

# CCM SURVEY ON LOCAL ETHICS POLICIES

June 2008

This survey has been sent to all municipal Mayors and First Selectmen, please feel free to forward to the most appropriate person in your administration to **complete this survey and return it, along with the necessary documentation, ASAP (was due on June 30<sup>th</sup>, 2008)**.

- Please be sure to *answer all questions completely and accurately* to the best of your knowledge - feel free to use extra sheets if needed to provide detailed answers and information.
- Please be sure to *return the survey with a copy of all local ordinances, policies, forms, etc* that apply to municipal ethics.

→ **Return to:** Kachina Walsh-Weaver email: [kweaver@ccm-ct.org](mailto:kweaver@ccm-ct.org)  
CCM, 900 Chapel Street fax: (203) 497-2476  
New Haven, CT 06510 phone: (203) 498-3026

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MUNICIPALITY: \_\_\_\_\_

Person Completing Survey: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**1. Does your municipality have a Code of Ethics or Ethics Policy? YES NO**  
**\*\* (If YES, please attach a copy) \*\***

(1a) *If YES*, how was it established:

- Charter
- Ordinance
- Code
- Other (*describe*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(1b) *If YES*, please check the appropriate boxes as to what is included in your Code/Policy/Charter:

- Conflict of Interest Policy
  - Disclosure of Conflict of Interest
  - Statement of Financial Interests
  - Ethics Commission or Board
  - Gift Policy
  - Policy for former public employees and officials
  - Process for addressing complaints or allegations of unethical conduct
  - Appeal mechanism for those aggrieved by the outcome of a municipal ethics decision  
*If so, describe:* \_\_\_\_\_  
\_\_\_\_\_
  - Other (*describe*) \_\_\_\_\_
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(1c) **If YES**, whose is responsible for tracking allegations or complaints of unethical conduct?

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

(1d) **If YES**, approximately how many complaints were received in calendar year 2007?

- 0
- 1-5
- 6-10
- 10-15
- 15+

(1di) **If complaints were received**, what types of situations were they for?

► Check all that apply:

- Conflict of Interest
- Gifts/Gratuities/Favors
- Nepotism
- Unauthorized/Personal use of municipal property
- Outside Employment
- Other (*describe*) \_\_\_\_\_

2. Does your municipality require any form of financial disclosure by municipal officials, employees or volunteers? **YES NO**

3. Does your municipality provide guidance or opinions on questions concerning ethics? **YES NO**

(3a) **If YES**, who is responsible for providing such response?

- Local Ethics Commission/Board
- Regional Ethics Commission/Board
- Municipal Attorney
- Legislative Body
- Other (*describe*) \_\_\_\_\_

4. Does your municipality participate in any form of regional ethics code, board, commission, or other type of body? **YES NO**

(4a) **If YES**,

Organization Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_