

## Human Resources Memorandum

<b>SUBJECT:</b>  <b>Conflict of Interest – Form 700</b>	<b>NUMBER:</b> <b>HR 16-011</b>
	<b>DATE ISSUED:</b> <b>3/1/2016</b>
<b>DISTRIBUTION:</b> <b>Category III Employees</b>	<b>EXPIRES:</b> <b>N/A</b>

In accordance with the Political Reform Act (Act) and Government Code section 87306, the Department of Fish and Wildlife's (CDFW) Conflict of Interest Code (Code) identifies specific classifications that require its employees to file an annual Form 700. Employees in Category III are required to file their Form 700 for calendar year 2015, on or before **April 1, 2016**. As a designated filer, officials and employees are required to disclose specific information, which may represent a potential conflict of interest.

Please file immediately. There are no provisions in the Act to extend a filing deadline. Any person who files a Form 700 after the April 1, 2016, deadline may be liable for a late fine pursuant to Government Code section 91013, of \$10 per day, for each day a statement is late up to a maximum of \$100 can be assessed. The department hereby provides notice that persons filing late Statements of Economic Interest (Form 700) will be referred to the Fair Political Practices Commission (FPPC).

To assist with this process, below is a link to Human Resources' Conflict of Interest information that includes, the designated classifications, disclosure requirements for Category III, Form 700 and reference pamphlet, and the Incompatible Activities Policy.

Employees must complete all required sections (1-5) of the form, in section 2 Jurisdiction of Office, check "state", section 3 Type of Statement, check "annual", and in section 4 "Schedule Summary check all applicable schedules or "none." Filers should save a copy of this statement for their record.

If assistance is needed in determining disclosure requirements, contact the FPPC free advice line at 866-ASK-FPPC (866-275-3772) or 916-322-5660. Questions regarding this memo should be directed to Dorice Collins by phone at (916) 653-2024 or by email to [LaShawanda.Collins@wildlife.ca.gov](mailto:LaShawanda.Collins@wildlife.ca.gov). Any questions regarding the legal requirements of filing should be directed to John Long, Office of the General Counsel at (916) 651-7819.

Completed forms are submitted to:

Department of Fish and Wildlife  
Human Resources Branch  
Attn: Dorice Collins  
1416 9<sup>th</sup> Street, Room 1217B  
Sacramento, CA 95814

- Link: [CDFW's Conflict of Interest](#)