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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **ETHICS ISSUES FOR THE ATTORNEY GENERAL AND THE DEPARTMENT OF LAW AND PUBLIC SAFETY EXECUTIVE STAFF**

**September 10, 2014**

**2:00 p.m. – 4:00 p.m.**

**OR**

**September 23, 2014**

**10:00 a.m. – 12:00 p.m.**

**Richard J. Hughes Justice Complex  
Division of Criminal Justice Training Room  
5<sup>th</sup> Floor, West Wing  
25 Market Street  
Trenton, NJ 08625**

#### *Program Summary*

This course will examine ethics requirements for employees of the executive branch of State government, with an emphasis on issues that affect the Attorney General and Department of Law and Public Safety executive staff members. The course will cover the Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq., ethics rules, N.J.A.C.19:6.1 et seq., the Uniform Ethics Code, ethics-related executive orders and the Department of Law and Public Safety Supplemental Ethics Code.

The presentation will address specific ethics subject areas that uniquely affect the Attorney General and executive staff members, including restrictions on acceptance of gifts, statutory provisions limiting reimbursement for out-of-state travel and requirements for documenting business meals. Attendance at events related to State duties will be discussed, including the circumstances when attendance forms are required and the nuances of filing out those forms for events commonly attended by executive staff members. The program will also cover precautions regarding political activity, identification and analysis of matters warranting recusal and the procedure for and scope of recusal.

The program will be supplemented with discussion of additional ethics requirements from the Department of Law and Public Safety Supplemental Ethics Code and illustrated with case studies

drawn from the files of the New Jersey State Ethics Commission that address common ethics dilemmas. This session will satisfy the mandatory ethics training requirement for State executive branch employees.

### ***Who Should Attend?***

**This program is for the Executive Staff of the Office of the Attorney General only.** Only those invited to attend should register. Please do not attempt to register for this program if you have not already been so informed.

### ***Who Is the Faculty?***

**Margaret A. Cotoia, Esq.** is the Ethics Training Officer for the New Jersey State Ethics Commission. Since she joined the Commission in 2005, Margaret has designed and provided ethics training for State employees and Special State Officers at 26 State departments and over 75 authorities, boards, and commissions. Margaret provides ethics advice to a state-wide network of agency ethics liaison officers and co-designs and conducts quarterly meetings for their continuing education. Margaret is also an ethics instructor for the New Jersey Attorney General's Advocacy Institute and the National Attorneys General Training and Research Institute. Prior to joining the Commission, Margaret worked for the New Jersey Department of Labor and the Public Employment Relations Commission as a staff attorney, hearing officer, labor mediator, and trainer. Margaret holds a B.S. from Georgetown University in Washington, D.C. and a J.D. from the Penn State University Dickinson School of Law in Carlisle, PA, where she was an editor of the law review.

### ***CLE Credit***

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.0 hours of total CLE credit. Of these, 2.0 qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 2.0 ethics credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 1.5 ethics credits (\$3.00 mandatory registration fee required).

### ***How Do I Register?***

#### **State Employees**

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

## **Non-State Employees or State Employees not Connected to the Garden State Network**

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: [AdvocacyInstitute@lps.state.nj.us](mailto:AdvocacyInstitute@lps.state.nj.us) for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

**If you have already been issued an authorization code in the past you do not need to request another one.** You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.