

OFFICE OF THE COUNTY EXECUTIVE

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August 30, 2021

To: All Commissioners and Department Heads

From: Edwin J. Day, County Executive

Subject: **EXECUTIVE ORDER 2021-02 – ROCKLAND COUNTY FINANCIAL DISCLOSURE ANNUAL STATEMENT FILING AT SEPERATION FROM COUNTY GOVERNMENT.**

Purpose of Order

Pursuant to the Laws of Rockland County, Chapter 66, *Ethics, Code of*, Article II, *Financial Disclosure*, certain persons are required to file an annual statement of financial disclosure (Form A and No Conflicting Interest Affidavit).

However, many who separate from County service have indicated that, in the year following their separation, they have forgotten, or were unaware that they are still responsible for filing a financial disclosure for their final year. Many times, for a variety of reasons, it has become increasingly challenging to obtain compliance with this requirement once these people are no longer engaged in County service.

As such, to aid persons leaving County service, and to ensure compliance with the Code of Ethics, I am requiring that these people be alerted to the requirements of the Code of Ethics before the last day of service

Implementation of Executive Order

- I. *Requirements of appointing authority*
 - A. The following requirement must be accomplished by each supervisor in the position of an ‘appointing authority’.

B. When a person under an appointing authority's jurisdiction separates from County service, and is leaving a position that is mandated to file an annual statement of financial disclosure pursuant to the County Code of Ethics, the appointing authority must:

1. Advise the mandated filer that they are required to fill out a financial disclosure one week prior to the offboarding, or as soon before the offboarding process as practicable, with instructions to complete them for the current year and, if not completed already, for the prior year.

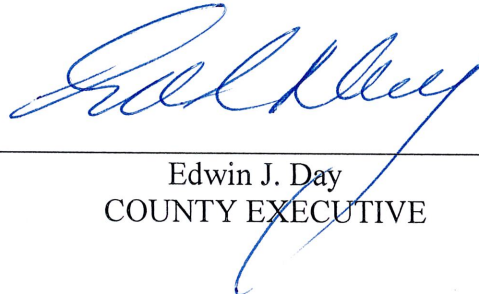
(*Note:* Current year disclosures should reflect facts and events as they exist from January 1 of the current year up to the date of separation.)

2. Advise the person that is separating from service to send the applicable disclosure forms to the Board of Ethics.

II. *Effective Date and Scope of Order*

A. This Executive Order is effective immediately.

B. This Executive Order is binding upon those employees and departments within the Executive Branch of government. It is suggested that the County Legislature, the District Attorney, Sheriff, County Clerk, Board of Commissioners of the Rockland County Sewer District No. 1, comport with its requirements to ensure that former employees and board/commission members under the jurisdiction of those departments remain in compliance with the County Ethics code.



Edwin J. Day
COUNTY EXECUTIVE

Cc: Laurene O. Toole, Clerk to the Legislature