

**San Francisco
Ethics Commission**



**25 Van Ness Ave., Suite 220
San Francisco, CA 94102
Phone 252-3100 Fax 252-3112**

Date: May 26, 2009
To: Elected Officials, Department Heads and Commission Secretaries
From: John St. Croix, Executive Director
Re: Copies of Advance Written Determinations Under Your Department or
Commission's Statement of Incompatible Activities

I write to request that you provide the Ethics Commission with copies of requests for advance written determinations submitted to your department, board or commission under the Statement of Incompatible Activities (SIA), and the responses to those requests.

Ethics Commission Regulation 3.218-4(f) states that all City departments, boards, and commissions must provide the Ethics Commission with summaries of complaints of alleged violations of their SIAs and their dispositions, copies of all requests for advance written determinations, and copies of all written responses by the department, board or commission.

Please forward the above information to Deputy Director Mabel Ng at the Ethics Commission. For any complaints about an alleged violation of your department, board or commission's SIA, please provide a *summary* of the complaint and its disposition. If any employee or officer has requested an advance written determination under section III.C of the SIA, please provide a copy of the request and any written determination made.

You may provide this information via email to the Ethics Commission at ethics.commission@sfgov.org. Please respond by Friday, June 12, 2009. If you have questions, please contact Ms. Ng at 415.252.3100.

As you may know, the Ethics Commission has been providing training on the SIAs. If your department, board or commission wishes to schedule a training, please contact our training officer, Judy Chang, at 415.252.3100.

Thank you for your consideration.

S:\Conflicts of Interest\Incompatibility Statements\misc\mcm to depts re AWDs and complaints 5.09.doc