



MEMO

To: Special State Officer
From: Rachel Hammond, Chief Ethics Officer
Date: Ongoing
Subject: Ethics Requirements for Special State Officers

Uniform Ethics Code:

All Special State Officers must adhere to the New Jersey Uniform Ethics Code. The New Jersey State Ethics Commission has prepared a “Plain Language Guide” as a reference document for the New Jersey Uniform Ethics Code. Both documents can be found using the following links:
Uniform Ethics Code: https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf and
Plain Language Guide: <https://www.nj.gov/ethics/docs/ethics/plainlanguage.pdf>
You are bound by the standards contained within the Uniform Ethics Code.

Training:

In accordance with N.J.S.A. 52:13D-21.1, all Special State Officers must complete training on the ethics standards applicable to Special State Officers pursuant to the laws, regulations, codes, orders, procedures, advisory opinions or rulings in a format provided by the State Ethics Commission. Pursuant to N.J.S.A. 52:13D-13(e) Special State Officers are members of boards, commissions, councils, task forces, etc. who serve without compensation or who may receive reimbursement for expenses.

All Special State Officers must complete mandatory ethics training within 60 days of appointment and by December 31 each year annually thereafter.

All Special State Officers are required to complete the full ethics training every three years. The mandatory “Special State Officer Training Module” can be found at <https://www.state.nj.us/ethics/training/online/index.html>. Please allow approximately thirty minutes to complete this PowerPoint presentation.

In the years that full training is not required, all Special State Officers must complete the ethics briefing. The “Ethics Briefing Training Module” can be found at <https://nj.gov/ethics/training/briefing/index.html>. Please allow approximately ten minutes to complete this on-line PowerPoint presentation.

At the end of both training modules, you are asked to enter your demographic information, after which the receipt for completion feature will be enabled. You will be sent an email verifying your successful completion of the ethics on-line training program. Please forward this email to your Department of Health staff contact, to verify your completion of ethics training.

Outside Employment Questionnaire:

All Special State Officers are required to complete an Outside Employment Questionnaire. This document should be completed at a minimum of every three years, when there is a change, or an update is requested by the Department. Please use the following link to the fillable pdf: <https://nj.gov/ethics/docs/statutes/outsideemployment.pdf>

Thank you in advance for your cooperation. Certification page follows.

Special State Officer Certification

I certify that I have received the Special State Officer Ethics Requirements Memorandum. I will submit my receipt of Ethics Training completion and my completed Outside Employment Questionnaire to the DOH contact supporting the Board/Council/Commission of which I am a member.

Name of Board/Council/Commission (please print)

Member Name (please print)

Signature

Date

Please sign and submit this to your DOH Board/Council/Commission staff contact, who will maintain this record in a secure location. Thank you for your cooperation. If you have any questions, please do not hesitate to contact me at ethics@doh.nj.gov.