

HUMAN RESOURCES BRANCH NEWSLETTER

Supervisors and Managers/March 2019

FORM 700

The HRB would like to inform CDFW supervisors of [Form 700 Conflict of Interest](#) (COI) filing requirements.

Who must file?

Please review the [California Department of Fish and Wildlife Conflict of Interest Code](#). This document specifies which classifications are required to file.

When to file?

Assuming Office Statement – Employees who were hired into a classification listed in the CDFW COI Code must file the Assuming Office Statement 30 days within the start date.

Best Practice: Supervisors should notify the CDFW COI Filing Officer, [Leo Lam](#), whenever a hire is made into one of the classifications listed in the COI Code.

Annual Statement – All employees in a classification listed in the COI Code must file annually during the filing period, due in April of each year.

Leaving Office Statement – All employees in classifications on the COI Code who are either leaving the department or accepting a new position in the department that is not required to file, must complete the Leaving Office Statement within 30 days of leaving their position.

Best Practice: When completing the exit clearance for an employee, make sure to select “NetFile (E-File of COI Form 700 form “Leaving Office”) if applicable” and notify the COI Filing

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Officer that the employee will need to complete a Leaving Office Statement. If you have a staff member retiring, please notify the COI Filing Officer prior to their last day *physically worked*.

How to file?

The CDFW COI Filing Officer will enroll all required filers with NetFile. NetFile allows CDFW employees to file their Statements electronically.

All employees required to file should expect to receive an email with instructions from NetFile during the first quarter of each year, within 30 days of appointment, or within 30 days of leaving office. If you or a staff member have not received an email, but believe you should have, please contact the CDFW COI Filing Officer, [Leo Lam](#).

What happens if I or my staff file late?

Individuals who file their Assuming Office, Annual, or Leaving Office Statement late will be subject to a fine of \$10 per day up to a maximum of \$100. Individuals who fail to timely file their Form 700 may also be referred to the Fair Political Practices Commission’s (FPPC) Enforcement Division for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation, may be imposed.

Contacts

For questions or comments, please contact CDFW’s COI Filing Officer, [Leo Lam](#), at 916-651-7803 or review the [2018/2019 FPPC Instructions for Form 700](#).

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