

**Related Party Transaction Disclosure Form**

This form is provided as a means to notify the appropriate Elected Official / Department Head as to whether any Teller County Employee or any Immediate Family / Household member may have a conflict of interest between Teller County public obligations and/or private interests as described in Section VIII.G of the Teller County Personnel Manual.

Please complete the information below using the definitions at the bottom of the page as a guideline. If circumstances change in the future, it is your responsibility to notify the applicable Elected Official or Department Head by completing a new copy of this form. The Elected Official or Department Head will then forward the new form to the County Administrator.

\_\_\_\_\_ **No** As of the signature date of this form, neither I, nor anyone falling into the definition of "Immediate Family / Household" is engaged in any employment or activity which could create a conflict between my Teller County public obligations and/or private interests.

\_\_\_\_\_ **Yes** As of the signature date of this form, the following situations exist for me or those defined as "Immediate Family / Household" which could potentially create a conflict of interest. Use a separate form for each Family / Household member and situation.

Name of Employee or Family / Household member: \_\_\_\_\_

Description of situation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Dept.** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date of Signature**

**Definitions:**

**Immediate Family / Household:** The employee's spouse, children, step or foster children, parents or spouse's parents, or a person residing with or dependent upon the employee.

**Teller County Personnel Manual, Section VIII.G: Employee Conduct / Conflicts of Interest:**

No employee shall engage in any employment or activity which could create a conflict between the public obligations and/or private interests. An employee is prohibited from accepting any gift or other consideration from firms or individuals doing business or seeking to do business with the County and comply with all provisions of Colorado Amendment 41. An employee is prohibited from using any position with the County for personal gain. In the event a situation arises which could create a conflict of interest for an employee, that employee shall immediately notify the Elected Official/Department Head who will forward the information to County Administration for legal advisement. Failure to make a disclosure or resolve a conflict of interest satisfactorily can result in discipline up to and including termination of employment.