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<http://ethics.lacity.org>Whistleblower Hotline:
(213) 978-1999
(800) 824-4825**MEMORANDUM****Re: ASSUMING OFFICE STATEMENT OF ECONOMIC INTERESTS FILING-
INFORMATION AND INSTRUCTIONS**

The Political Reform Act of 1974, as amended, requires individuals who assume a position designated on a Conflict of Interest Code to publicly disclose certain financial interests by filing an “assuming office” Statement of Economic Interests (SEI). A person is considered to have assumed office when they have been sworn in or when they begin to perform the duties of the position, whichever occurs earlier.

Public financial disclosure serves two purposes. First, completing an SEI helps assure that you regularly monitor whether any financial interests you hold could be affected by the governmental decisions you make. Making a decision in the course of doing your City job that affects any of your personal financial interests, even if unintentional, could be a conflict of interest and a violation of the law. Your SEI helps alert you to that possibility and allows you to seek advice to determine whether you may act on any such matter. Second, financial disclosure statements serve as a tool to maximize public confidence in governmental decision making. Because these filings are public documents, they help strengthen accountability to the public by assuring them that, as decision makers, we are aware of and are taking steps to avoid any possible conflicts of interests that could arise in our work.

Your assuming office SEI consists of a completed CA Form 700. Please follow the steps below when completing the form. If you have any questions regarding the Form 700 or your assuming office filing requirement, please contact the City Ethics Commission (CEC) at (213) 978-1960.

Your assuming office SEI must be filed within 30 days of this notification. Please note, the Political Reform Act allows, under Chapter 11 § 91013, the imposition of a fine of \$10 per calendar day (\$100 maximum) for the late filing of CA Form 700. In addition, the Fair Political Practices Commission (FPPC) may impose an administrative penalty (up to the statutory maximum, currently \$5,000). If you fail to submit your SEI, the City Ethics Commission (CEC) is required to refer this matter to the FPPC.

INSTRUCTIONS**Step 1: Determine What You Are Required To Disclose**

_____ The financial interests you are required to disclose on your assuming office SEI (Form 700) are determined by your disclosure category (located on Schedule B of your department’s Conflict of Interest Code), the jurisdiction of your office, and period of time covered by your statement. Please review the reporting criteria below.

Investments, interests in real property, and business positions are only reportable if they:

- Fall within your disclosure category;
- Fall within your jurisdiction*; and
- Were held on the day you assumed your position.

Income (including loans, gifts**, and travel payments) are only reportable if they:

- Fall within your disclosure category;
- Fall within your jurisdiction; and
- Were received during the 12 months prior to the day you assumed your position.

Step 2: Review Your Disclosure Category

_____ Based on your level and particular type of decision-making authority, your disclosure category specifies the types of financial interests that must be reported on your SEI.

_____ Contact your departmental ethics liaison if you have not received a copy of your department's Conflict of Interest Code. Or, download your department's Code from the CEC website at: <http://ethics.lacity.org/govethics/coiindex.cfm>

_____ To find your disclosure category you must first locate your position title and its corresponding category number on Schedule A of your department's Conflict of Interest Code.

_____ Using the corresponding number, find your position's assigned disclosure category on Schedule B of the Code.

_____ When reviewing your category, take note of any of your financial interests that fall within its description, your jurisdiction, and the time period covered by your statement. Please note that you may also be required to report community property interests (i.e., your 50% share of income received by a spouse or registered domestic partner) in addition to your own, if those interests fall within the disclosure criteria listed above.

_____ Gather the necessary personal documents to fill in the required information on the applicable schedules of your assuming office statement.

Step 3: Complete your Assuming Office Statement of Economic Interests

_____ Download the interactive version of the Form 700 and the corresponding Reference Pamphlet from the CEC's website at: <http://ethics.lacity.org/forms.cfm> *** Or, if you prefer, you may request a hard copy of the form.

_____ Complete the top section of the Form 700 cover page. Your statement will be a public document; therefore, it is recommended that you use your agency mailing address rather than your home address.

_____ Complete Part 1 of the cover page. Fill in the name of your agency, division, board, or commission and your position in the spaces provided.

_____ Complete Part 2 of the cover page. Check off the box adjacent to "City of" and write "Los Angeles" in the space provided.

_____ Complete Part 3 of the cover page. Check off the first box titled "Assuming Office/Initial." Write in the day you assumed your position in the adjacent spaces provided.

_____ Consult the "What Schedules Do I Use To Report?" section (found on the backside of the cover page) to determine which schedules you will use to report your interests.

_____ Carefully read the instructions for the applicable schedules. Consult the "Reference Pamphlet" for definitions and examples of interests.

_____ Using the information you gathered in Step 2, complete the applicable schedules.

- _____ Complete Part 4 of the cover page. Indicate which schedules you have completed and the total number of pages, including the cover page. If no schedules apply to you, check the “No reportable interests on any schedule” box. At minimum you will be submitting one page.
- _____ If you used the “online” form, print out the completed pages and attach the cover page. If you used a hard copy, attach the cover page to any completed schedules. Detach and recycle any unused schedules.
- _____ **SIGN AND DATE** Part 5 of the cover page. State law requires all Form 700s to have original signatures. Electronic and/or paper copies **will not** be accepted.

Step 4: Submit Your Assuming Office Statement

- _____ Make a copy of your statement for your personal records.
- _____ Return your original and complete statement to:

Attn: Shannon Prior
Los Angeles City Ethics Commission
200 N. Spring Street
City Hall – 24th Floor
Los Angeles, CA 90012

Your statement must be filed within 30 days of this notification. Late penalties may be assessed for statements filed after 30 days. If you have questions or need assistance, please contact the CEC at (213) 978-1960, or the FPPC at their toll free number 1-866-ASK-FPPC (866-275-3772).

*For a complete definition of “jurisdiction,” please consult the FPPC’s Statement of Economic Interests Reference Pamphlet.

**Please note that gifts are reportable regardless of the location of the donor.

***The interactive Form 700 works best with newer versions of the free Adobe Reader software. If you do not already have this software you can download a free version of it by visiting www.adobe.com and clicking on “Adobe Reader.” Please check system requirements to determine the best version of Adobe Reader for your computer. These free versions of the Adobe software allow you to complete and print the form pages, **but do not allow you to save partially or fully completed pages to a disk or electronic filing system.** Hence, you should plan on completing the forms electronically in one sitting.