

**INDIANA**  
**OFFICE OF INSPECTOR GENERAL**

---

315 WEST OHIO STREET, ROOM 104, INDIANAPOLIS, IN 46202 317.232.3850

### **Agency Ethics Officers**

An agency's appointing authority designates one Ethics Officer for the agency

You must file a Designation Form with the Office of Inspector General, and keep it updated

- To recognize the appointment by your agency
- To give you the authority to write gift waivers
- So the OIG can contact you for ethics-related matters

### **What does an Ethics Officer do?**

- Serve as an advisor to your agency's appointing authority
- Advise employees on ethical matters
- Coordinate ethics training
- Make sure all employees, both current and new, complete ethics training
  - o Ethics training must be completed by all employees, special state appointees, and state officers within six weeks of employment, and every two years after that
  - o Ethics training is web-based and administered through the statewide PeopleSoft system
  - o The agency's Appointing Authority must maintain documentation to prove all of your employees have trained
  - o You will serve as a point of contact for any communications from the OIG regarding ethics training

## **Policies**

Any ethics related policy/rule adopted by an agency must be at least as strict as the code of ethics. See 42 IAC 1-6-1

File a copy of the rule with the OIG

Update these regularly

Limited Use of State Property policy

- The rule regarding the use of state property changed in July 2015
- Now requires that any agency policy regarding the use of state property be approved by the State Ethics Commission
- The OIG developed a Model Personal Limited Use of State Property policy that most agencies adopted and had approved by the State Ethics Commission in 2015

## **Waivers**

Gift waivers

- An Ethics Officer can waive application of the Gift rule (42 IAC 1-5-1)
- Waiver can be issued if acceptance of the gift by the employee is in the public interest
  - o i.e. Acceptance of registration/travel expenses so the employee can attend a conference/training event that will help them do their job at no cost to State
- Waiver must be filed with the OIG; waivers are posted on the OIG website

Post-employment waivers

- Issued by an employee's appointing authority if they feel there is a public interest in allowing the former state employee to accept employment that would otherwise violate one of the provisions in IC 4-2-6-11
- Post-employment waivers must be presented to the State Ethics Commission at one of their monthly meetings for approval
  - o Approval needed before employee goes to work for new employer