

COUNTY OF SUFFOLK



BOARD OF ETHICS

SUFFOLK COUNTY BOARD OF ETHICS FINANCIAL DISCLOSURE STATEMENT FILINGS ADJUDICATION BY MAIL PROCEDURE

In effort to provide public servants every opportunity to be heard, the Suffolk County Board of Ethics allows allegations with respect to failure to file a required Financial Disclosure Statement to be determined by mail adjudications.

ADJUDICATION BY MAIL PROCEDURE

1. Fill out the Suffolk County Board of Ethics “Affidavit in Support of Adjudication By Mail”;
2. Attach all evidence that you want the Board to consider in support of your plea designating an admission, denial, or mitigation of fines;
3. The submission date for all adjudications by mail is the Friday before the hearing date set forth on the face of the Notice of Violation;
4. Send the “Affidavit in Support of Adjudication By Mail” and all evidence to the Suffolk County Board of Ethics by hand delivery, US Mail, or facsimile;
5. Upon receipt of the “Affidavit in Support of Adjudication By Mail” and all evidence, the Board or its’ staff will confirm receipt of the documentation;
6. If the hearing is conducted by the Board it will be conducted on the date contained in the Notice of Violation;
7. If the hearing is conducted by the Board’s Judicial Hearing Officer, the Board will assign a date of adjudication to the Judicial Hearing Officer on the date contained in the Notice of Violation;
8. Pursuant to Suffolk County Administrative Code A §30-6(B), the hearing shall be on the record;
9. The hearing will include a review of all documents contained within the Board’s file. Records to be reviewed are inclusive of all correspondence between the Respondent and the Suffolk County Board of Ethics, all certified mailing receipts, all mailing records, any pleading submitted by the Respondent, and any other evidence submitted by the Respondent;

10. If the hearing is conducted by the Board, a vote of the Members present at the hearing will determine if a fine is to be imposed pursuant to §77-16 of the Suffolk County Code;
11. If the hearing is conducted by the Board's Judicial Hearing Officer, the Judicial Hearing Officer will prepare a statement of findings to be submitted to the Board, and the Board will determine if a fine is to be imposed pursuant to §77-16 of the Suffolk County Code;
12. The Board will notify the Respondent in writing as to the final determination of the adjudication by mail procedures within 45 days of concluding the hearing;
13. An Appeal can be taken on the final determination of the adjudication by mail procedures;
14. Appeals must in writing and be made to the Suffolk County Board of Ethics within 14 days of service upon the Respondent of the final determination of the adjudication by mail procedures;
15. Appeals will be decided by either the Chair of the Board or by the Board's Appeals Judicial Hearing Officer;

Approved by Majority Vote

On April 10, 2013

16. Payment of any fines imposed by the Board are to be made by check or money order payable to the "Suffolk County Treasurer" and mailed to the Suffolk County Board of Ethics at 335 Yaphank Avenue, Yaphank, New York 11980;
17. Any Board imposed fine that remains unpaid more than 30 days after the time to appeal has expired may be referred to the Suffolk County District Attorney's Office;
18. The Board will notice such debtors of the Board's intention to refer the matter to the Suffolk County District Attorney seven (7) business days prior to such referral and will accept satisfaction of the fine at any time prior to such referral;
19. The referral to the Suffolk County District Attorney's Office will constitute a mailing including the Board Finding and Order and a statement of the outstanding fine amount and number of days outstanding (*Suffolk County Administrative Code A30-6 (E)*).

Approved by Supermajority Vote

On May 7, 2014