

**CITY OF CEDAR SPRINGS
STANDARD OPERATING POLICY**

SUBJECT: Conflict of Interest Disclosure
Effective Date: March 13, 2014

Policy Number: 3
Amended Date:

PURPOSE:

The purpose of this policy is to establish rules as provided by Michigan Public Act 317 of 1968 as amended for the disclosure of potential conflicts of interest that could result in a personal financial benefit for a public servant or their immediate family, as related to any contracts for City operations.

Conduct of Public Servants shall also be governed by the provisions of the City Charter regarding conflicts of interest.

POLICY:

1. Public Servants as defined in Michigan Public Act 317 of 1968 as amended, shall include, but not be limited to, the following: City Council members, City Manager, Department Heads, Assistant Department Heads, Division Heads, City Attorney, Assistant City Attorney and their immediate family members (spouse, children-married or single, parents). Public Servants must submit a Conflict of Interest Disclosure form upon the beginning of their service with the City. For those already in the employment of the City, a disclosure form must be submitted when the policy goes into effect. The City Clerk shall provide the disclosure form to all affected employees listed above.
2. Disclosure forms shall be submitted to the City Clerk and will be kept on file.
3. It is the responsibility of the affected public servant to file a disclosure statement.
4. It is the responsibility of the public servant to submit new or revised disclosure statements as situations or their status change.
5. A person willfully violating the disclosure of potential conflicts may be subject to penalties under Act 317 of 1968 as amended, Contracts of Public Servants with Public Entities.