



A citywide effort is required to implement the filing of City and state required statements of economic interests (SEIs). The success of the SEI program requires the involvement of more than 50 City agencies and the seamless coordination between the Ethics Commission, agency ethics liaisons, and individual filers. Below is a chart outlining the roles and responsibilities of each group involved in implementing SEI filings.

Groups	Major Roles
<p>Ethics Liaisons</p>	<p><u>Administrative Oversight and Coordination</u></p> <ul style="list-style-type: none"> • Oversee the assuming office, annual, and leaving office SEI filing process for your agency. • Maintain a current list of your agency’s filers in eDisclosure. • Provide SEI filing materials to filers in your agency who do not have access to eDisclosure. • Process and forward paper SEIs to the Ethics Commission. • Ensure compliance with SEI filings by all designated filers in your agency.
<p>Ethics Commission</p>	<p><u>Project Management, Assistance, and Enforcement</u></p> <ul style="list-style-type: none"> • Provide ethics liaisons with guidance on the SEI filing process. • Provide ethics liaisons and designated filers with information on City and state laws regarding public disclosure of financial interests. • Advise designated filers on the proper completion of SEIs. • Assess late-filing penalties for Form 700, as well as late and non-filing penalties for Form 60. • Refer officials who fail to file Form 700 to the Fair Political Practices Commission.
<p>Fair Political Practices Commission</p>	<p><u>Secondary Source for Assistance and Enforcement</u></p> <ul style="list-style-type: none"> • Provide designated filers with information and advice on state laws regarding conflicts of interests and public disclosure. • Act as the enforcement authority for the assessment of non-filing penalties for the CA Form 700.
<p>Office of the City Attorney</p>	<p><u>Legal Advice</u></p> <ul style="list-style-type: none"> • Provide legal advice regarding state laws related to public disclosure and conflicts of interests.