

**Number:** AS-PT-06-017

**Issue Date:** 11/07/2006

**Authorized Signature** \_\_\_\_\_

**Topic:** Agency-wide Policy

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

- All DHS employees   
  County Mental Health Directors  
 Area Agencies on Aging   
  Health Services  
 Children, Adults and Families   
  Seniors and People with Disabilities  
 County DD Program Managers   
  Other (please specify): \_\_\_\_\_

Policy/Rule Title:	Conflict of Interest		
Policy/Rule Number(s):	AS-060-002	Release No:	2.0
Effective Date:	11/01/2006	Expiration:	
Reference:	<a href="#">ORS Chapter 244</a>		
Policy Web Address:	<a href="http://www.dhs.state.or.us/policy/admin/hr/060_002.htm">http://www.dhs.state.or.us/policy/admin/hr/060_002.htm</a>		

**Discussion/Interpretation:** This policy revision clarifies potential conflict of interest situations and when to report the potential conflict of interest. The policy covers professional relationships, client and patient relationships, outside employment, board, or commission memberships, expert witness activities, honoraria, gifts, and the use of information gained from employment with DHS for personal gain. All potential conflict-of-interest situations are unique and will be reviewed on a case-by-case basis by the appropriate DHS appointing authority.

**Implementation/Transition Instructions:** Managers should review the policy to insure staff understanding and to identify potential conflict of interest situations that may exist.

**Training/Communication Plan:** This policy transmittal provides formal announcement of the policy. No formal training is planned.

**Local/Branch Action Required:** Managers are to review the policy with staff.

**Central Office Action Required:** Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as necessary.

**Field/Stakeholder review:**       Yes       No

**If yes, reviewed by:**

**Filing Instructions:** No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

*If you have any questions about this policy, contact:*

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