



State of New Jersey  
DEPARTMENT OF HEALTH  
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Commissioner

TO: Special State Officers

FROM: Lubna Qazi-Chowdhry and Lynne Alexander  
Ethics Liaison Officers

SUBJECT: 2020 Ethics Requirements for Special State Officers

**Uniform Ethics Code:**

In accordance with N.J.S.A 52:13D-21.1, all Special State Officers must adhere to the New Jersey Uniform Ethics Code (2011). The New Jersey State Ethics Commission has prepared a "Plain Language Guide" as a reference document for the New Jersey Uniform Ethics Code. Both documents can be found using the following links: Uniform Ethics Code: <https://www.nj.gov/ethics/docs/ethics/uniformcode.pdf> and Plain Language Guide: <https://www.nj.gov/ethics/docs/ethics/plainlanguage.pdf>  
You are bound by the standards contained within the Uniform Ethics Code.

**Training:**

Annual training is one requirement of the NJ Uniform Ethics Code. Special State Officers must complete mandatory ethics training within 60 days of appointment and by Oct 15th annually thereafter. Pursuant to N.J.S.A. 52:13D-13(e) Special State Officers are members of boards, commissions, councils, task forces, etc. who serve without compensation or who may receive reimbursement for expenses.

All Special State Officers are required to complete the on-line full ethics training once every three years. The mandatory "Special State Officer Training Module" can be found at <https://www.state.nj.us/ethics/training/online/index.html>. Please allow approximately thirty minutes to complete this PowerPoint presentation.

During the two years in between full ethics training, all Special State Officers are required to complete the ethics briefing annually. The "Ethics Briefing Training Module" can be found at <https://nj.gov/ethics/training/briefing/index.html>. Please allow approximately ten minutes to complete this on-line PowerPoint presentation.

At the end of both training modules, you are asked to enter your demographic information, after which the receipt for completion feature will be enabled. You will be sent an email verifying your successful completion of the ethics on-line training program. Please forward this email to your Department of Health staff contact, to verify your completion of ethics training.

### **Outside Employment Questionnaire**

All Special State Officers are required to complete an Outside Employment Questionnaire. This document should be completed at a minimum of every three years, when there is a change, or an update is requested by the Department. Please use the following link to the fillable pdf:

<https://nj.gov/ethics/docs/statutes/outsideemployment.pdf>

Once you've completed the form, please save it for your reference, and then email the executed document to the appropriate Department of Health staff contact.

Thank you in advance for your cooperation. Please contact us if you have questions regarding the on-line training at [ethics@doh.nj.gov](mailto:ethics@doh.nj.gov)