding Officer, Majority Leader and Minority Leader must be ratified by the adoption of a procedural motion by the County Legislature".

**Rule No. 5. Order of Business**

At all scheduled meetings of the Suffolk County Board of Ethics the following business shall be conducted unless otherwise determined by the Chair of the Board or by an affirmative vote of at least a majority of the Members present:

- 1) Review and adopt or amend and adopt minutes of last Board of Ethics Meeting;
- 2) Statements and presentations by members of the public;
- 3) Consideration of motions;
- 4) Consideration of matters held over from prior Board of Ethics Meeting(s);
- 5) Executive Session;
- 6) Consideration of new matters;
- 7) Reports from members of the Board of Ethics, and/or the Executive Director of the Board of Ethics, and/or Counsel to the Board of Ethics, if any;
- 8) Determination of date for next meeting; and
- 9) Adjournment.

**Rule No. 6. Powers and Duties of the Chair of the Board of Ethics**

The Chair of the Board of Ethics shall possess the following powers and perform the following duties:

RULES, REGULATIONS AND PROCEDURES OF THE SUFFOLK COUNTY BOARD OF ETHICS

- 1) Preside over all meetings of the Board of Ethics, and except in the absence of a quorum, proceed to business in a manner prescribed by these rules;
- 2) Decide all questions of order, subject to appeal of the members of the Board;
- 3) To substitute the Vice Chair to perform the duties of the Chair of the Board in the absence of the Chair; and
- 4) To recess meetings.

**Rule No. 7. Rights and Duties of Members of the Board of Ethics**

The Members of the Board of Ethics shall have the power to, among other things:

- 1) submit a matter for consideration before the Board;
- 2) make a motion on any matter before the Board; and
- 3) make a motion on any matter involving the conduct of the Board's business.

**Rule No. 8. Rules of Order**

- A. The Chair of the Board of Ethics shall decide all questions of order. The Chair's determination shall be final unless an appeal is taken to the full Board and sustained by an affirmative vote of at least a majority of the Members present. Members of the Board shall have the right to appeal rulings of the Chair and assign their reasons for the challenge. The Chair on every appeal shall have the right to assign his or her reason for the ruling.
- B. If a matter is under consideration, no motion shall be received except as herein specified:
  - 1) to recess the Board of Ethics meeting;
  - 2) to adjourn the Board of Ethics meeting;
  - 3) to appeal a ruling of the Chair;
  - 4) to waive a Rule of the Board of Ethics;
  - 5) to amend a pending resolution or motion;
  - 6) to table a pending resolution or motion;
  - 7) to table to a date certain;
  - 8) to cut off debate;
  - 9) to approve; or
  - 10) to reconsider a previous action of the Board.
- C. A motion for reconsideration must be approved by an affirmative vote of at least a majority of the entire membership of the Board of Ethics. Such motion shall not be in order unless:
  - 1) it is made at the scheduled Board of Ethics meeting (regular or special) at which the action proposed to be reconsidered was voted upon; or

RULES, REGULATIONS AND PROCEDURES OF THE SUFFOLK COUNTY BOARD OF ETHICS

2) it is made at any subsequent scheduled Board of Ethics meeting provided that it does not involve the reconsideration of a vote that has caused something to be done that it is impossible to undo.

D. Except as otherwise provided herein, the rules of the Board of Ethics shall be governed by Robert's Rules of Order.

**Rule No. 9. Executive Session**

A. As provided in New York Public Officer's Law Section 105, upon a majority vote of the Members present, the Board of Ethics may enter into executive session.

B. Such vote shall be made on a motion to enter into executive session and identifying the general area or areas of the subject or subjects to be considered in such executive session.

C. As provided in New York Public Officer's Law Section 105, such subject matter for executive session may include:

- 1) matters which will imperil the public safety if disclosed;
- 2) any matter which may disclose the identity of a law enforcement agent or informer;
- 3) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- 4) discussions regarding proposed, pending or current litigation;
- 5) collective negotiations pursuant to article fourteen of the civil service law;
- 6) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- 7) the preparation, grading or administration of examinations; and
- 8) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

D. Attendance at an executive session shall be permitted to any member of the Board of Ethics and any other persons authorized by the Board, including, but not limited to, Counsel to the Board.

**Rule No. 10. Action on Matters Before the Board of Ethics**

A. The Executive Director shall cause all new matters addressed to the attention of the Board of Ethics on the agenda for consideration by the Board at its next scheduled meeting.

RULES, REGULATIONS AND PROCEDURES OF THE SUFFOLK COUNTY BOARD OF ETHICS

B. Any member of the Board of Ethics may set forth a resolution, verbally or in writing, to a matter before the Board of Ethics. Such resolution may, by a majority vote of the entire membership of the Board, be:

- 1) approved;
- 2) defeated;
- 3) amended;
- 4) approved as amended;
- 5) defeated as amended; or
- 6) tabled

Now, on a motion of Thomas Isles, seconded by Richard Halverson

Be It Resolved that the above Rules, Regulations and Procedures of the Suffolk County Board of Ethics are hereby adopted.

Upon a vote being taken, the motion was approved. (5-0-0)

**Passed by Resolution 008/2013**

Dated April 10, 2013

**2012 BOARD RULES**

- R:1 All requests for time extensions shall be in writing and shall be signed by the person required to file a FDS (the "applicant"). Requests should include the applicant's name, address, department or office and contact information. *(superseded by Resolution 012/2013)*
- R:2 Requests shall be sent to the Suffolk County Board of Ethics, Sixth Floor, 100 Veterans Memorial Highway, P.O. Box 6100, Hauppauge, N.Y. 11788. *(superseded by Resolution 012/2013)*
- R:3 Requests shall state the reason for the time extension request. Please note that section 61-11.C. of the Code of Ethics and Financial Disclosure requires that time extensions may only be granted by the Board for justifiable cause or undue hardship. *(superseded by Resolution 012/2013)*
- R:4 The Board may request additional information as necessary to complete its evaluation of the request. *(superseded by Resolution 012/2013)*

- R:5 The Board may request that the applicant appear at a meeting of the Board to be available to answer questions the Board may have concerning the request. *(superseded by Resolution 012/2013)*
- R:6 In accordance with section 61.11.C., no time extensions may be granted by the Board beyond September 1. *(superseded by Resolution 012/2013)*

### **2013 BOARD RULES**

- R:1 The Board approved a 6pm start time for regularly scheduled Board meetings absent reasonable cause to convene at a different time. *(1/16/2013)*
- R:2 The Board approved the Notice of Violation Form. *(2/27/2013)*
- R:3 The Board approved the Intake procedures for Financial Disclosure Statements. *(2/27/2013)*
- R:4 The Board approved all Advisory Opinion fact finding inquiries that are dormant for 90 days, are deemed administratively inactive without prejudice. *(3/11/2013)*

### **SUFFOLK COUNTY BOARD OF ETHICS FINANCIAL DISCLOSURE FILINGS** **ADJUDICATION BY MAIL PROCEDURES**

In effort to provide public servants every opportunity to be heard, the Suffolk County Board of Ethics allows allegations with respect to failure to file a required Financial Disclosure Statement to be determined by mail adjudications.

#### **ADJUDICATION BY MAIL PROCEDURE**

1. Fill out the Suffolk County Board of Ethics "Affidavit in Support of Adjudication By Mail";
2. Attach all evidence that you want the Board to consider in support of your plea designating an admission, denial, or mitigation of fines;
3. The submission date for all adjudications by mail is the Friday before the hearing date set forth on the face of the Notice of Violation;
4. Send the "Affidavit in Support of Adjudication By Mail" and all evidence to the Suffolk County Board of Ethics by hand delivery, US Mail, or facsimile;

SUFFOLK COUNTY BOARD OF ETHICS FINANCIAL DISCLOSURE FILINGS ADJUDICATION BY MAIL PROCEDURES

5. Upon receipt of the "Affidavit in Support of Adjudication By Mail" and all evidence, the Board or its' staff will confirm receipt of the documentation;
6. If the hearing is conducted by the Board it will be conducted on the date contained in the Notice of Violation;
7. If the hearing is conducted by the Board's Judicial Hearing Officer, the Board will assign a date of adjudication to the Judicial Hearing Officer on the date contained in the Notice of Violation;
8. Pursuant to Suffolk County Administrative Code A §30-6(B) the hearing shall be on the record;
9. The hearing will include a review of all documents contained within the Board's file. Records to be reviewed are inclusive of all correspondence between the Respondent and the Suffolk County Board of Ethics, all certified mailing receipts, all mailing records, any pleading submitted by the Respondent, and any other evidence submitted by the Respondent;
10. If the hearing is conducted by the Board, a vote of the Members present at the hearing will determine if a fine is to imposed pursuant to §77-16 of the Suffolk County Code;
11. If the hearing is conducted by the Board's Judicial Hearing Officer, the Judicial Hearing Officer will prepare a statement of findings to be submitted to the Board, and the Board will determine if a fine is to imposed pursuant to §77-16 of the Suffolk County Code;
12. The Board will notify the Respondent in writing as to the final determination of the adjudication by mail procedures within 45 days of concluding the hearing;
13. An Appeal can be taken on the final determination of the adjudication by mail procedures;
14. Appeals must in writing and be made to the Suffolk County Board of Ethics with 14 days of service upon the Respondent of the final determination of the adjudication by mail procedures;
15. Appeals will be decided by either the Chair of the Board or by the Board's Appeals Judicial Hearing Officer.

**Approved by Majority Vote**

On April 10, 2013

# Affidavit in Support of Adjudication By Mail

State of New York

County of Suffolk

\_\_\_\_\_, being duly sworn, deposes and says:

1. That my contact information is as follows:

Mailing Address: \_\_\_\_\_ Department/ Agency/ Board /  
\_\_\_\_\_ Committee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. a.  That I hereby **admit** the charges set forth in the Notice of Violation dated

b.  That I hereby **deny** the charges set for in the Notice of Violation dated

3. That the undersigned makes his/her statement, and explanation of admission or denial, and Affidavit upon oath and affirmation of belief and personal knowledge that the following matter, facts and things set forth are true and correct to the best of his/her knowledge:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wherefore, the undersigned respectfully requests that the Suffolk County Board of Ethics accept this Affidavit in response to the Notice of Violation, Index No. \_\_\_\_\_, under §77-10 of the Suffolk County Code "Persons Required to file Financial Disclosure Statement."

\_\_\_\_\_  
Signature

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public's Signature

Return to: Suffolk County Board of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980

NOTICE OF APPEARANCE

STATE OF NEW YORK  
COUNTY OF SUFFOLK

-----X  
In the Matter of

\_\_\_\_\_

Index No. \_\_\_\_\_

-----X

**PLEASE TAKE NOTICE**, that \_\_\_\_\_, hereby appears in the above entitled action by the undersigned who has been retained as the attorney for \_\_\_\_\_ and all papers in this action should be served upon the undersigned at the office or post office address stated below.

**Dated:** \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Signature)

By: \_\_\_\_\_

Attorney for \_\_\_\_\_

Office Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Return to: Suffolk County Board of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980

# **SUFFOLK COUNTY BOARD OF ETHICS PROCEDURAL RULES FOR HEARINGS**

## **I. INITIAL DETERMINATION**

1. If the Board makes an initial determination pursuant to the Suffolk County Charter A§30-6(A), a review of the County Financial Disclosure requirements, based on a complaint, investigation, or other information available to the Board, that there is reasonable cause to believe that a public servant or former public servant has violated a provision of Chapter 77, Part 1, Article I, of the Suffolk County Code or other applicable provision of law pursuant to A§30-5(A), the Board shall notify the public servant of its determination in writing. The notice shall contain a statement of the facts upon which the Board relied for its determination of reasonable cause and a statement of the provisions of law allegedly violated. The Board shall also inform the public servant of the Board's procedural rules. The public servant shall have a reasonable time to respond and shall have the right to be represented by counsel or any other person.
2. If, after receipt of the public servant's response, the Board determines that there is no reasonable cause to believe that a violation has occurred, the Board shall dismiss the matter and inform the public servant in writing of its decision.
3. If, after consideration of the public servant's response, the Board determines that there remains reasonable cause to believe that a violation has occurred, the Board may direct a hearing be conducted, conduct the hearing, or refer the matter to the appropriate agency if the public servant is subject to the jurisdiction of any state law or collective bargaining agreement which provides for the conduct of disciplinary proceedings.

## **II. COMMENCEMENT OF FORMAL PROCEEDINGS AND PLEADINGS**

1. The Board shall institute formal hearing proceedings by serving a petition on the public servant personally or by certified or registered mail, return receipt requested, or in such manner as the Board directs, if service is impracticable by the aforementioned methods. The Petition shall set forth the facts which, if proved, would constitute a violation of Chapter 77, Part 1, Article I of the Suffolk County Code or other applicable provision of law, as well as the applicable provisions thereof which are alleged to have been violated. The petition shall also advise the public servant of the public servant's rights to file an answer, to a hearing, to be represented at such hearing by counsel or any other person, and to cross-examine witnesses and present evidence.
2. The public servant shall answer the petition by serving an answer on the Board within eight days after service of the petition, unless a different time is fixed by the Board. The public servant shall serve the answer personally or by certified or registered mail, return receipt requested. The answer shall be in writing and shall contain specific responses, by admission, denial, or otherwise, to each allegation of the petition and shall assert all affirmative defenses, if any. The public servant may include in the answer matters in mitigation. The answer shall be signed and shall contain the full name, address,

and telephone number of the public servant. If the public servant is represented, the representative's name, address, and telephone number shall also appear on the answer, which shall be signed by either the public servant or by his or her representative.

3. If the public servant fails to serve an answer, all allegations of the petition shall be deemed admitted and the Board shall proceed to hold a hearing in which prosecuting counsel shall submit for the record an offer of proof establishing the factual basis on which the Board may issue an order. If the public servant fails to respond specifically to any allegation or charge in the petition, such allegation or charge shall be deemed admitted.

4. No technical forms of pleadings or motions shall be required. Except when otherwise specifically provided by law, pleadings need not be verified or accompanied by affidavit.

### **III. PRE-HEARING CONFERENCES AND DISCOVERY**

The Board may require, or grant, that the named party or representative appear for a pre-hearing conference before a Board designee, Hearing Officer appointed by the Board or the Executive Director to consider motions and/or applications for bills of particular or requests for production of materials or information, including but not limited to, any witness statements, investigatory statements or notes, exculpatory evidence or any other evidence relevant and material to the public servant's defense.

### **IV. HEARINGS**

1. Hearings shall be conducted by the Board, or upon designation by the Board, by a member of the Board or Hearing Officer appointed by the Board.

2. The Board may hear a case or may designate a member of the Board or Hearing Officer to hear a case, make findings of fact and conclusions of law, preside over pre-hearing matters and adjournments, and make recommendations to the Board for the proposed disposition of the proceeding.

3. The Board may authorize General Counsel or any other lawyer under their authority to present evidence at a hearing. Prosecuting counsel shall have the burden of proof by a preponderance of the evidence, shall initiate the presentation of evidence, and may present rebuttal evidence. The responding party may introduce evidence after prosecuting counsel has completed his or her case. Opening statements, if any, shall be made first by prosecuting counsel. Closing statements, if any, shall be made first by the responding party. This order of proceedings may be modified at the discretion of the Board.

4. Compliance with technical rules of evidence is not required. The hearing shall be public or private at the discretion of the public servant. The public servant shall have a reasonable opportunity to defend himself or herself and an opportunity to testify in his or

SUFFOLK COUNTY BOARD OF ETHICS PROCEDURAL RULES FOR HEARINGS

her own behalf, but shall not be required to testify. Each party has the right to be represented by counsel, to subpoena witnesses, and to cross-examine witnesses. All testimony shall be taken under oath which the Board or Board designee or Hearing Officer is authorized to administer.

**V. DECISIONS AND ORDERS**

1. When a hearing has been conducted by a Hearing Officer or member of the Board designated to hear the case, a report of recommended findings of fact and conclusions of law and recommendations for the disposition of the proceeding shall be issued and forwarded, along with any recording of the proceeding and all documents introduced into the record, to the Board for review and final action. The report shall not be made public.
2. If, after the hearing and upon a consideration of all the evidence in the record of hearing, the Board finds that a public servant has engaged in conduct in violation of Chapter 77, Part 1, Article I, or other applicable provision of law, of the Suffolk County Code, the Board shall state its final findings of fact and conclusions of law and issue an order taking the following action:
  - a. Dismissing the petition;
  - b. Referring the matter to the appropriate agency;
  - c. Issuing a warning letter; and/or
  - d. Imposing a civil fine.
3. The Board shall issue its final decision within forty-five days after the completion of the hearing. If the Board is unable to issue its decision within this forty-five day period, it shall so advise the public servant prior to the expiration of the forty-five day period. In no event, shall the Board issue its decision more than ninety days after the completion of a hearing.
4. The Board's order and the Board's findings and conclusions shall be made public.
5. The Board's decision and order shall set forth its conclusions and such penalties and, when appropriate, may refer the matter to the District Attorney or other appropriate law enforcement agency<sup>i,ii</sup>.

**VI. GENERAL MATTERS**

1. Computation of Time

In computing any period of time prescribed or allowed by these rules or by any applicable statute, the day of the act, event, or default from which the designated period of time begins to run shall not be included. Computation of time shall be all calendar days,

SUFFOLK COUNTY BOARD OF ETHICS PROCEDURAL RULES FOR HEARINGS

except that when the last day of the time period falls on a Saturday, Sunday or public holiday, the period shall run until the end of the next following business day.

2. Appearances

In a proceeding before the Board, any person or party may appear on his or her own behalf, or by an attorney or by a duly authorized representative. The person appearing for the party shall file a Notice of Appearance with the Board on a form prescribed by the Board which shall state either that the individual is an attorney duly licensed to practice law or if not an attorney, that the authorization includes the power of the agent or representative to bind the person in the matter before the Board.

3. Service of Papers

Any paper required to be served upon a public servant shall be served upon him or her or upon the representation designated by him or her or on any person otherwise designated by law to receive service of papers.

Service of a petition and answer shall be by personal service or certified mail, return receipt requested, or as otherwise authorized by law, as described in subsection III. Service of notices, orders, and all other documents, except petitions, answers and subpoenas, shall be served on the public servant as follows:

- a. by personal delivery, or hand delivery to the person to be served; or
- b. by first class mail, or overnight delivery, to the public servant's last known residence or actual place of business; or
- c. in such a manner as the Board directs, if service is impracticable under paragraphs (a) through (b) of this subdivision, or in any manner agreed upon by the parties.

4. Subpoenas

The Board may issue subpoenas for witnesses and/or documentary evidence by supermajority vote. The Board may quash or modify the subpoena by a supermajority vote upon a showing of good cause.

5. Record of the Hearings

All hearings, whether open or closed, shall be recorded by electronic means.

6. Continuances

A hearing scheduled to be conducted before the Board shall not be delayed by a continuance unless a motion for continuance is made not less than five days before the

scheduled hearing date. A continuance shall not be granted unless the motion for continuance, in the Board's opinion, sets forth good and sufficient cause for the continuance.

7. Interpreters

The Board shall ascertain before the hearing whether an interpreter will be required and make appropriate arrangements.

8. Confidentiality

Testimony received or other information obtained by a member of the Board or the staff of the Board in connection with the conduct of a hearing is confidential and shall not be disclosed by any such individual to any person or entity outside the Board. However, the Board shall provide all documents requested by the Suffolk County Legislature or as required by law<sup>iii</sup>.

9. Ex Parte Communications

After service of the petition in a case, and except for ministerial matters and except on consent or in an emergency, communications with the Board designee or Hearing Officer appointed to conduct the hearing shall only occur with all parties present.

## VII. MOTIONS FOR RECONSIDERATION

A motion for reconsideration, rehearing, or re-argument of a final decision shall be filed by a party within 10 days of the order having become final. The motion shall be served upon all other parties and shall state specifically the respects in which the final decision is claimed to be erroneous, the grounds of the motion, and the relief sought. Evidence that was not presented in the hearing will not be considered on reconsideration, re-hearing, or re-argument.

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<sup>i</sup> Suffolk County Code A30-6(C): If the Board determines, after a hearing or the opportunity for a hearing, that a public servant has committed a violation, it shall issue a decision and order setting forth its conclusions and imposing such penalties as it deems appropriate and, when appropriate, may refer the matter to the District Attorney or other appropriate law enforcement agency. If the Board determines, after a hearing or the opportunity for a hearing, that a public servant has not violated provisions of Chapter 77, Part 1, it shall issue a decision setting forth its conclusion.

SUFFOLK COUNTY BOARD OF ETHICS PROCEDURAL RULES FOR HEARINGS

ii.

30 days late	For May 15th filers, on or before June 21, 2013	\$250
60 days late	For May 15th filers, on or before July 22, 2013	\$500
90 days late	For May 15th filers, on or before August 20, 2013	\$750
120 days late	For May 15th filers, on or before September 19, 2013	\$1,000

iii. § A30-8. CONFIDENTIALITY.

**[Amended 8-21-2012 by L.L. No. 49-2012]**

- A.** Except as otherwise provided by this article, testimony received or any other information obtained by a member of the Board or the staff of the Board in connection with the preparation of an advisory opinion or the investigation of a complaint or referral, or the conduct of a hearing related to a complaint or referral, is confidential and shall not be disclosed by any such individual to any person or entity outside the Board. However, the Board shall provide all documents requested by the Suffolk County Legislature or a duly authorized committee of the Legislature that is exercising oversight of the Board of Ethics. Such a request for records must be approved by a 2/3 vote of the Legislature via a procedural motion.
- B.** Any unauthorized disclosure of confidential information by a member of the Board, or the executive director, independent counsel or staff of the Board, shall be a violation punishable by a fine of not more than \$1,500, or imprisonment of not more than 15 days, or both.

**Approved by Majority Vote**

On November 20, 2013

**SUFFOLK COUNTY BOARD OF ETHICS ADVISORY OPINION PROCEDURES**

1. County officers, county employees and any other parties subject to or affected by the Code of Ethics may submit requests for advisory opinions from the Board of Ethics with respect to proposed future conduct or action by a public servant. All such requests for Advisory Opinions shall be kept confidential.
2. All Advisory Opinion requests will:
  - a. Be in writing;
  - b. Be signed by the requester;
  - c. Identify all relevant facts and circumstances;
  - d. Be directed to the Executive Director or Chair of the Board.
3. Upon receipt of a written request for an advisory opinion, the Executive Director shall acknowledge the request in writing.

SUFFOLK COUNTY BOARD OF ETHICS ADVISORY OPINION PROCEDURES

4. The Executive Director may conduct fact-finding and background research which may include, but is not limited to, legal research, departmental policies, and conferring with Board Counsel. The Executive Director shall prepare a summary of fact finding to be presented to the Board.
5. The Board of Ethics shall consider requests for Advisory Opinions at a regular or special meeting. The Board shall determine whether requests are within the jurisdiction of the Board. The Board may defer or extend its deliberations pending the receipt of additional information.
6. For requests that the Board determines are within its jurisdiction and for which the Board has sufficient information, the Board, shall determine whether or not it will issue an opinion. In determining whether to issue an opinion, the Board may consider the following general factors:
  - a. Would an opinion assist the requester and guide proposed future conduct;
  - b. Is the issue one of general application to others who are subject to the Code of Ethics;
  - c. Has the Board previously issued an opinion on the issue or substantially the same issue, and if so, should the previous opinion be reconsidered due to new facts or circumstances;
  - d. If the matter is currently under an administrative, civil, or criminal investigation; and
  - e. The existence of a conflict of interest by the Board that requires recusal.
7. If the Board of Ethics determines the subject of a request for an advisory opinion is not within the jurisdiction of the Board, or if the Board determines it will not issue an opinion based on the facts before it, the Executive Director shall prepare a letter from or on behalf of the Chair of the Board to the requester explaining the determination of the Board.
8. If during the fact-finding process, the Board of Ethics determines additional information about the request is needed, the Executive Director shall prepare and deliver a letter on behalf of the Board to the requester explaining the need for additional information.
9. Within 45 days after completion of fact-finding, the Board will issue a requested Advisory Opinion. If the Board is unable to issue the Advisory Opinion within 45 days, it shall so advise the person who requested the opinion before the 45 days has expired. All Advisory Opinions shall be issued within 90 days after fact finding is completed.<sup>1</sup>
10. Every final advisory opinion shall be preceded by the following note:

SUFFOLK COUNTY BOARD OF ETHICS ADVISORY OPINION PROCEDURES

NOTICE: THIS ADVISORY OPINION IS SUBJECT TO REVISION OR WITHDRAWAL. Applications requesting its modification, clarification, or withdrawal must be made in accordance with Suffolk County Board of Ethics rules unless an application for the revision or withdrawal of an advisory opinion is timely received, it shall become final. Nothing shall prohibit the Suffolk County Board of Ethics, on its own motion, from reconsidering, revising or withdrawing an advisory opinion at any time.

11. The Chair shall sign the final advisory opinion of the Board and promptly forward the signed opinion to the requester.
12. The requester shall have 15 business days from the time the Advisory Opinion has been rendered (excluding Saturday, Sunday, or a legal holiday) to file a request for reconsideration supported by new material facts submitted to the Board.
13. Advisory Opinions shall be designated as follows: Advisory Opinion [year-number].
14. A public servant whose conduct or action is the subject of an Advisory Opinion shall not be subject to penalties or sanctions by virtue of acting or failing to act due to reasonable reliance on the opinion, unless material facts were omitted or misstated in the request for an opinion.
15. Publication: The final Advisory Opinion will be reviewed and redacted of all identifying information and will be published on the Suffolk County Board of Ethics website.
16. Release of a copy of the un-redacted version of the Advisory Opinion from anyone other than the requester is prohibited. The Board shall provide all documents requested by the Suffolk County Legislature or a duly authorized committee of the Legislature that is exercising oversight of the Board of Ethics. Such a request for records must be approved by a two-thirds (2/3) vote of the Legislature via a procedural motion.
17. Requests for advisory opinions shall be confidential, but the Board shall make public its advisory opinions with such deletions as may be necessary to prevent disclosure of the identity of any public servant or other involved party.

**Passed by Resolution 004/2013**

On January 30, 2013

Note

1. As per Board Meeting dated March 11, 2013, fact-finding inquiries that lay dormant for 90 days become administratively inactive without prejudice.

**FOR OFFICE USE ONLY:**

AO REQUEST NUMBER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_



## SUFFOLK COUNTY BOARD OF ETHICS

335 Yaphank Avenue, Yaphank, New York 11980 • Office 631.852.4038 • Fax 631.852.4041

### Advisory Opinion Request Form

#### Requestor's Information

Your Name: \_\_\_\_\_

Department/Agency/Committee: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY

(STAMP RECEIVED)

Detailed Description of Request (attach additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you previously received an advisory opinion on this matter? :  Yes  No

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

Requestor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**SUFFOLK COUNTY BOARD OF ETHICS, ETHICS VIOLATION COMPLAINT**  
**PROCEDURES**

1. A Complainant does not have to request confidentiality, all complaints are confidential under Article §30-8 of the Suffolk County Board of Ethics.
2. The Suffolk County Board of Ethics, upon receiving a written complaint will:
  - a. Make an initial determination that there is reasonable cause to believe that a public servant has violated a provision of Chapter 77 or other applicable provision of law,
  - b. Determine if there is no reasonable cause to believe that a public servant has committed a violation, then the Board will dismiss the Complaint.
3. All Complaints must provide the following to the extent the information is available:
  - a. The name of the individual(s) who is (are) the subject of the Complaint.
  - b. The time, date, and location of the alleged violation.
  - c. A detailed description of facts as to the alleged violation.
  - d. The complainant's association and/or affiliation to the person (s) who is (are) the subject of the Complaint.
  - e. The name and contact information (phone number, address, email, fax) of the individual Complainant or referring agency/department.
  - f. Any supporting documents, including but not limited to: emails, contracts, photographs, invoices, statements of witnesses, and audio visual recordings will be reviewed for probative value and included in the Board's reasonable cause determination of conducting a further investigation, hearing, or dismissal.
4. All Complaints will be assigned a Complaint number and the Complainant will receive a confirmation that the Complaint was received.
5. The Suffolk County Board of Ethics and its staff will catalog all Complaints by the assigned Complaint number.
6. The Suffolk County Board of Ethics Board Members, Executive Director, and Staff may not provide assistance or advice to the Complainant in preparing the Complaint for submission to the Board of Ethics. Upon review of the Complaint, additional information may be requested from the Complainant by the Suffolk County Board of Ethics and its staff.
7. Upon review of the complaint and evidence, the Executive Director and staff shall gather further facts in order to present a finding of facts and recommendation of reasonable cause based upon credible evidence to the Board.

SUFFOLK COUNTY BOARD OF ETHICS VIOLATION COMPLAINT PROCEDURE

8. The Suffolk County Board of Ethics will notify the Complainant of its determination dismissing the complaint or to conduct a further investigation with 45 days of receipt.
9. The Board can refer an alleged violation to the head of the agency served by the public servant if related disciplinary charges are pending against the public servant.
10. The Board will respond to a public servant or supervisory official of such public servant request to the Board to review and make a determination regarding past or ongoing action of such public servant.
11. The Board, on its own motion, may review a past or ongoing action of a public servant, in the same manner as a complaint received by the Board from a member of the public.
12. Dismissal of a Complaint does not preclude the Complainant from renewing a Complaint with additional documentation for the Suffolk County Board of Ethics to review. Upon the Suffolk County Board of Ethics' determination that three unfounded complaints were filed in the same 6 month period from the same matter, the Board has the right to refuse any additional identical complaints from said Complainant during the remainder of that 6 month time period.
13. The Suffolk County Board of Ethics may amend the Complaint Procedure. Amendments are not retroactive and are effective on the date they are adopted by the Board.
14. The Suffolk County Board of Ethics does not accept emailed complaints.
15. Complaints can be made by fax at : (631) 852-4041
16. Complaints can be hand delivered or mailed to the Suffolk County Board of Ethics at:

Suffolk County Board Of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980

**Passed by Resolution 003/2013**

On January 30, 2013

**FOR OFFICE USE ONLY:**

COMPLAINT NUMBER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

EBCF-2013  
2 Page Form



## SUFFOLK COUNTY BOARD OF ETHICS

335 Yaphank Avenue, Yaphank, New York 11980 • Office 631.852.4038 • Fax 631.852.4041

### Ethics Violation Complaint Form

#### Complainant's Information

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY

(STAMP RECEIVED)

#### Alleged Violation

Who is the complaint against? : \_\_\_\_\_

What is your association or affiliation to the person (s) you are filing a complaint against? : \_\_\_\_\_

\_\_\_\_\_

How is this person associated to Suffolk County?

“X” Box that applies (Required) :     COUNTY EMPLOYEE     ELECTED OFFICIAL

BOARD/COMMITTEE/COMMISSION/COUNCIL MEMBER

Date and Time Alleged Violation Occurred: \_\_\_\_\_

Location and Address: \_\_\_\_\_

\_\_\_\_\_

Please explain your complaint fully, if insufficient space is provided additional sheets may be attached, providing a detailed description of the facts and the actions of the person (s) named on page 1 of this form. Include relevant dates and the names and addresses of persons whom you believe may be witnesses.

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Identify below any supporting documents, i.e. Emails, contracts, photographs, invoices, statements of witnesses, and audio/visual recordings. Attach all supporting documents to this form.

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Please read statement below, sign and date.

I, \_\_\_\_\_, hereby acknowledge that making a false statement herein is  
(Insert Your Name)  
punishable as a misdemeanor under section 210.45 of the New York State Penal Law.

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

Complainant's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NOTICE: It shall be unlawful for any person to make a complaint or threaten to make a complaint to the Board against a public servant, or to offer to withdraw a complaint against a public servant, in order to improperly influence that public servant's vote, opinion, judgment, action, decision or exercise of discretion as a public servant. Such conduct will constitute a violation punishable by a fine of not more than \$1,500, or imprisonment of not more than 15 days, or both.**

**OFFICE PROCEDURES INTAKE OF HARD COPY FINANCIAL DISCLOSURE**  
**STATEMENTS & EXTENSION APPLICATIONS**

1. Financial Disclosure Statements (hereinafter "FDS") and Financial Disclosure Statement Extension Applications (hereinafter "FDSE") will be stamped "Received, Suffolk County Ethics" with the month, day and year it was received in the Office of the Suffolk County Board of Ethics.
2. Received FDS and FDSE requests will be logged into a spreadsheet identifying the following:
  - a. Date the FDS or FDSE was received in-office;
  - b. Filer designation (employee, non-employee, elected official);
  - c. Sender, return address, and receipt type (i.e. via: regular, certified or inter-office mail, or hand-delivered).
3. All FDS will be placed in a "To Be Reviewed" folder in chronological order.
4. All extension requests made by the filer pursuant to § 77-11(C) shall be reviewed by the Executive Director and forwarded to the Board.
5. The Board shall provide a written notification of the Board's determination as to any extension request filed pursuant to § 77-11(C) in a timely manner.
6. Privacy requests attached to FDS made by the filer pursuant to § 77-14(B) shall be reviewed by the Executive Director and forwarded to the Board.
7. As per § 77-14(B) the Board shall provide a written notification of the Board's determination to the person who requested that information be withheld from public inspection in a timely manner.
8. Once a FDS is reviewed, it will be deemed complete or incomplete.
9. All incomplete FDS will be forwarded to the Chair of the Board.
10. After Board review, a letter will be sent to filer informing them that their FDS was reviewed and the Board's determination as to further inquiry.
11. As per § 77-11(D) any amendments and changes to a FDS made after its filing shall be made on a separate form to be provided by the Board and attached to the statement.
12. Complete FDS will be placed in the corresponding Department or Agency file folder.

OFFICE PROCEDURES INTAKE OF HARD COPY FINANCIAL DISCLOSURE STATEMENTS & EXTENSION APPLICATIONS

13. Incomplete FDS will be placed in an individual, filer specific, folder until such time as it is deemed complete.
- a. Once complete, it, and all of its contents, will be transferred to the corresponding Department or Agency file folder and,
  - b. A letter will be sent to filer informing them that their FDS has been deemed complete.

**Approved by Majority Vote**

On February 27, 2013



ATTESTATION

I hereby certify that I have read the foregoing information which is submitted as an addendum to my Financial Disclosure Statement dated the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and that, to the best of my knowledge and belief, my Financial Disclosure Statement and this addendum are true, correct and complete. I further certify that I have not and will not transfer any asset, interest or property for the purpose of concealing it from lawful public disclosure while retaining an equitable interest herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

STATE OF NEW YORK:

ss:

COUNTY OF SUFFOLK:

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

Affix Stamp:

FOR OFFICE USE ONLY
(STAMP RECEIVED)

**FOR OFFICE USE ONLY:**

APPLICATION NUMBER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

EBEA-2013  
2 Page Form



## SUFFOLK COUNTY BOARD OF ETHICS

335 Yaphank Avenue, Yaphank, New York 11980 • Office 631.852.4038 • Fax 631.852.4041

### Extension Application for Financial Disclosure Statement

**Directions:** Use this form to apply for an extension of time for filing an annual Financial Disclosure Statement due to justifiable cause or undue hardship.

Complete the box below and page two of this form "Statement of Justifiable Cause or Undue Hardship."

The application must be signed and post-marked or hand-delivered **no later than** May 15, 2013 for the forms due to be filed on May 15, 2013.

Denials will be given seven (7) days to submit the Financial Disclosure Statement without penalty.

APPLICANT'S NAME	
DEPARTMENT / AGENCY / BOARD OR COMMITTEE	
EMAIL ADDRESS	
TELEPHONE NUMBER (SPECIFY HOME OR BUSINESS)	
<b>HOME ADDRESS</b>	NUMBER & STREET
	CITY, STATE & ZIP
<b>WORK ADDRESS</b>	AGENCY
	NUMBER & STREET
	CITY, STATE & ZIP
	JOB TITLE

**LATE OR INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED.**



**FOR OFFICE USE ONLY:**

APPLICATION NUMBER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

EBEA2-2013  
2 Page Form



## SUFFOLK COUNTY BOARD OF ETHICS

335 Yaphank Avenue, Yaphank, New York 11980 • Office 631.852.4038 • Fax 631.852.4041

### Extension Application for Financial Disclosure Statement

Form EBEA2-2013

**For filers subject to financial disclosure reporting under the  
Suffolk County Code §77-10 (B) and (C) in accordance with  
Suffolk County Board of Ethics Resolution No. 012-2013**

**Directions:** Use this form to apply for an extension of time for filing an annual Financial Disclosure Statement due to justifiable cause or undue hardship.

Complete the box below and page two of this form "Statement of Justifiable Cause or Undue Hardship."

Pursuant to the Suffolk County Code Section 77-11 (C), a request for a filing date after September 1, 2013 will not be considered.

APPLICANT'S NAME	
DEPARTMENT / AGENCY / BOARD OR COMMITTEE	
EMAIL ADDRESS	
TELEPHONE NUMBER (SPECIFY HOME OR BUSINESS)	
<b>HOME ADDRESS</b>	NUMBER & STREET
	CITY, STATE & ZIP
<b>WORK ADDRESS</b>	AGENCY
	NUMBER & STREET
	CITY, STATE & ZIP
	JOB TITLE

**LATE OR INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED.**



**SUFFOLK COUNTY BOARD OF ETHICS FREEDOM OF INFORMATION  
PROCEDURES**

**Procedure for Submitting Freedom of Information (FOIL) Request (s)  
(Access to Public Records)**

**GENERAL INFORMATION**

Certain records of the Suffolk County Board of Ethics (hereinafter "Board of Ethics" or "Board") are available for public inspection as provided for in the Suffolk County Code, Chapter 77 and the Public Officers Law, Section 87. Individuals wishing to review records maintained by the Suffolk County Board of Ethics, including Financial Disclosure Statements, may do so by following the procedures listed below.

**APPLICATION PROCEDURE**

1. An Application for Public Access to Records is available on the Board of Ethics page of the Suffolk County website. (Go to [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov), select "Government" and then select "Board of Ethics" from the list of "Agencies and Boards.") An application may also be requested by contacting the Board of Ethics by email, phone or regular mail using the contact information listed below.
2. Applications should be filled out in their entirety and mailed, emailed, faxed or hand delivered to the Board's Freedom of Information Officer (hereinafter "FOI Officer") using the contact information listed below. The FOI Officer will send acknowledgment of receipt, within five business days of the receipt of the application, and an approximate date when the determination will be made on the request.
3. The FOI Officer will review the application to determine whether the record (s) requested will be made available. Chapter 77 the Suffolk County Code prohibits the Board of Ethics from releasing certain information, particularly pertaining to Financial Disclosure Statements. The FOI Officer will notify the requesting individual, within twenty business days from the date of acknowledgement of receipt, whether request was granted or denied. Notification will be sent by means of a copy of the application with applicable box checked in Section 2. If granted, the FOI Officer will also notify the applicant of the date the records will be made available. If denied, the FOI Officer will provide a reason for the denial.
4. **Please note:** As exempted under the New York State Freedom of Information Law (FOIL), the following personal information will be redacted from any record prior to release: Home address, home telephone number, un-emancipated child(ren)'s name(s), and spouse's name.

SUFFOLK COUNTY BOARD OF ETHICS FREEDOM OF INFORMATION PROCEDURES

5. **Please note:** As exempted under the Suffolk County Code §77-14(D), all Categories of Value will be redacted from any Financial Disclosure Statement prior to release.

**HARD COPY REQUESTS**

1. Upon receiving a notice of approval, the requesting individual may call or email the Office of the Board of Ethics to make an appointment to pick up the requested record (s). Appointments are required and will be scheduled for the hours between 10:00 A.M. and 3:00 P.M., Monday - Friday excluding Holidays.
  - a. Copies of the material can be prepared by the Board of Ethics Staff at the cost of 25 cents per page. Additional charges apply to requests that require an outside professional service or an excess of two hours of agency employee time to prepare copies in compliance with the request in accordance with the Public Officer's Law §87.
  - b. Arrangements should be made in advance to pick up the copies of the record (s). The requesting individual must pick up the copies in person and must be prepared to present valid government issued identification at that time.
  - c. The Board of Ethics is required to redact certain information from Financial Disclosure Statements prior to public release, including information for which the Board has approved a privacy request made by the individual submitting the Statement. As a result, there may be some delay between the approval of the application and the date on which the material will be available.
  - d. Prior to being given access to the record (s) valid government issued identification must be presented. A Board representative will make a photocopy of the identification to be maintained in the office's records.
  - e. On the day the record is made available, the Board is required to notify the individual whose Statement has been made available for public inspection that said request has been approved and must include in that notification the identity of the individual to whom the Statement was produced.
  - f. The Suffolk County Board of Ethics staff does not hold authority to comment on the disclosed information contained within the produced records under any FOIL request.

**REQUESTS FOR IN-PERSON REVIEW OF RECORDS**

1. Upon receiving a notice of approval, the requesting individual may call or email the Board of Ethics office to make an appointment to review the record (s) in person at the office of the Board of Ethics. Appointments are required and will be scheduled for the hours between 10:00 A.M. and 3:00 P.M., Monday - Friday excluding Holidays.
  - a. Prior to being given access to the record (s) valid government issued identification must be presented. A Board representative will make a photocopy of the identification to be maintained in the office's records and retain the original identification until each record is returned in its' entirety.
  - b. The material made available may not be taken from the Office of the Board of Ethics under any circumstances.
  - c. While in the office, the requesting individual may make copies of all or any portion of the material using his/her own electronic copying device. Upon request, the Board of Ethics staff can make copies of the material at the cost of 25 cents per page. Depending on how much material is to be copied, it may take some time to complete the copying. Requesting individuals may have to return to the office at a later time to pick up the copies.
  - d. All of the material that is provided for review must be returned to the Board's staff prior to leaving the office. Should the requesting individual be unable to complete his/her review in a single visit to the office, an appointment may be made to conduct further review.
  - e. The Suffolk County Board of Ethics staff does not hold authority to comment on the disclosed information contained within the produced records under any FOIL request.

**APPEALS**

1. **You have a right to appeal a denial of Application in writing to the Office of the County Attorney within 30 days of the denial. Information as to the person to contact is shown below. The contacted person must respond to you in writing within ten business days of receipt of your appeal.**

**ADDRESS FOR APPEALS ONLY:** Suffolk County Attorney  
Attn: FOIL Appeals Officer  
H. Lee Dennison Building, 6th Floor

SUFFOLK COUNTY BOARD OF ETHICS FREEDOM OF INFORMATION PROCEDURES

P.O. Box 6100  
Hauppauge, New York 11788

**QUESTIONS**

Questions concerning these procedures should be directed to the Office of the Board of Ethics, utilizing the following contact information:

Suffolk County Board of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980  
Office: (631) 852-4038  
Fax: (631) 852-4041  
Email: [ethicsboard@suffolkcountyny.gov](mailto:ethicsboard@suffolkcountyny.gov)

**Approved**

On April 10, 2013

**Revised**

On May 3, 2013

**Amended &**

**Passed by Resolution 011/2013**

On June 11, 2013



<b>FOR OFFICE USE ONLY:</b>	
FOIL REQUEST NUMBER: _____	DATE RECEIVED: _____

## SUFFOLK COUNTY BOARD OF ETHICS

335 Yaphank Avenue, Yaphank, New York 11980 • Office 631.852.4038 • Fax 631.852.4041

### Application for Access to Public Records (FOIL Request)

**Instructions to Applicant:** Please complete Section 1 of this application (continues on page 2). Mail, email, fax or hand-deliver completed application to the agency Freedom of Information Officer listed below.

**Provide request to:** Attn: Samantha Segal, Esq.  
Freedom of Information Officer  
Suffolk County Board of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980

FOR OFFICE USE ONLY
(STAMP RECEIVED)

#### Section 1: To be completed by Applicant.

Contact Information:

Your Name:	
Address:	
Department/ Agency/ Committee (If Applicable):	
Phone:	Fax:
Email Address:	

**I hereby apply to inspect the following record.** (Please describe the record sought. If possible, supply a date, filer's name, a department name, and any other information that will help locate the record desired):

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If you requested a list of names and/or addresses, will the list be used for solicitation or fund-raising purposes?       Yes       No

Date of Application: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Section 2: For use by agency's Freedom of Information Officer Only.**

- Approved
- Records not maintained or possessed by this agency.
- Records cannot be found after diligent search.
- Denied. Reason for denial \_\_\_\_\_. (Insert number corresponding to applicable reason for denial as listed in section 4 of this application. Further detail may also be provided on the last page of this form.)
- Receipt of this request is acknowledged. The approximate date by which a determination will be made is \_\_\_\_\_. (If more than 20 business days, state reason for delay and a date certain for response.)

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Date Certain for Response: \_\_\_\_\_

Date: \_\_\_\_\_

Freedom of Information Officer's Signature: \_\_\_\_\_

**Section 3: Notice to Applicant.**

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE COUNTY ATTORNEY WITHIN 30 DAYS OF THE DENIAL. INFORMATION AS TO THE PERSON TO CONTACT IS SHOWN BELOW. THE CONTACTED PERSON MUST RESPOND TO YOU IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

**ADDRESS FOR APPEALS ONLY:**

**Section 4: Reason for denial of access to records.**

1. Records are specifically exempted from disclosure by State or Federal Statute.
2. Disclosure would constitute an unwarranted invasion of personal privacy as follows:
  - a. Disclosure of certain employment histories, medical or credit histories or personal references of applicants for employment;
  - b. Disclosure of items involving the medical or personal records of a client or patient in a medical facility;
  - c. Sale or release of lists of names and addresses if such lists would be used for solicitation or fund-raising purposes;
  - d. Disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
  - e. Disclosure of information of a personal nature reported in confidence to an agency and not relevant to the work of the agency requesting or maintaining it;
  - f. Information of a personal nature contained in a workers' compensation record, except as otherwise provided by the Workers' Compensation Law; or
  - g. Other (specify):  

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3. Disclosure would impair present or imminent contract awards or collective bargaining negotiations.

4. Records are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise which if disclosed would cause substantial injury to the competitive position of the subject enterprise.
5. Records are compiled for law enforcement purposes and, if disclosed, would:
  - a. Interfere with law enforcement investigations or judicial proceedings;
  - b. Deprive a person of a right to a fair trade trial or impartial adjudication;
  - c. Identify a confidential source or disclose confidential information relating to a criminal investigation; or
  - d. Reveal criminal investigative techniques or procedures, except routine techniques and procedures.
6. Disclosure would endanger the life or safety of a person or persons.
7. Records are inter-agency or intra-agency materials which are not:
  - a. Factual or statistical tabulations or data;
  - b. Instructions to staff that affect the public;
  - c. Final agency policy or determinations; or
  - d. External audits, including but not limited to audits performed by the comptroller and the federal government.
8. Records are examination questions or answers requested prior to the final administration of such questions.
9. Records, if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

Explanation of reasons for denial, if necessary (annex additional pages if necessary):

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RECEIPT NUMBER: 4

EBFOILR-2013  
1 Page Form



# SUFFOLK COUNTY BOARD OF ETHICS

335 Yaphank Avenue, Yaphank, New York 11980 • Office 631.852.4038 • Fax 631.852.4041

## Receipt for Payment of Freedom of Information Law Fees (FOIL Fees Receipt)

Date: \_\_\_\_\_

- Suffolk County Agency or Department  
Requesting Access to Records (If Applicable): \_\_\_\_\_
- Name of Individual, Group or  
Concern Requesting Access to Records: \_\_\_\_\_

A. Date Request Received: ..... \_\_\_\_\_

B. Fee for Reproduction or Copying: . \$ \_\_\_\_\_ at 25¢ Per Page

C. Fee for Postage (If Applicable): .... \$ \_\_\_\_\_ at Current Standard Rate

D. Total Fee: ..... \$ \_\_\_\_\_

E. Party Requesting Records Was Advised of Results of His/ Her Request:

- By Mail,
- By Telephone,
- In Person,

On \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

F. \_\_\_\_\_  
Signature of Employee Conducting Search and Compiling Records

G. \_\_\_\_\_  
Printed Name of Employee

H. \_\_\_\_\_  
Signature of Freedom of Information Officer

I. \_\_\_\_\_  
Printed Name of Freedom of Information Officer

WHITE: OFFICE COPY

YELLOW: DELIVERY RECEIPT

PINK: CUSTOMER COPY



**FOR OFFICE USE ONLY:**  
  
DATE RECEIVED: \_\_\_\_\_

## SUFFOLK COUNTY BOARD OF ETHICS

335 Yaphank Avenue, Yaphank, New York 11980 • Office 631.852.4038 • Fax 631.852.4041

### Recusal Form

**Directions:** Please complete the statement below, sign and file with the office of the Suffolk County Board of Ethics at 335 Yaphank Avenue, Yaphank, New York 11980.

#### Statement Pursuant to Suffolk County Code §77-7 "Recusal and Disclosure."

I, \_\_\_\_\_, do hereby recuse myself from:

A. Description of Matter Requiring Action: \_\_\_\_\_

\_\_\_\_\_

B. Nature and Extent of Conflict: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**§77-7 "Recusal and Disclosure."** A. A public servant shall promptly recuse himself or herself from acting on any matter when acting on the matter, or failing to act on the matter, would constitute prohibited conduct under the Code of Ethics or would financially benefit the public servant, a person or firm associated with the public servant, a customer or client or any person from whom the public servant has received a gift, or any goods or services for less than market value in the preceding 12 months. B. Whenever a public servant is required to recuse himself or herself under the Code of Ethics, he or she shall: (1) Promptly inform his or her immediate supervisor, if any; (2) Promptly file with the Board a signed statement disclosing the nature and extent of the conflict; and (3) Immediately refrain from participating further in the particular matter.

**RESOLUTION SEPTEMBER 12, 2012**

**BOARD SECRETARY APPOINTMENT**

By motion of Robin L. Long, seconded by Linda A. Spahr, adopted unanimously, the Board of Ethics hereby appoints Darlene Kurrass as secretary to the Board, at a starting salary of \$45,884.00.

Adopted at the September 12, 2012 meeting of the Board of Ethics, held at Yaphank, New York.

**RESOLUTION DECEMBER 19, 2012**

**EXECUTIVE DIRECTOR APPOINTMENT**

Whereas, the Suffolk County Board of Ethics has a vacancy for the position of Executive Director, a position vital to the operation of the Board in the fulfillment of its duties, and

Whereas, sufficient appropriations exist within the Board's budget to fund the position, and

Whereas, the Board conducted an exclusive search for a qualified candidate to fill the position, and

Now, on a motion of Robin L. Long, seconded by Thomas A. Isles

Be It Resolved that Samantha L. Segal, Esq. of Centerport, New York is hereby appointed Executive Director of the Suffolk County Board of Ethics at an annual starting salary of \$101,242.

Be It Further Resolved that said appointment is to commence on or about January 7, 2013.

Upon a vote being taken, the motion was approved (3-0-0, Halverson, Isles, Long).

**RESOLUTION 001/2013**

**DATED JANUARY 16, 2013**

WHEREAS, the Board of Ethics wishes to memorialize the duties and responsibilities of the newly created position of Executive Director; and

WHEREAS, Section C30-4(B) of the Suffolk County Charter authorizes the Board of Ethics, by a majority of its members, to delegate authority to its Executive Director, provided such delegation be in writing;

NOW THEREFORE, the Board of Ethics hereby affirms that the duties of the Executive Director shall be as set forth in the Suffolk County Department of Civil Service Certification for position No. 12-1207, and authorizes the Executive Director to perform such duties; and

The Board hereby authorizes the Executive Director to perform the following functions on behalf of the Board, in furtherance of the Board's duties set forth in Section C30-3 of the Charter:

1. Conduct research, consult with other ethics agencies, trainers, ethics professionals, professional organizations, county departments, and governmental agencies to assist in the development of training materials and programs.
2. Contact persons requesting advisory opinions to request additional information, gather information from other county departments and other sources as necessary to fully brief the Board on the facts surrounding the matter for which an advisory opinion is requested, while maintaining the confidentiality of the person requesting such opinion. Consult with such legal counsel as authorized by the Board. Draft Advisory Opinions for the Board's consideration.
3. Contact heads of Departments and Boards and meet with them or their representatives to comply with statutory deadlines of Financial Disclosure Statements
4. When a written complaint is filed with the Board, gather documents and information relating to specific complaints of ethics violations, and prepare reports of such fact finding and recommendations of actions for the Board's review.
5. The Executive Director shall not conduct any further fact finding absent a finding of reasonable cause by the Board.
6. Draft Board Rules, Complaint Procedures, and Hearing Procedures to be presented to the Board for majority vote.
7. In consultation with the Board, draft recommended budget and annual reports to the Legislature and County Executive.
8. Oversees and administers access to the records of the Board.
9. Assists the Board in the conduct of meetings and hearings. Tasks are conducted with assistance from consultant staff if applicable (e.g. stenographic services).

The authority delegated by this Resolution shall not include the authority to issue written advisory opinions, promulgate rules, issue subpoenas, issue final determinations of violation or make final recommendations of, or impose penalties.

Now, on a motion of Linda Spahr, seconded by Richard Halverson

Be It Resolved that the above duties and responsibilities of the newly created position of Executive Director be adopted, as amended, as Resolution No. 001-2013.

Upon a vote being taken, the motion was approved. (5-0-0)

**RESOLUTION 002/2013**  
**DATED JANUARY 16, 2013**

***SUFFOLK COUNTY BOARD OF ETHICS MISSION STATEMENT***

WHEREAS, the Suffolk County Board of Ethics wishes to adopt the following Mission Statement as amended:

I. Abbreviated Version:

“The Mission of the Suffolk County Board of Ethics is to practice and promote ethical literacy and conduct in government through Training, Transparency, and Trust.”

II. Full Version:

“The Mission of the Suffolk County Board of Ethics is to practice and promote ethical literacy and conduct in government through training, transparency, and trust. In order to accomplish the Mission, the Suffolk County Board of Ethics shall maintain confidentiality, adhere to its own Code of Ethics, engage in outreach and training of public officials and employees, and recommend new laws to advance the Mission of ethical compliance.”

Now, on a motion of Heather Palmore, seconded by Linda Spahr

Be It Resolved that the above abbreviated and full version statements be adopted, as amended, as the Suffolk County Board of Ethics’ Mission Statement.

Upon a vote being taken, the motion was approved (5-0-0)

**RESOLUTION 003/2013**  
**DATED JANUARY 30, 2013**

WHEREAS, Pursuant to Local Law 56-2011, enacting Article 30 of the Suffolk County Charter, under §C30-3, the Suffolk County Board of Ethics hereby promulgates procedural rules to implement the provisions of Chapter 77 of the Suffolk County Administrative Code and will be made available to the public on the County website.

**Suffolk County Board of Ethics, Ethics Violation Complaint Procedures**

1. A Complainant does not have to request confidentiality, all complaints are confidential under Article §30-8 of the Suffolk County Board of Ethics.
2. The Suffolk County Board of Ethics, upon receiving a written complaint will:
  - a. Make an initial determination that there is reasonable cause to believe that a public servant has violated a provision of Chapter 77 or other applicable provision of law,
  - b. Determine if there is no reasonable cause to believe that a public servant has committed a violation, then the Board will dismiss the Complaint.
3. All Complaints must provide the following to the extent the information is available:
  - a. The name of the individual(s) who is (are) the subject of the Complaint.
  - b. The time, date, and location of the alleged violation.
  - c. A detailed description of facts as to the alleged violation.
  - d. The complainant's association and/or affiliation to the person (s) who is (are) the subject of the Complaint.
  - e. The name and contact information (phone number, address, email, fax) of the individual Complainant or referring agency/department.
  - f. Any supporting documents, including but not limited to: emails, contracts, photographs, invoices, statements of witnesses, and audio visual recordings will be reviewed for probative value and included in the Board's reasonable cause determination of conducting a further investigation, hearing, or dismissal.
4. All Complaints will be assigned a Complaint number and the Complainant will receive a confirmation that the Complaint was received.
5. The Suffolk County Board of Ethics and its staff will catalog all Complaints by the assigned Complaint number.
6. The Suffolk County Board of Ethics Board Members, Executive Director, and Staff may not provide assistance or advice to the Complainant in preparing the Complaint for submission to the Board of Ethics. Upon review of the Complaint, additional information may be requested from the Complainant by the Suffolk County Board of Ethics and its staff.
7. Upon review of the complaint and evidence, the Executive Director and staff shall gather further facts in order to present a finding of facts and recommendation of reasonable cause based upon credible evidence to the Board.

8. The Suffolk County Board of Ethics will notify the Complainant of its determination dismissing the complaint or to conduct a further investigation with 45 days of receipt.
9. The Board can refer an alleged violation to the head of the agency served by the public servant if related disciplinary charges are pending against the public servant.
10. The Board will respond to a public servant or supervisory official of such public servant request to the Board to review and make a determination regarding past or ongoing action of such public servant.
11. The Board, on its own motion, may review a past or ongoing action of a public servant, in the same manner as a complaint received by the Board from a member of the public.
12. Dismissal of a Complaint does not preclude the Complainant from renewing a Complaint with additional documentation for the Suffolk County Board of Ethics to review. Upon the Suffolk County Board of Ethics' determination that three unfounded complaints were filed in the same 6 month period from the same matter, the Board has the right to refuse any additional identical complaints from said Complainant during the remainder of that 6 month time period.
13. The Suffolk County Board of Ethics may amend the Complaint Procedure. Amendments are not retroactive and are effective on the date they are adopted by the Board.
14. The Suffolk County Board of Ethics does not accept emailed complaints.
15. Complaints can be made by fax at : (631) 852-4041
16. Complaints can be hand delivered or mailed to the Suffolk County Board of Ethics at:

Suffolk County Board Of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980

Now, on a motion of Richard Halverson seconded by Linda Spahr

Be It Resolved that the above complaint procedure be adopted, as amended, by the Suffolk County Board of Ethics.

Upon a vote being taken, the motion was approved. (5-0-0)

## **RESOLUTION 004/2013**

**DATED: JANUARY 30, 2013**

### ***SUFFOLK COUNTY BOARD OF ETHICS ADVISORY OPINION PROCEDURES***

WHEREAS, the Suffolk County Board of Ethics wishes to adopt the following advisory opinion procedure:

#### **Suffolk County Board of Ethics Advisory Opinion Procedures**

1. County Officers, county employees and any other parties subject to or affected by the Code of Ethics may submit requests for advisory opinions from the Board of Ethics with respect to proposed future conduct or action by a public servant. All such requests for Advisory Opinions shall be kept confidential.
2. All Advisory Opinion requests will:
  - a. Be in writing;
  - b. Be signed by the requestor;
  - c. Identify all relevant facts and circumstances;
  - d. Be directed to the Executive Director or Chair of the Board.
3. Upon receipt of a written request for an advisory opinion, the Executive Director shall acknowledge the request in writing.
4. The Executive Director may conduct fact-finding and background research which may include, but is not limited to, legal research, departmental policies, and conferring with Board Counsel. The Executive Director shall prepare a summary of fact finding to be presented to the Board.
5. The Board of Ethics shall consider requests for Advisory Opinions at a regular or special meeting. The Board shall determine whether requests are within the jurisdiction of the Board. The Board may defer or extend its deliberations pending the receipt of additional information.
6. For requests that the Board determines are within its jurisdiction and for which the Board has sufficient information, the Board, shall determine whether or not it will issue an opinion. In determining whether to issue an opinion, the Board may consider the following general factors:
  - a. Would an opinion assist the requester and guide proposed future conduct;
  - b. Is the issue one of general application to others who are subject to the Code of Ethics;

- c. Has the Board previously issued an opinion on the issue or substantially the same issue, and if so, should the previous opinion be reconsidered due to new facts or circumstances;
  - d. If the matter is currently under an administrative, civil, or criminal investigation; and
  - e. The existence of a conflict of interest by the Board that requires recusal.
7. If the Board of Ethics determines the subject of a request for an advisory opinion is not within the jurisdiction of the Board, or if the Board determines it will not issue an opinion based on the facts before it, the Executive Director shall prepare a letter from or on behalf of the Chair of the Board to the requester explaining the determination of the Board.
8. If during the fact-finding process, the Board of Ethics determines additional information about the request is needed, the Executive Director shall prepare and deliver a letter on behalf of the Board to the requester explaining the need for additional information.
9. Within 45 days after completion of fact-finding, the Board will issue a requested Advisory Opinion. If the Board is unable to issue the Advisory Opinion within 45 days, it shall so advise the person who requested the opinion before the 45 days has expired. All Advisory Opinions shall be issued within 90 days after fact finding is completed.
10. Every final advisory opinion shall be preceded by the following note:

NOTICE: THIS ADVISORY OPINION IS SUBJECT TO REVISION OR WITHDRAWAL. Applications requesting its modification, clarification, or withdrawal must be made in accordance with Suffolk County Board of Ethics rules unless an application for the revision or withdrawal of an advisory opinion is timely received, it shall become final. Nothing shall prohibit the Suffolk County Board of Ethics, on its own motion, from reconsidering, revising or withdrawing an advisory opinion at any time.
11. The Chair shall sign the final advisory opinion of the Board and promptly forward the signed opinion to the requestor.
12. The requestor shall have 15 business days from the time the Advisory Opinion has been rendered (excluding Saturday, Sunday, or a legal holiday) to file a request for reconsideration supported by new material facts submitted to the Board.
13. Advisory Opinions shall be designated as follows: Advisory Opinion [year-number].

14. A public servant whose conduct or action is the subject of an Advisory Opinion shall not be subject to penalties or sanctions by virtue of acting or failing to act due to reasonable reliance on the opinion, unless material facts were omitted or misstated in the request for an opinion.
15. Publication: The final Advisory Opinion will be reviewed and redacted of all identifying information and will be published on the Suffolk County Board of Ethics website.
16. Release of a copy of the un-redacted version of the Advisory Opinion from anyone other than the requester is prohibited. The Board shall provide all documents requested by the Suffolk County Legislature or a duly authorized committee of the Legislature that is exercising oversight of the Board of Ethics. Such a request for records must be approved by a two-thirds (2/3) vote of the Legislature via a procedural motion.
17. Requests for advisory opinions shall be confidential, but the Board shall make public its advisory opinions with such deletions as may be necessary to prevent disclosure of the identity of any public servant or other involved party.

Now, on a motion of Thomas Isles, seconded by Linda Spahr

Be It Resolved that the above advisory opinion procedure, as amended, be adopted by the Suffolk County Board of Ethics.

Upon a vote being taken, the motion was approved. (5-0-0)

**.....(RESO 005/2013 WITHDRAWN).....**

**RESOLUTION 006/2013**

**DATED FEBRUARY 27, 2013**

***Acceptance of "Elected Official's Sworn Statements"  
for the October 2012 Filing***

WHEREAS, pursuant to Article XXX of the Suffolk County Charter § C30-5. "Transition Provisions." the Suffolk County Board of Ethics wishes to extend the deadline for "Elected Official's Sworn Statements" October 2012 Filing.

WHEREAS, the Suffolk County Board of Ethics wishes to acknowledge that the deadline for the October 2012 Filing of "Elected Official's Sworn Statements" was October 31, 2012.

RESOLUTION 006/2013 DATED FEBRUARY 27, 2013

WHEREAS, natural disaster, Hurricane Sandy, directly affected the Long Island, New York region during this filing period.

WHEREAS, due to office failure and delay caused by natural disaster, Hurricane Sandy, the Suffolk County Board of Ethics wishes to resolve that they will extend the deadline for filing "Elected Official's Sworn Statements" for the October 2012 Filing until March 13, 2013.

Now, on a motion of Robin Long, seconded by Richard Halverson

Be It Resolved that the "Elected Official's Sworn Statements" October 2012 Filing deadline is March 13, 2013.

Upon a vote being taken, the motion was approved. (4-0-0)

**RESOLUTION 007/2013**

**DATED FEBRUARY 27, 2013**

***2012 Annual Report Deadline Extension***

WHEREAS, the Suffolk County Board of Ethics wishes to acknowledge that the deadline for submitting an Annual Report is March 1st of each year pursuant to Article 30 of the Suffolk County Administrative Code § A30-9. "Annual Report."

WHEREAS, pursuant to Article XXX of the Suffolk County Charter § C30-5. "Transition Provisions." the Suffolk County Board of Ethics wishes to extend the deadline for filing the 2012 Annual Report.

WHEREAS, the Suffolk County Board of Ethics hereby proposes that the deadline for submitting the 2012 Annual Report be extended to March 27, 2013.

Now, on a motion of Robin Long, seconded by Thomas Isles

Be It Resolved that the deadline for filing the 2012 Annual Report of the Suffolk County Board of Ethics is March 27, 2013.

Upon a vote being taken, the motion was approved. (4-0-0)

**RESOLUTION 008/2013**

**DATED APRIL 10, 2013**

***Rules, Regulations and Procedures of the Suffolk County Board of Ethics***

WHEREAS, the Suffolk County Board of Ethics wishes to adopt the following Rules, Regulations and Procedures of the Suffolk County Board of Ethics.

**Rule No. 1. Statement of Applicability**

Pursuant to Suffolk County Charter Article XXX the Suffolk County Board of Ethics has adopted these rules and regulations to govern the procedures of the Suffolk County Board of Ethics. If a Rule of the Board should conflict with a provision or provisions of Suffolk County local laws, New York State laws, or federal laws, such Rule shall yield to such law.

**Rule No. 2. Quorum**

**Quorum** Pursuant to Suffolk County Charter Article XXX, three (3) members of the Board shall constitute a quorum for the purpose of conducting business.

**Absence of a Quorum** In the absence of a quorum a Board meeting will be canceled or rescheduled.

**Rule No. 3. Election of Chair and Vice Chair**

The Suffolk County Board of Ethics shall elect 1 member as chairperson and 1 member as vice-chairperson. The chairperson shall be elected each even numbered year for a 1-year term. The vice-chairperson shall be elected annually for a 1-year term. The election of a chairperson or vice-chairperson shall take place at the first meeting of the Suffolk County Board of Ethics in a year in which a chairperson or vice-chairperson, respectively, is to be elected. The term of a chairperson or vice-chairperson shall begin upon his or her election.

**Rule No. 4. Meetings & Hearings**

**Schedule of Meetings** The Board shall schedule a minimum of twelve (12) regular meetings annually.

**Regular Meetings** Absent motion of the Board, regular meetings shall be held on Wednesday at 6:00 p.m. at the Office of the Board of Ethics or another appropriate venue. The date or place of the meeting may be changed by a vote of the Board.

**Hearings and Interrogatories** Hearings and Interrogatories regarding Financial Disclosure Statements, Notice of Violations, or Advisory Opinions that require the requestor's in person appearance, shall be held during the public servant, employee, or elected official's regularly scheduled Suffolk County Government working hours to permit for proper representation of union members and to be in accordance with such persons hours of employment pursuant to Suffolk County employment contract.

**Special Meetings** Special Meetings may be called as necessary by the Chair or on the written request of three (3) Board members. Such call or request shall state the purpose of the meeting and the members shall be advised of the purpose. Date, time and place shall be set by the Chair after it is determined that a quorum will be present.

**Attendance at Board Meetings** Absent exigent circumstances the Board requires attendance of members at all regularly scheduled meetings.

Attendance shall be taken at every Board Meeting. Upon inquiry, attendance records shall be provided to any appointing authority as to a Board Member's conduct under Suffolk County Charter §C30-2(G). Suffolk County Charter §C30-2(G) states:

"Members may be removed by their appointing authority for substantial neglect of duty, gross misconduct in office, inability to discharge the powers or duties of office or violation of the requirements of Subsection B of this section, after written notice and opportunity to reply. The removal of members appointed by the Presiding Officer, Majority Leader and Minority Leader must be ratified by the adoption of a procedural motion by the County Legislature".

**Rule No. 5. Order of Business**

At all scheduled meetings of the Suffolk County Board of Ethics the following business shall be conducted unless otherwise determined by the Chair of the Board or by an affirmative vote of at least a majority of the Members present:

- 1) Review and adopt or amend and adopt minutes of last Board of Ethics Meeting;
- 2) Statements and presentations by members of the public;
- 3) Consideration of motions;
- 4) Consideration of matters held over from prior Board of Ethics Meeting(s);
- 5) Executive Session;
- 6) Consideration of new matters;
- 7) Reports from members of the Board of Ethics, and/or the Executive Director of the Board of Ethics, and/or Counsel to the Board of Ethics, if any;
- 8) Determination of date for next meeting; and
- 9) Adjournment.

**Rule No. 6. Powers and Duties of the Chair of the Board of Ethics**

The Chair of the Board of Ethics shall possess the following powers and perform the following duties:

- 1) Preside over all meetings of the Board of Ethics, and except in the absence of a quorum, proceed to business in a manner prescribed by these rules;

- 2) Decide all questions of order, subject to appeal of the members of the Board;
- 3) To substitute the Vice Chair to perform the duties of the Chair of the Board in the absence of the Chair; and
- 4) To recess meetings.

**Rule No. 7. Rights and Duties of Members of the Board of Ethics**

The Members of the Board of Ethics shall have the power to, among other things:

- 1) submit a matter for consideration before the Board;
- 2) make a motion on any matter before the Board; and
- 3) make a motion on any matter involving the conduct of the Board's business.

**Rule No. 8. Rules of Order**

- A. The Chair of the Board of Ethics shall decide all questions of order. The Chair's determination shall be final unless an appeal is taken to the full Board and sustained by an affirmative vote of at least a majority of the Members present. Members of the Board shall have the right to appeal rulings of the Chair and assign their reasons for the challenge. The Chair on every appeal shall have the right to assign his or her reason for the ruling.
- B. If a matter is under consideration, no motion shall be received except as herein specified:
  - 1) to recess the Board of Ethics meeting;
  - 2) to adjourn the Board of Ethics meeting;
  - 3) to appeal a ruling of the Chair;
  - 4) to waive a Rule of the Board of Ethics;
  - 5) to amend a pending resolution or motion;
  - 6) to table a pending resolution or motion;
  - 7) to table to a date certain;
  - 8) to cut off debate;
  - 9) to approve; or
  - 10) to reconsider a previous action of the Board.
- C. A motion for reconsideration must be approved by an affirmative vote of at least a majority of the entire membership of the Board of Ethics. Such motion shall not be in order unless:
  - 1) it is made at the scheduled Board of Ethics meeting (regular or special) at which the action proposed to be reconsidered was voted upon; or

2) it is made at any subsequent scheduled Board of Ethics meeting provided that it does not involve the reconsideration of a vote that has caused something to be done that it is impossible to undo.

- D. Except as otherwise provided herein, the rules of the Board of Ethics shall be governed by Robert's Rules of Order.

**Rule No. 9. Executive Session**

- A. As provided in New York Public Officer's Law Section 105, upon a majority vote of the Members present, the Board of Ethics may enter into executive session.
- B. Such vote shall be made on a motion to enter into executive session and identifying the general area or areas of the subject or subjects to be considered in such executive session.
- C. As provided in New York Public Officer's Law Section 105, such subject matter for executive session may include:
- 1) matters which will imperil the public safety if disclosed;
  - 2) any matter which may disclose the identity of a law enforcement agent or informer;
  - 3) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
  - 4) discussions regarding proposed, pending or current litigation;
  - 5) collective negotiations pursuant to article fourteen of the civil service law;
  - 6) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
  - 7) the preparation, grading or administration of examinations; and
  - 8) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.
- D. Attendance at an executive session shall be permitted to any member of the Board of Ethics and any other persons authorized by the Board, including, but not limited to, Counsel to the Board.

**Rule No. 10. Action on Matters Before the Board of Ethics**

- A. The Executive Director shall cause all new matters addressed to the attention of the Board of Ethics on the agenda for consideration by the Board at its next scheduled meeting.

B. Any member of the Board of Ethics may set forth a resolution, verbally or in writing, to a matter before the Board of Ethics. Such resolution may, by a majority vote of the entire membership of the Board, be:

- 1) approved;
- 2) defeated;
- 3) amended;
- 4) approved as amended;
- 5) defeated as amended; or
- 6) tabled

Now, on a motion of Thomas Isles, seconded by Richard Halverson

Be It Resolved that the above Rules, Regulations and Procedures of the Suffolk County Board of Ethics are hereby adopted.

Upon a vote being taken, the motion was approved. (5-0-0)

**.....(RESO 009/2013 WITHDRAWN).....**

**RESOLUTION 010/2013**

**DATED JUNE 11, 2013**

***SUFFOLK COUNTY BOARD OF ETHICS  
FINANCIAL DISCLOSURE STATEMENT FINE SCHEDULE***

WHEREAS, the Suffolk County Board of Ethics wishes to adopt the following Financial Disclosure Statement Fine Schedule:

30 days late	For May 15th filers, on or before June 21, 2013	\$250
60 days late	For May 15th filers, on or before July 22, 2013	\$500
90 days late	For May 15th filers, on or before August 20, 2013	\$750
120 days late	For May 15th filers, on or before September 19, 2013	\$1,000

Now, on a motion of Robin Long, seconded by Linda Spahr,

Be It Resolved that the above Financial Disclosure Statement Fine Schedule is hereby adopted.

Upon a vote being taken, the motion was approved. (5-0-0)

## **RESOLUTION 011/2013**

**DATED JUNE 11, 2013**

### ***SUFFOLK COUNTY BOARD OF ETHICS FREEDOM OF INFORMATION PROCEDURES***

WHEREAS, the Suffolk County Board of Ethics wishes to adopt the following Procedure for Submitting Freedom of Information (FOIL) Request (s) (Access for Public Records):

#### **GENERAL INFORMATION**

Certain records of the Suffolk County Board of Ethics (hereinafter "Board of Ethics" or "Board") are available for public inspection as provided for in the Suffolk County Code, Chapter 77 and the Public Officers Law, Section 87. Individuals wishing to review records maintained by the Suffolk County Board of Ethics, including Financial Disclosure Statements, may do so by following the procedures listed below.

#### **APPLICATION PROCEDURE**

1. An Application for Public Access to Records is available on the Board of Ethics page of the Suffolk County website. (Go to [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov), select "Government" and then select "Board of Ethics" from the list of "Agencies and Boards.") An application may also be requested by contacting the Board of Ethics by email, phone or regular mail using the contact information listed below.
2. Applications should be filled out in their entirety and mailed, emailed, faxed or hand delivered to the Board's Freedom of Information Officer (hereinafter "FOI Officer") using the contact information listed below. The FOI Officer will send acknowledgment of receipt, within five business days of the receipt of the application, and an approximate date when the determination will be made on the request.
3. The FOI Officer will review the application to determine whether the record (s) requested will be made available. Chapter 77 the Suffolk County Code prohibits the Board of Ethics from releasing certain information, particularly pertaining to Financial Disclosure Statements. The FOI Officer will notify the requesting individual, within twenty business days from the date of acknowledgement of receipt, whether request was granted or denied. Notification will be sent by means of a copy of the application with applicable box checked in Section 2. If granted, the FOI Officer will also notify the applicant of the date the records will be made available. If denied, the FOI Officer will provide a reason for the denial.
4. **Please note:** As exempted under the New York State Freedom of Information Law (FOIL), the following personal information will be redacted from any record

prior to release: Home address, home telephone number, un-emancipated child(ren)'s name(s), and spouse's name.

5. **Please note:** As exempted under the Suffolk County Code §77-14(D), all Categories of Value will be redacted from any Financial Disclosure Statement prior to release.

### HARD COPY REQUESTS

1. Upon receiving a notice of approval, the requesting individual may call or email the Office of the Board of Ethics to make an appointment to pick up the requested record (s). Appointments are required and will be scheduled for the hours between 10:00 A.M. and 3:00 P.M., Monday - Friday excluding Holidays.
  - a. Copies of the material can be prepared by the Board of Ethics Staff at the cost of 25 cents per page. Additional charges apply to requests that require an outside professional service or an excess of two hours of agency employee time to prepare copies in compliance with the request in accordance with the Public Officer's Law §87.
  - b. Arrangements should be made in advance to pick up the copies of the record (s). The requesting individual must pick up the copies in person and must be prepared to present valid government issued identification at that time.
  - c. The Board of Ethics is required to redact certain information from Financial Disclosure Statements prior to public release, including information for which the Board has approved a privacy request made by the individual submitting the Statement. As a result, there may be some delay between the approval of the application and the date on which the material will be available.
  - d. Prior to being given access to the record (s) valid government issued identification must be presented. A Board representative will make a photocopy of the identification to be maintained in the office's records.
  - e. On the day the record is made available, the Board is required to notify the individual whose Statement has been made available for public inspection that said request has been approved and must include in that notification the identity of the individual to whom the Statement was produced.

- f. The Suffolk County Board of Ethics staff does not hold authority to comment on the disclosed information contained within the produced records under any FOIL request.

### **REQUESTS FOR IN-PERSON REVIEW OF RECORDS**

1. Upon receiving a notice of approval, the requesting individual may call or email the Board of Ethics office to make an appointment to review the record (s) in person at the office of the Board of Ethics. Appointments are required and will be scheduled for the hours between 10:00 A.M. and 3:00 P.M., Monday - Friday excluding Holidays.
  - a. Prior to being given access to the record (s) valid government issued identification must be presented. A Board representative will make a photocopy of the identification to be maintained in the office's records and retain the original identification until each record is returned in its' entirety.
  - b. The material made available may not be taken from the Office of the Board of Ethics under any circumstances.
  - c. While in the office, the requesting individual may make copies of all or any portion of the material using his/her own electronic copying device. Upon request, the Board of Ethics staff can make copies of the material at the cost of 25 cents per page. Depending on how much material is to be copied, it may take some time to complete the copying. Requesting individuals may have to return to the office at a later time to pick up the copies.
  - d. All of the material that is provided for review must be returned to the Board's staff prior to leaving the office. Should the requesting individual be unable to complete his/her review in a single visit to the office, an appointment may be made to conduct further review.
  - e. The Suffolk County Board of Ethics staff does not hold authority to comment on the disclosed information contained within the produced records under any FOIL request.

### **APPEALS**

1. **You have a right to appeal a denial of Application in writing to the Office of the County Attorney within 30 days of the denial. Information as to the person to contact is shown below. The contacted person must respond to you in writing within ten business days of receipt of your appeal.**

**ADDRESS FOR APPEALS ONLY:** Suffolk County Attorney  
Attn: FOIL Appeals Officer  
H. Lee Dennison Building, 6th Floor  
P.O. Box 6100  
Hauppauge, New York 11788

**QUESTIONS**

Questions concerning these procedures should be directed to the Office of the Board of Ethics, utilizing the following contact information:

Suffolk County Board of Ethics  
335 Yaphank Avenue  
Yaphank, New York 11980  
Office: (631) 852-4038, Fax: (631) 852-4041  
Email: ethicsboard@suffolkcountyny.gov

Now, on a motion of Robin Long, seconded by Linda Spahr,

Be It Resolved that the above Procedure for Submitting Freedom of Information (FOIL) Request (s) (Access for Public Records) is hereby adopted.

Upon a vote being taken, the motion was approved. (5-0-0)

**RESOLUTION 012/2013**  
**DATED AUGUST 14, 2013**

WHEREAS, §77-11 (C) of the Suffolk County Code authorizes the Board to establish procedures where by a person may request an additional period of time in filing his or her annual financial disclosure statement not later than September 1 in any year;

WHEREAS, in accordance with this provision of the Code, the Suffolk County Board of Ethics hereby adopts a procedure to consider requests for an additional period of time to file the 2013 Financial Disclosure Statement for all filers subject to financial disclosure reporting under the Suffolk County Code §77-10 (B) and (C).

Now, on a motion of Linda Spahr, seconded by Robin Long,

Be It Resolved that the Extension Application for Financial Disclosure Statement Form EBFA2-2013, is hereby adopted as the procedures to consider the above referenced requests for additional time.

Upon a vote being taken, the motion was approved. (4-0-0)

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# Suffolk County Board of Ethics Subject Matter Index

as required by SOP No. B-01 Dated 3/23/2006

Created January 2013

Matter	Availability or Non-Availability	Action to be taken	Basis for Exemption
1 Advisory Opinions (Redacted)	Available	SOP Sec. 6b (18) (a)(b)(c-); SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
2 Advisory Opinion Requests			
3 Administrative Staff Manuals	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
4 Agendas	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
5 Advertising Publications	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
6 Annual Reports	Available		
7 Budgets	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
8 Board Resolutions	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
9 Complaints	Not Available	EXEMPT	SOP Sec. 6b (16)(a-i), (17)(a-f); SOP sec. 6b(19)(a)
10 Complaint Findings			
11 Contract Negotiations	Not Available	EXEMPT	SOP Sec. 6b (16)(a-i), (17)(a-f); SOP sec. 6b(19)(a)
12 Codes	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
General Counsel Contract			
Trainer Contract			
13 Correspondence	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
14 Elected Official's Sworn Statements			
15 Employee Lists	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
16 Financial Disclosure Statements	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP Sec. 6b (18) (a)(b)(c-); SOP sec. 6b(19)(a)	
17 FOIL Request Applications			
18 Receipts for Payment of FOIL Fees			
RFQ Requests			
RFQ Waivers			
19 Forms (Standard Blanks)	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
20 Hearings			
Hearing Orders			
21 Inter-Agency Correspondence	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
22 Instructions to Staff affecting the public	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)	
23 Invoices			
24 Office Equipment Lease Agreement			

25	List of Required Financial Disclosure Statement Filers		
26	Lobbyist Reports	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)
27	Minutes of Board Meetings	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)
28	Notices of Public Meetings	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)
29	Notices of Violation		
30	Procedures		
31	Press Releases	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)
32	Privacy Request Votes		
33	Recusals		
34	Statements		
35	Supply Orders	Available	SOP Sec. 6b(4)a-d and 6b (6)(d-f); SOP sec. 6b(19)(a)

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Suffolk County Board of Ethics Page

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www.suffolkcountyny.gov [DEFAULT]

Jan 1, 2013 - Jan 31, 2013

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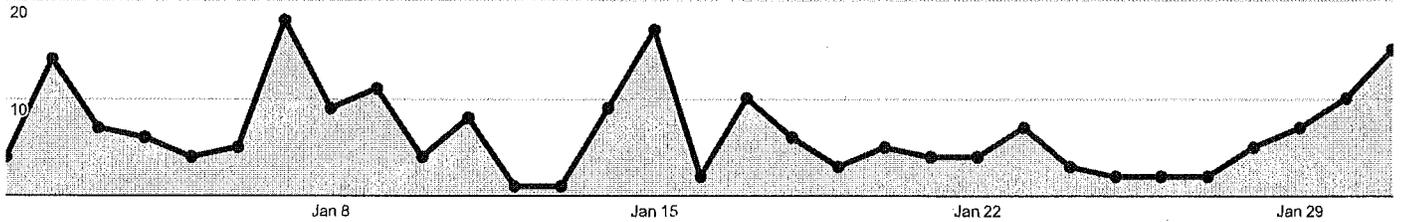
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Site Usage

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Feb 1, 2013 - Feb 28, 2013

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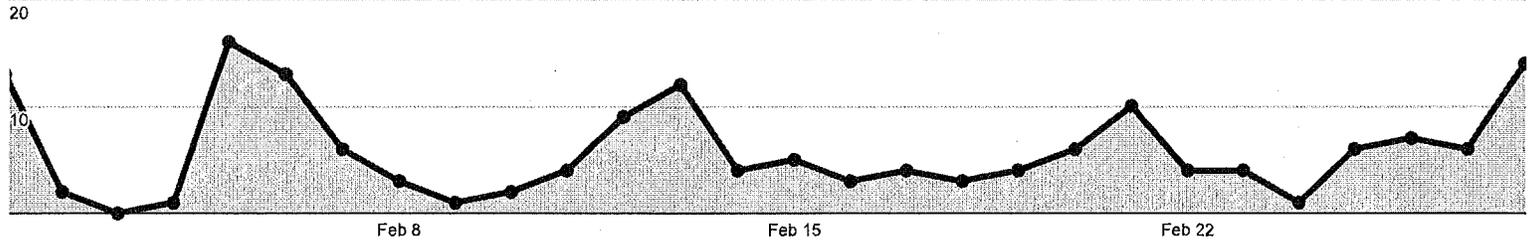
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Mar 1, 2013 - Mar 31, 2013

**Pages**

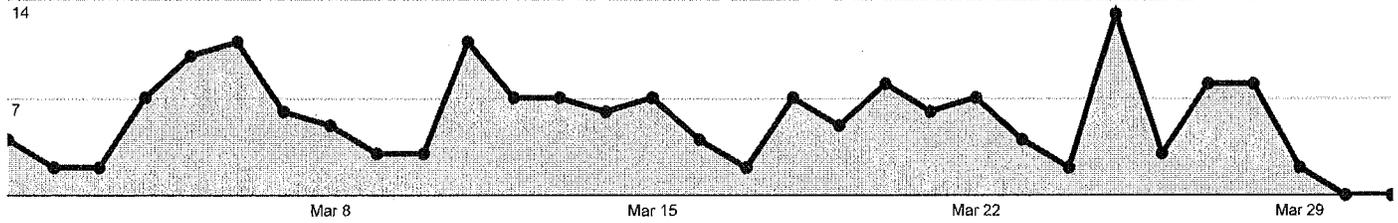
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Apr 1, 2013 - Apr 30, 2013

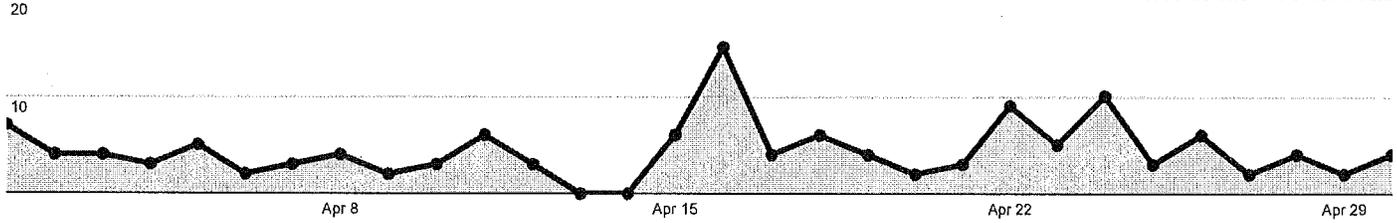
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May 1, 2013 - May 31, 2013

**Pages**

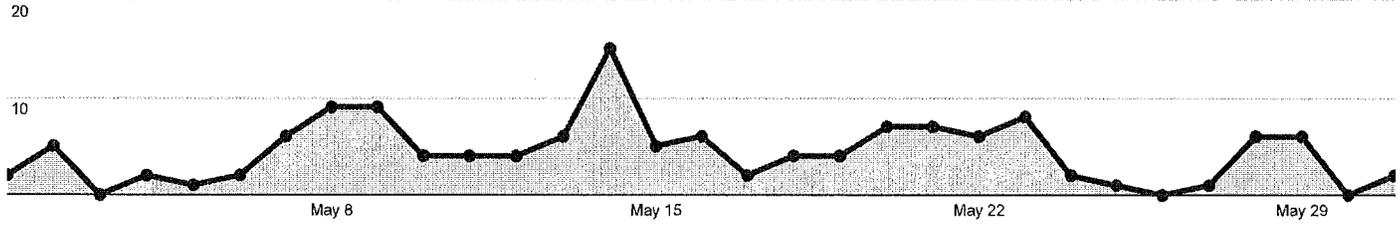
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May 5, 2013 - Jun 4, 2013

**Pages**

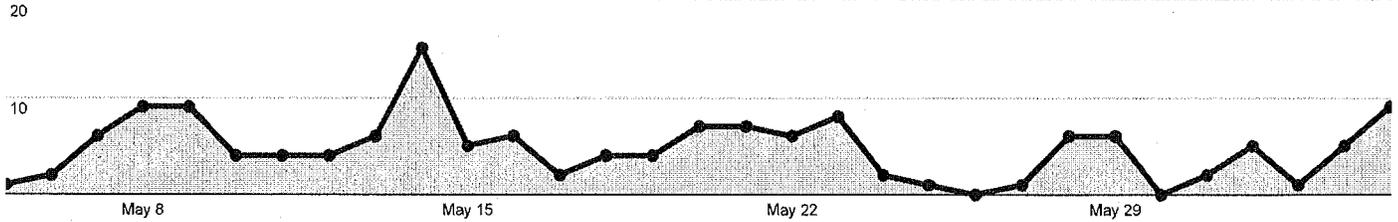
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Rows 1 - 1 of 1

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May 5, 2013 - Jun 4, 2013

### Top Events

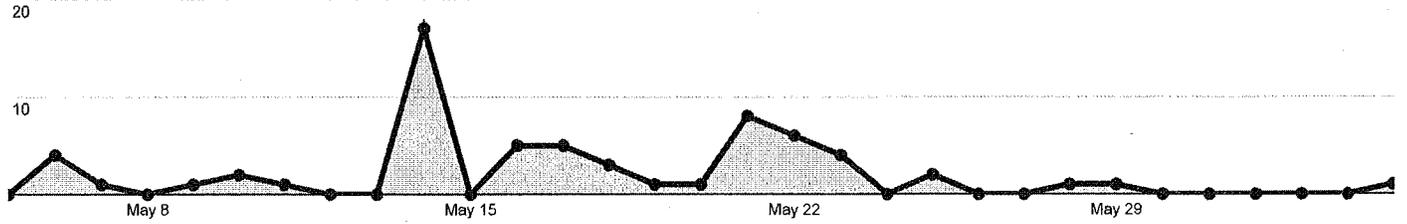
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Explorer

Event

● Total Events



Event Category	Total Events	Unique Events	Event Value	Avg. Value
	<b>64</b> % of Total: 100.00% (64)	<b>34</b> % of Total: 0.42% (8,160)	<b>0</b> % of Total: 0.00% (0)	<b>0.00</b> Site Avg: 0.00 (0.00%)
1. PDF Download	64	34	0	0.00

Rows 1 - 1 of 1

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov [DEFAULT]

Jun 1, 2013 - Jun 30, 2013

**Pages**

Pages are grouped by Page

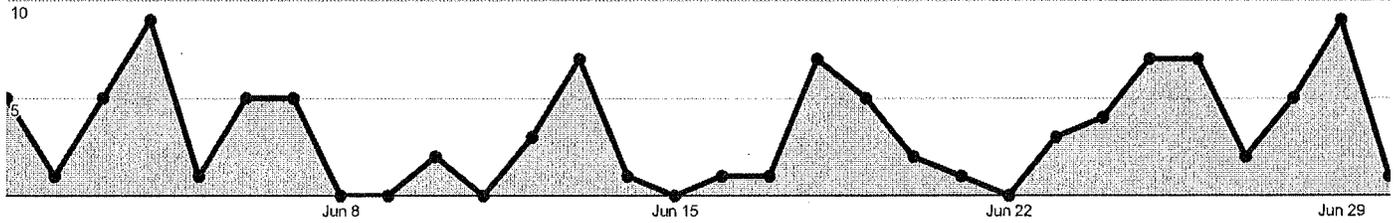
ALL » PAGE: /Government/SuffolkCountyBoardofEthics.aspx

% of pageviews: 0.02%

Explorer

Site Usage

● Pageviews



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>99</b> % of Total: 0.02% (511,962)	<b>79</b> % of Total: 0.02% (405,746)	<b>00:02:29</b> Site Avg: 00:01:36 (55.43%)	<b>42</b> % of Total: 0.02% (199,276)	<b>59.52%</b> Site Avg: 54.97% (8.28%)	<b>54.55%</b> Site Avg: 38.92% (40.13%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics.aspx	<b>99</b>	<b>79</b>	<b>00:02:29</b>	<b>42</b>	<b>59.52%</b>	<b>54.55%</b>	<b>\$0.00</b>

Rows 1 - 1 of 1

May 31, 2013 - Jun 30, 2013

### Top Events

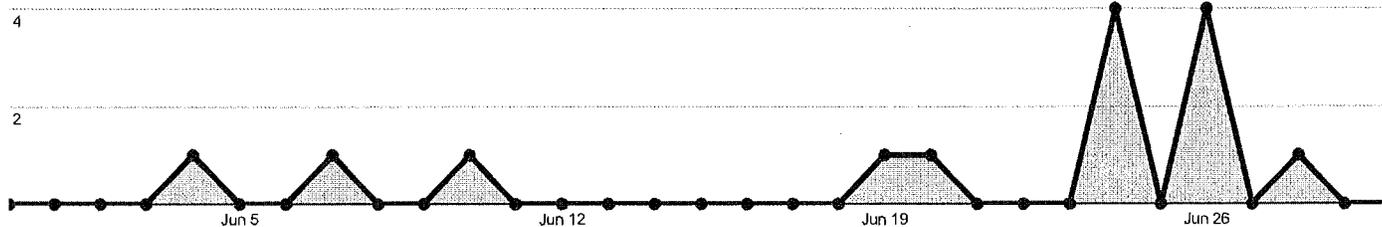
ALL » EVENT CATEGORY: PDF Download

% of unique events: 0.20%

Explorer

Event

● Total Events



Event Category	Total Events	Unique Events	Event Value	Avg. Value
	<b>14</b> % of Total: 100.00% (14)	<b>10</b> % of Total: 0.20% (4,959)	<b>0</b> % of Total: 0.00% (0)	<b>0.00</b> Site Avg: 0.00 (0.00%)
1. PDF Download	14	10	0	0.00

Rows 1 - 1 of 1

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov

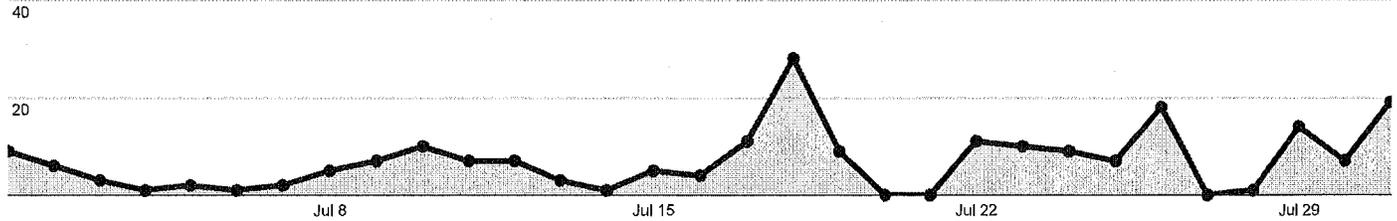
Jul 1, 2013 - Jul 31, 2013

**Pages**  
Pages are grouped by Page

● % of pageviews: 100.00%

Explorer

● Pageviews



This data was filtered with the following filter expression: ethics

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>217</b> % of Total: 0.04% (566,594)	<b>170</b> % of Total: 0.04% (453,387)	<b>00:02:48</b> Site Avg: 00:01:41 (66.71%)	<b>99</b> % of Total: 0.04% (228,959)	<b>59.60%</b> Site Avg: 56.11% (6.21%)	<b>50.69%</b> Site Avg: 40.41% (25.44%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics.aspx	105	85	00:02:09	47	53.19%	51.43%	\$0.00
2. /Government/SuffolkCountyBoardofEthics/RecordsRequest.aspx	93	70	00:04:10	52	65.38%	53.76%	\$0.00
3. /Government/SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx	6	6	00:00:06	0	0.00%	16.67%	\$0.00
4. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/ky/EventDetail/start/635090760000000000/eventid/583/Default.aspx	3	2	00:02:03	0	0.00%	66.67%	\$0.00
5. /SearchResults.aspx?Search=code+of+ethics	3	1	00:00:30	0	0.00%	0.00%	\$0.00
6. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/ky/EventDetail/start/635102712000000000/eventid/589/Default.aspx	2	2	00:00:00	0	0.00%	100.00%	\$0.00
7. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/ky/EventListing/sort/EventStart/status/All/p47171/Default.aspx	2	1	00:02:42	0	0.00%	0.00%	\$0.00
8. /SearchResults.aspx?search=code+of+ethics&scp=10	1	1	00:00:19	0	0.00%	0.00%	\$0.00
9. /SearchResults.aspx?search=code+of+ethics&scp=20	1	1	00:00:00	0	0.00%	100.00%	\$0.00
10. /SearchResults.aspx?Search=ethics+powerpoint	1	1	00:00:15	0	0.00%	0.00%	\$0.00

Rows 1 - 10 of 10

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov

Jul 1, 2013 - Jul 31, 2013

## Top Events

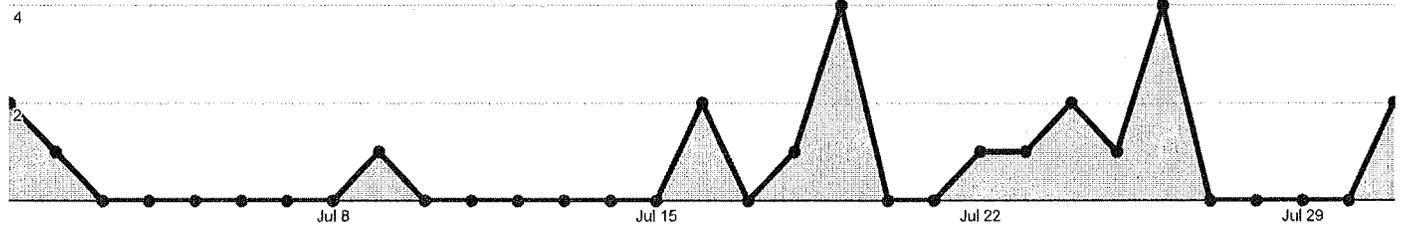
ALL » EVENT CATEGORY: PDF Download

● % of unique events: 0.16%

**Explorer**

Event

● Total Events



Event Category	Total Events	Unique Events	Event Value	Avg. Value
	<b>22</b> % of Total: 100.00% (22)	<b>14</b> % of Total: 0.16% (8,518)	<b>0</b> % of Total: 0.00% (0)	<b>0.00</b> Site Avg: 0.00 (0.00%)
1. PDF Download	22	14	0	0.00

Rows 1 - 1 of 1

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov

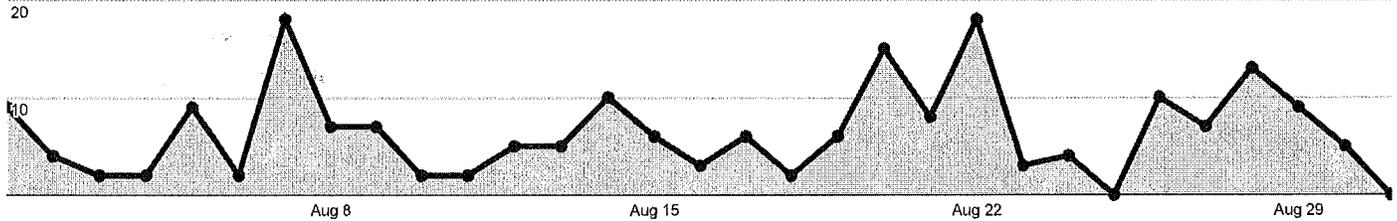
Aug 1, 2013 - Aug 31, 2013

**Pages**  
Pages are grouped by Page

● % of pageviews: 100.00%

Explorer

● Pageviews



This data was filtered with the following filter expression: **ethics**

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>199</b> % of Total: 0.04% (566,634)	<b>173</b> % of Total: 0.04% (452,828)	<b>00:02:55</b> Site Avg: 00:01:37 (79.62%)	<b>106</b> % of Total: 0.05% (227,867)	<b>60.38%</b> Site Avg: 55.94% (7.92%)	<b>57.29%</b> Site Avg: 40.21% (42.46%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics/RecordsRequest.aspx	92	79	00:01:40	59	66.10%	56.52%	\$0.00
2. /Government/SuffolkCountyBoardofEthics.aspx	89	79	00:05:24	46	54.35%	62.92%	\$0.00
3. /Government/SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx	3	2	00:00:05	0	0.00%	0.00%	\$0.00
4. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/Key/EventDetail/start/635120928000000000/eventid/605/Default.aspx	3	3	00:00:24	0	0.00%	66.67%	\$0.00
5. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/Key/EventDetail/start/635131368000000000/eventid/620/Default.aspx	2	2	00:00:00	0	0.00%	100.00%	\$0.00
6. /search?q=cache:4RI5cIIBIQKJ:www.suffolkcountyny.gov/departments/soilwaterconservationdistrict.aspx+"soil+and+water+conservation+district"+&+ethics=&cd=4&hl=en&ct=clnk&gl=us	2	1	00:01:14	1	0.00%	50.00%	\$0.00
7. /SearchResults.aspx?Search=ETHICS	2	1	00:00:13	0	0.00%	0.00%	\$0.00
8. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/Key/EventListing/sort/Title/status/Active/p471711/Default.aspx	1	1	00:00:06	0	0.00%	0.00%	\$0.00
9. /SearchResults.aspx?Search=BOARD+OF+ETHICS	1	1	00:00:11	0	0.00%	0.00%	\$0.00
10. /SearchResults.aspx?search=BOARD+OF+ETHICS&scp=10	1	1	00:00:11	0	0.00%	0.00%	\$0.00
11. /SearchResults.aspx?search=BOARD+OF+ETHICS&scp=20	1	1	00:00:05	0	0.00%	0.00%	\$0.00
12. /SearchResults.aspx?search=BOARD+OF+ETHICS&scp=30	1	1	00:00:13	0	0.00%	0.00%	\$0.00
13. /SearchResults.aspx?Search=ethics	1	1	00:00:00	0	0.00%	100.00%	\$0.00

Rows 1 - 13 of 13

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov

Aug 1, 2013 - Aug 31, 2013

**Top Events**

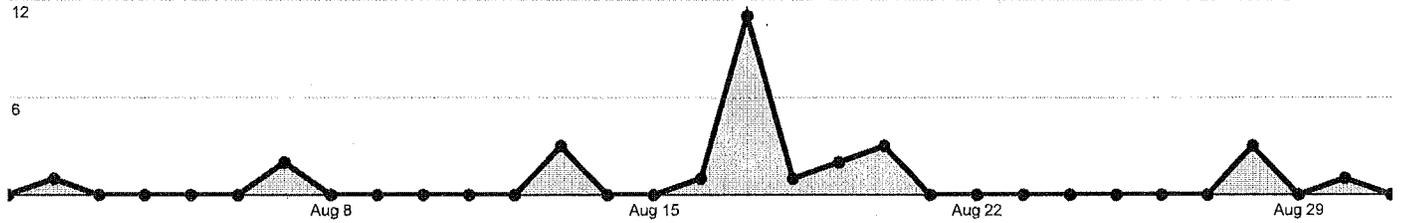
ALL » EVENT CATEGORY: PDF Download

● % of unique events: 100.00%

Explorer

Event

● Total Events



Event Category	Total Events	Unique Events	Event Value	Avg. Value
	<b>28</b> % of Total: 100.00% (28)	<b>17</b> % of Total: 100.00% (17)	<b>0</b> % of Total: 0.00% (0)	<b>0.00</b> Site Avg: 0.00 (0.00%)
1. PDF Download	28	17	0	0.00

Rows 1 - 1 of 1

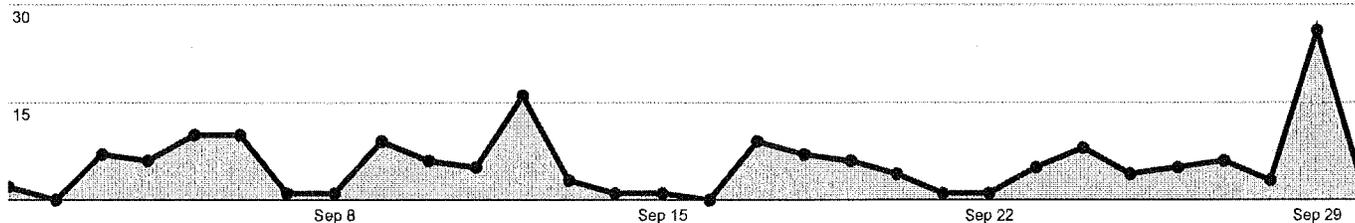
Sep 1, 2013 - Sep 30, 2013

**Pages**  
Pages are grouped by Page

All Visits  
100.00%

Explorer

● Pageviews



This data was filtered with the following filter expression: ethics

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	165 % of Total: 0.03% (481,131)	138 % of Total: 0.04% (384,906)	00:02:35 Site Avg: 00:01:51 (39.97%)	48 % of Total: 0.02% (198,954)	45.83% Site Avg: 56.98% (-19.57%)	35.76% Site Avg: 41.35% (-13.53%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics.aspx	110	90	00:03:47	42	45.24%	41.82%	\$0.00
2. /Government/SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx	11	9	00:00:36	0	0.00%	18.18%	\$0.00
3. /Government/SuffolkCountyBoardofEthics/BoardofEthicsRecords.aspx	11	10	00:01:09	2	50.00%	27.27%	\$0.00
4. /Government/SuffolkCountyBoardofEthics/tabid/2176/mo... dld/4717/key/EventDetail/start/635145192000000000/eve... ntid/632/Default.aspx	4	4	00:07:23	0	0.00%	75.00%	\$0.00
5. /Government/SuffolkCountyBoardofEthics/RecordsReque... st.aspx	2	2	00:00:49	2	50.00%	50.00%	\$0.00
6. /SearchResults.aspx?Search=ethics	2	2	00:00:17	0	0.00%	50.00%	\$0.00
7. /SearchResults.aspx?Search=ethics+attestation+form	2	1	00:00:18	0	0.00%	0.00%	\$0.00
8. /SearchResults.aspx?Search=ethics+financial+disclosure	2	1	00:01:16	0	0.00%	50.00%	\$0.00
9. /SearchResults.aspx?Search=ethics+training	2	1	00:00:06	0	0.00%	0.00%	\$0.00
10. /SearchResults.aspx?search=Suffolk+County+Board+of+... Ethics&scp=110	2	1	00:00:32	0	0.00%	0.00%	\$0.00
11. /search?q=cache:QpmXsu6mCO8J:www.suffolkcountyny... .gov/Government/SuffolkCountyBoardofEthics/RecordsR... equest.aspx+suffolk+county+new+york+FOIL&cd=1&hl=e... n&ct=clnk&gl=us	1	1	00:00:00	1	100.00%	100.00%	\$0.00
12. /SearchResults.aspx?Search=board+of+ethics	1	1	00:01:00	0	0.00%	0.00%	\$0.00
13. /SearchResults.aspx?Search=Board+of+Ethics	1	1	00:01:39	0	0.00%	0.00%	\$0.00
14. /SearchResults.aspx?Search=code+of+ethics+for+county... +employees	1	1	00:00:00	0	0.00%	100.00%	\$0.00
15. /SearchResults.aspx?Search=ethics+attestation	1	1	00:00:06	1	0.00%	0.00%	\$0.00
16. /SearchResults.aspx?search=ethics+training&scp=10	1	1	00:00:15	0	0.00%	0.00%	\$0.00

17.	/SearchResults.aspx?Search=ethics+tr...g+children	1	1	00:00	0	0.00%	0.00%	\$0.00
18.	/SearchResults.aspx?Search=scdoh+ethics+attestation+f orm	1	1	00:00:06	0	0.00%	0.00%	\$0.00
19.	/SearchResults.aspx?Search=Suffolk+County+Board+of+ Ethics	1	1	00:00:36	0	0.00%	0.00%	\$0.00
20.	/SearchResults.aspx?search=Suffolk+County+Board+of+ Ethics&scp=100	1	1	00:00:21	0	0.00%	0.00%	\$0.00
21.	/SearchResults.aspx?search=Suffolk+County+Board+of+ Ethics&scp=30	1	1	00:00:12	0	0.00%	0.00%	\$0.00
22.	/SearchResults.aspx?search=Suffolk+County+Board+of+ Ethics&scp=40	1	1	00:00:23	0	0.00%	0.00%	\$0.00
23.	/SearchResults.aspx?search=Suffolk+County+Board+of+ Ethics&scp=50	1	1	00:00:23	0	0.00%	0.00%	\$0.00
24.	/SearchResults.aspx?search=Suffolk+County+Board+of+ Ethics&scp=60	1	1	00:00:20	0	0.00%	0.00%	\$0.00
25.	/SearchResults.aspx?search=Suffolk+County+Board+of+ Ethics&scp=70	1	1	00:00:16	0	0.00%	0.00%	\$0.00
26.	/SearchResults.aspx?search=Suffolk+County+Board+of+ Ethics&scp=80	1	1	00:00:18	0	0.00%	0.00%	\$0.00
27.	/SearchResults.aspx?search=Suffolk+County+Board+of+ Ethics&scp=90	1	1	00:00:17	0	0.00%	0.00%	\$0.00

Rows 1 - 27 of 27

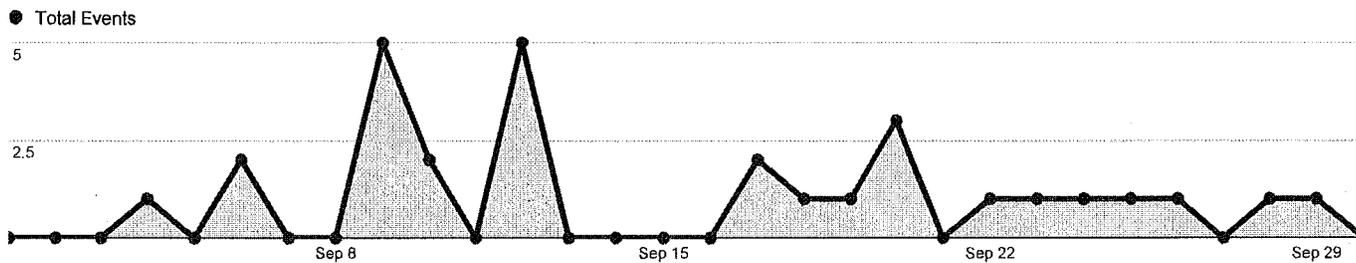
Sep 1, 2013 - Sep 30, 2013

Top Events

All Visits  
0.29%

Explorer

Event



Event Category	Total Events	Unique Events	Event Value	Avg. Value
	29 % of Total: 100.00% (29)	23 % of Total: 0.29% (8,040)	0 % of Total: 0.00% (0)	0.00 Site Avg: 0.00 (0.00%)
1. PDF Download	29	23	0	0.00

Rows 1 - 1 of 1

Top Events

Oct 1, 2013 - Oct 31, 2013

ALL » EVENT CATEGORY: PDF Download

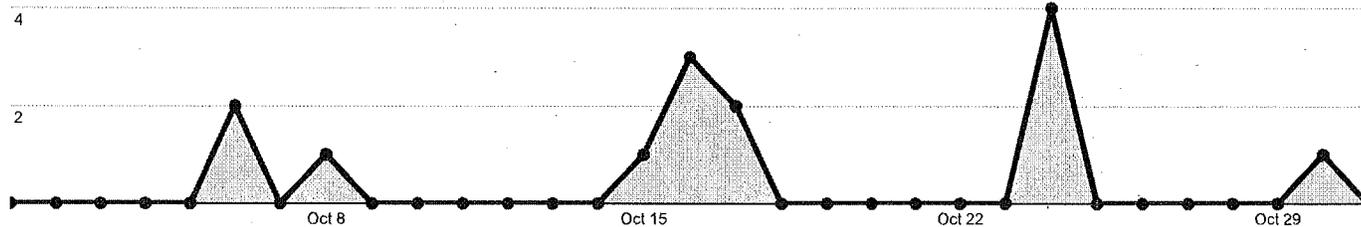


All Visits  
10.71%

Explorer

Event

● Total Events



Event Category	Total Events	Unique Events	Event Value	Avg. Value
	14 % of Total: 6.14% (228)	9 % of Total: 10.71% (84)	0 % of Total: 0.00% (0)	0.00 Site Avg: 0.00 (0.00%)
1. PDF Download	14	9	0	0.00

Rows 1 - 1 of 1

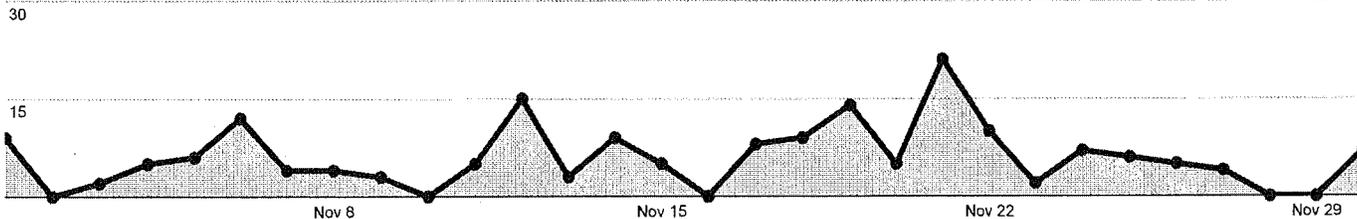
Pages

Nov 1, 2013 - Nov 30, 2013

All Visits  
100.00%

Explorer

Pageviews



This data was filtered with the following filter expression: ethics

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	180 % of Total: 0.04% (440,187)	141 % of Total: 0.04% (347,683)	00:02:26 Site Avg: 00:01:44 (41.29%)	43 % of Total: 0.02% (178,495)	41.86% Site Avg: 56.68% (-26.14%)	37.78% Site Avg: 40.55% (-6.84%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics.aspx	107	85	00:01:53	36	41.67%	42.06%	\$0.00
2. /Government/SuffolkCountyBoardofEthics/BoardofEthicsRecords.aspx	19	13	00:01:10	4	50.00%	26.32%	\$0.00
3. /Government/SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx	11	10	00:26:44	1	0.00%	63.64%	\$0.00
4. /Government/SuffolkCountyBoardofEthics/FormsandProcedures.aspx	8	6	00:01:55	1	100.00%	37.50%	\$0.00
5. /Government/SuffolkCountyBoardofEthics/EducationalMaterials.aspx	5	4	00:02:21	0	0.00%	20.00%	\$0.00
6. /SearchResults.aspx?Search=ethics	5	4	00:00:35	0	0.00%	20.00%	\$0.00
7. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/key/EventDetail/start/63520567200000000/eventid/686/Default.aspx	4	4	00:00:54	0	0.00%	75.00%	\$0.00
8. /SearchResults.aspx?Search=ethics+training	4	2	00:00:09	0	0.00%	0.00%	\$0.00
9. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/key/EventDetail/start/63519962400000000/eventid/672/Default.aspx	3	3	00:05:22	0	0.00%	66.67%	\$0.00
10. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/key/EventDetail/start/63516938400000000/eventid/654/Default.aspx	2	1	00:00:46	1	0.00%	50.00%	\$0.00
11. /SearchResults.aspx?Search=ethics+board	2	1	00:00:13	0	0.00%	0.00%	\$0.00
12. /SearchResults.aspx?Search=speech+therapist+suffolk+county+code+of+ethics	2	1	00:00:14	0	0.00%	0.00%	\$0.00
13. /SearchResults.aspx?search=speech+therapist+suffolk+county+code+of+ethics&scp=10	2	1	00:00:10	0	0.00%	0.00%	\$0.00
14. /SearchResults.aspx?Search=board+of+ethics	1	1	00:00:18	0	0.00%	0.00%	\$0.00

15.	/SearchResults.aspx?Search=ethics+po	1	1	00:00:35	0	0.00%	0.00%	\$0.00
16.	/SearchResults.aspx?search=ethics+training&scp=10	1	1	00:00:55	0	0.00%	0.00%	\$0.00
17.	/SearchResults.aspx?Search=preschool+ethics+policy	1	1	00:00:20	0	0.00%	0.00%	\$0.00
18.	/SearchResults.aspx?search=speech+therapist+suffolk+county+code+of+ethics&scp=50	1	1	00:00:18	0	0.00%	0.00%	\$0.00
19.	/SearchResults.aspx?Search=suffolk+county+ethics+policy	1	1	00:00:46	0	0.00%	0.00%	\$0.00

Rows 1 - 19 of 19

**Top Events**

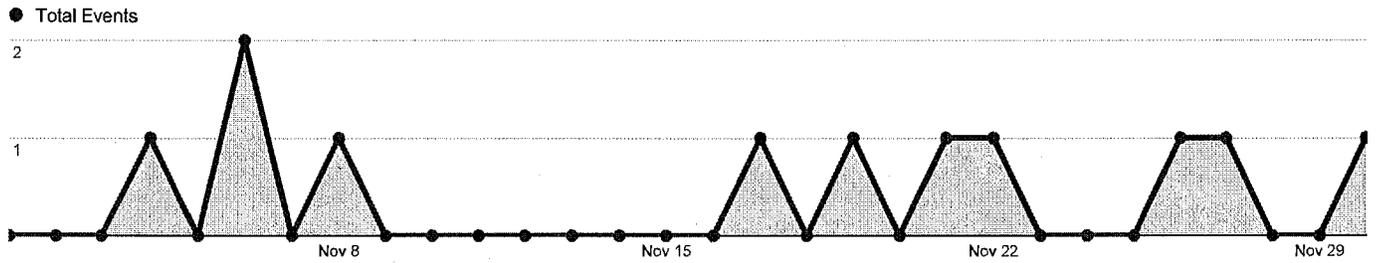
Nov 1, 2013 - Nov 30, 2013

ALL » EVENT CATEGORY: PDF Download

All Visits  
11.58%

Explorer

Event



Event Category	Total Events	Unique Events	Event Value	Avg. Value
	11 % of Total: 3.90% (282)	11 % of Total: 11.58% (95)	0 % of Total: 0.00% (0)	0.00 Site Avg: 0.00 (0.00%)
1. PDF Download	11	11	0	0.00

Rows 1 - 1 of 1

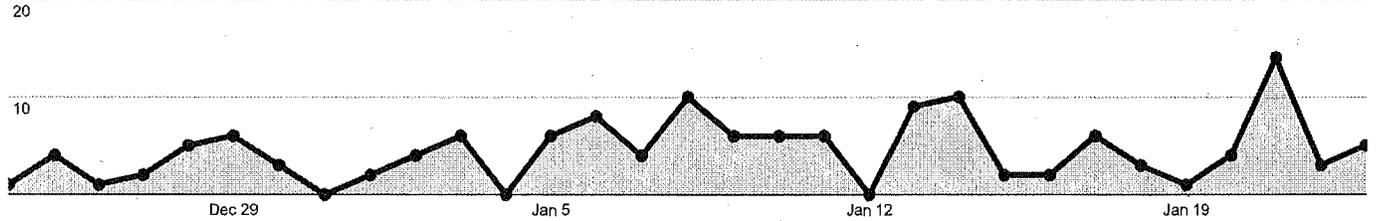
Pages

Dec 24, 2013 - Jan 23, 2014

All Visits  
100.00%

Explorer

Pageviews



This data was filtered with the following filter expression: ethics

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	139 % of Total: 0.03% (459,604)	121 % of Total: 0.03% (359,314)	00:01:54 Site Avg: 00:01:38 (16.33%)	39 % of Total: 0.02% (178,223)	61.54% Site Avg: 54.64% (12.62%)	37.41% Site Avg: 38.78% (-3.53%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics.aspx	87	77	00:01:53	34	61.76%	39.08%	\$0.00
2. /Government/SuffolkCountyBoardofEthics/AgendasMinutesArchive.aspx	16	11	00:02:42	1	0.00%	37.50%	\$0.00
3. /Government/SuffolkCountyBoardofEthics/BoardofEthicsRecords.aspx	14	12	00:00:37	4	75.00%	57.14%	\$0.00
4. /Government/SuffolkCountyBoardofEthics/FormsandProcedures.aspx	5	5	00:07:26	0	0.00%	40.00%	\$0.00
5. /Government/SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx	4	4	00:01:12	0	0.00%	50.00%	\$0.00
6. /Government/SuffolkCountyBoardofEthics/EducationalMaterials.aspx	2	2	00:02:26	0	0.00%	0.00%	\$0.00
7. /SearchResults.aspx?Search=Ethics	2	1	00:00:27	0	0.00%	0.00%	\$0.00
8. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/key/EventListing/sort/EventStart/status/All/p4717/1/Default.aspx	1	1	00:00:23	0	0.00%	0.00%	\$0.00
9. /SearchResults.aspx?Search=board+of+ethics	1	1	00:00:22	0	0.00%	0.00%	\$0.00
10. /SearchResults.aspx?search=board+of+ethics&scp=10	1	1	00:00:14	0	0.00%	0.00%	\$0.00
11. /SearchResults.aspx?Search=ethics+contract	1	1	00:00:26	0	0.00%	0.00%	\$0.00
12. /SearchResults.aspx?Search=ethics+policy	1	1	00:00:27	0	0.00%	0.00%	\$0.00
13. /SearchResults.aspx?search=ethics+policy&scp=10	1	1	00:00:08	0	0.00%	0.00%	\$0.00
14. /SearchResults.aspx?search=ethics+policy&scp=20	1	1	00:00:07	0	0.00%	0.00%	\$0.00
15. /SearchResults.aspx?search=ethics+policy&scp=30	1	1	00:00:14	0	0.00%	0.00%	\$0.00
16. /SearchResults.aspx?Search=professional+ethics+training	1	1	00:01:59	0	0.00%	0.00%	-\$0.00

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http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov

Dec 24, 2013 - Jan 23, 2014

**Top Events**

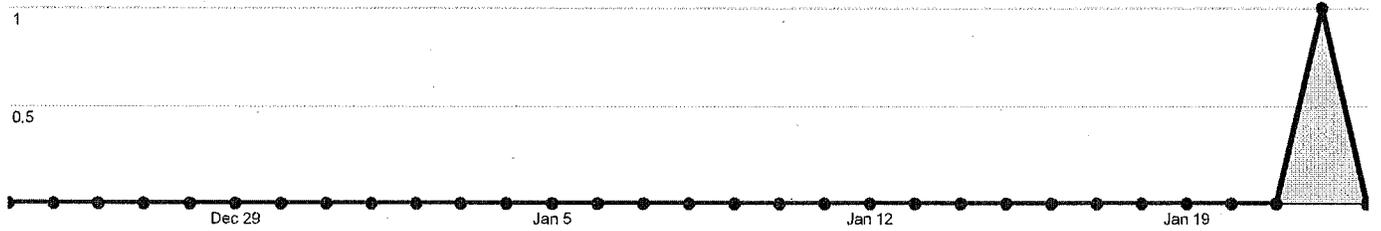
ALL » EVENT CATEGORY: PDF Download

All Visits  
0.01%

Explorer

Event

Total Events



Event Category	Total Events	Unique Events	Event Value	Avg. Value
	1 % of Total: 0.20% (495)	1 % of Total: 0.01% (8,332)	0 % of Total: 0.00% (0)	0.00 Site Avg: 0.00 (0.00%)
1. PDF Download	1	1	0	0.00

Rows 1 - 1 of 1

Records Request Page

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov [DEFAULT]

May 1, 2013 - May 31, 2013

**Pages**

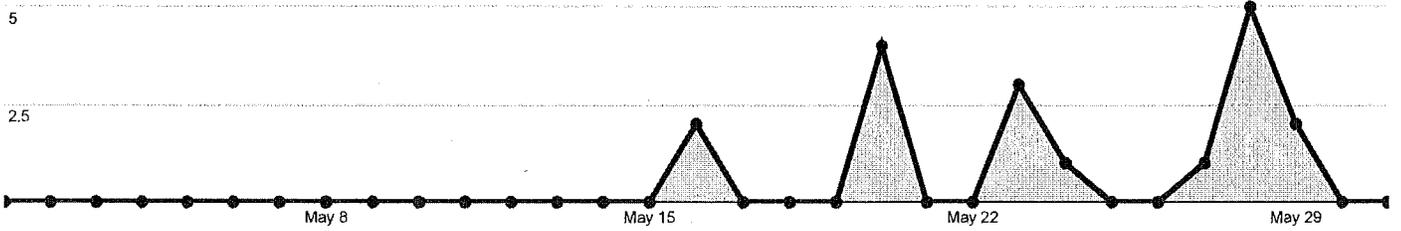
Pages are grouped by Page

● % of pageviews: 100.00%

**Explorer**

Site Usage

● Pageviews



This data was filtered with the following filter expression: SuffolkCountyBoardofEthics/RecordsRequest.aspx

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>18</b> % of Total: 0.00% (512,179)	<b>15</b> % of Total: 0.00% (404,833)	<b>00:00:45</b> Site Avg: 00:01:34 (-51.95%)	<b>10</b> % of Total: 0.01% (194,938)	<b>50.00%</b> Site Avg: 53.87% (-7.18%)	<b>55.56%</b> Site Avg: 38.06% (45.97%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics/RecordsRequest.aspx	<b>18</b>	<b>15</b>	00:00:45	10	50.00%	55.56%	\$0.00

Rows 1 - 1 of 1

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov [DEFAULT]

Jun 1, 2013 - Jun 30, 2013

**Pages**

Pages are grouped by Page

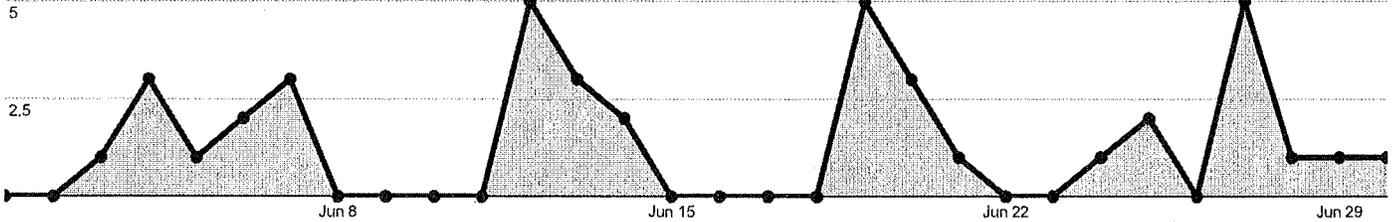
ALL » PAGE: /Government/SuffolkCountyBoardofEthics/RecordsRequest.aspx

% of pageviews: 0.01%

**Explorer**

Site Usage

● Pageviews



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>40</b> % of Total: 0.01% (511,962)	<b>37</b> % of Total: 0.01% (405,748)	<b>00:03:28</b> Site Avg: 00:01:36 (116.19%)	<b>27</b> % of Total: 0.01% (199,275)	<b>59.26%</b> Site Avg: 54.97% (7.80%)	<b>57.50%</b> Site Avg: 38.92% (47.72%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics/RecordsRequest.aspx	40	37	00:03:28	27	59.26%	57.50%	\$0.00

Rows 1 - 1 of 1

# Advisory Opinions Page

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov [DEFAULT]

Apr 1, 2013 - Apr 30, 2013

## Pages

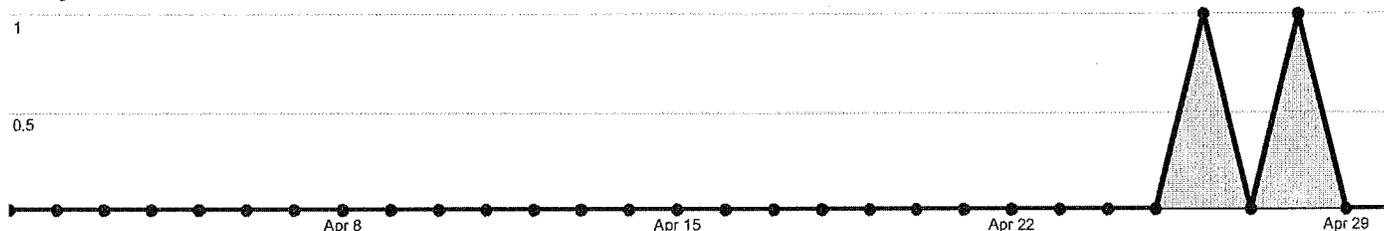
Pages are grouped by Page

● % of pageviews: 100.00%

Explorer

Site Usage

● Pageviews



This data was filtered with the following filter expression: SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>2</b> % of Total: 0.00% (498,591)	<b>2</b> % of Total: 0.00% (393,592)	<b>00:00:00</b> Site Avg: 00:01:36 (-100.00%)	<b>0</b> % of Total: 0.00% (186,928)	<b>0.00%</b> Site Avg: 53.72% (-100.00%)	<b>100.00%</b> Site Avg: 37.49% (166.73%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx	<b>2</b>	<b>2</b>	00:00:00	0	0.00%	100.00%	\$0.00

Rows 1 - 1 of 1

http://www.suffolkcountyny.gov - http://www.suffolkcountyn...  
www.suffolkcountyny.gov [DEFAULT]

May 1, 2013 - May 31, 2013

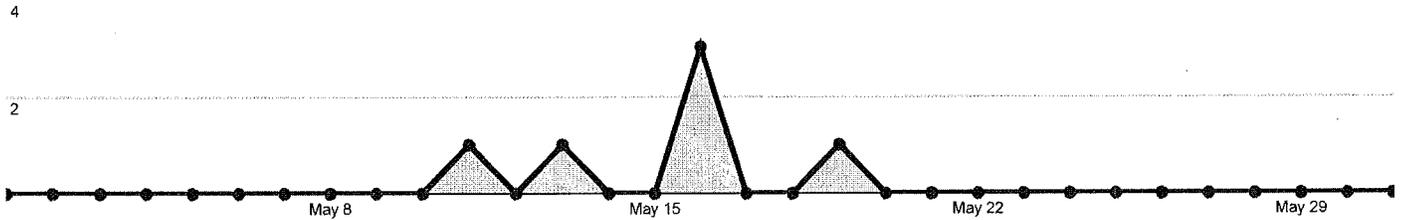
**Pages**  
Pages are grouped by Page

● % of pageviews: 100.00%

Explorer

Site Usage

● Pageviews



▼ This data was filtered with the following filter expression: SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>6</b> % of Total: 0.00% (512,179)	<b>5</b> % of Total: 0.00% (404,833)	<b>00:00:11</b> Site Avg: 00:01:34 (-87.93%)	<b>0</b> % of Total: 0.00% (194,938)	<b>0.00%</b> Site Avg: 53.87% (-100.00%)	<b>16.67%</b> Site Avg: 38.06% (-56.21%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx	6	5	00:00:11	0	0.00%	16.67%	\$0.00

Rows 1 - 1 of 1

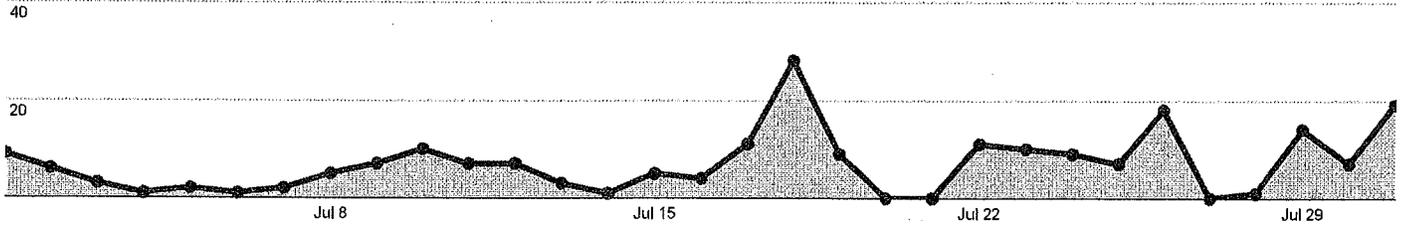
Jul 1, 2013 - Jul 31, 2013

**Pages**  
Pages are grouped by Page

● % of pageviews: 100.00%

Explorer

● Pageviews



▼ This data was filtered with the following filter expression: ethics

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>217</b> % of Total: 0.04% (566,594)	<b>170</b> % of Total: 0.04% (453,307)	<b>00:02:48</b> Site Avg: 00:01:41 (66.71%)	<b>99</b> % of Total: 0.04% (228,969)	<b>59.60%</b> Site Avg: 56.11% (6.21%)	<b>50.69%</b> Site Avg: 40.41% (25.44%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /Government/SuffolkCountyBoardofEthics.aspx	105	85	00:02:09	47	53.19%	51.43%	\$0.00
2. /Government/SuffolkCountyBoardofEthics/RecordsRequest.aspx	93	70	00:04:10	52	65.38%	53.76%	\$0.00
3. /Government/SuffolkCountyBoardofEthics/AdvisoryOpinions.aspx	6	6	00:00:06	0	0.00%	16.67%	\$0.00
4. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/Key/EventDetail/start/635090760000000000/eventid/583/Default.aspx	3	2	00:02:03	0	0.00%	66.67%	\$0.00
5. /SearchResults.aspx?Search=code+of+ethics	3	1	00:00:30	0	0.00%	0.00%	\$0.00
6. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/Key/EventDetail/start/635102712000000000/eventid/589/Default.aspx	2	2	00:00:00	0	0.00%	100.00%	\$0.00
7. /Government/SuffolkCountyBoardofEthics/tabid/2176/modId/4717/Key/EventListing/sort/EventStart/status/All/p4717/1/Default.aspx	2	1	00:02:42	0	0.00%	0.00%	\$0.00
8. /SearchResults.aspx?search=code+of+ethics&scp=10	1	1	00:00:19	0	0.00%	0.00%	\$0.00
9. /SearchResults.aspx?search=code+of+ethics&scp=20	1	1	00:00:00	0	0.00%	100.00%	\$0.00
10. /SearchResults.aspx?Search=ethics+powerpoint	1	1	00:00:15	0	0.00%	0.00%	\$0.00

Rows 1 - 10 of 10