



**NEW MEXICO
LAW OFFICES OF THE
PUBLIC DEFENDER**

Conflict of Interest Acknowledgement and Outside Employment Form

EMPLOYEE INFORMATION			
Employee:		Employee ID:	
Classification/Working Title:		Office/Division:	
<p>All LOPD employees are required to avoid conflicts of interest, and to disclose potential conflicts, including those that may arise from outside employment or financial interests that may be affected by the actions of LOPD. Every employee is required to submit a Conflict of Interest Acknowledgment and Outside Employment Form, and to update it annually and if their circumstances change. The Chief Public Defender, or their designee, must approve all outside employment and must determine any action to be taken on potential conflicts.</p> <p>The New Mexico Administrative Code (NMAC) 1.8.4.10 addressing Conflicts of Interest can be found HERE. The LOPD Code of Conduct can be found HERE.</p>			
FINANCIAL INTERESTS			
<p>LOPD employees must disclose any employment or financial interests of the employee or their family members (spouse, parents, children or siblings) in a business (including ownership or management of property rented to the department, its clients, or contractors) that may be affected by the actions of the LOPD. The Department's Chief Public Defender will make the final determination as to whether this is a conflict of interest and appropriate action required, as provided in New Mexico Administrative Code (NMAC) 1.8.4.10 B. (1)(2)(3).</p> <p><input type="checkbox"/> Neither I nor my family members have employment or a financial interest in a business that may be affected by the actions of the LOPD.</p> <p>OR</p> <p><input type="checkbox"/> I or my family members have the following employment or a financial interest in a business that may be affected by the actions of the LOPD:</p>			
Name of Business			
Address (Number, Street, PO Box and/or Rural Route)		City	State Zip code
Employee or Family Member and their Role in the Business			
Relationship of Business to LOPD			
<ul style="list-style-type: none"> • Attach additional pages for additional conflicts of interest. 			

- Sign and route to immediate supervisor through the chain of command to the Division Director for approval/denial.

OUTSIDE EMPLOYMENT

Before an employee of the LOPD may engage in outside employment (including self-employment and consultant work), the Outside Employment and Conflict of Interest Acknowledgement Form must be completed and approved by the employee’s supervisor and the Chief Public Defender or his or her designee, as provided in New Mexico Administrative Code (NMAC) 1.8.4.10 A. (1)(2), found [HERE](#).

All employees are expected to place the responsibility and obligations of their position and assignment with the LOPD first and shall only be permitted to engage in outside work subject to the following conditions:

- There must not be any conflicts of interest between the outside work and the work of the LOPD. All potential conflicts that may arise must be disclosed.
- Outside employment cannot include the private practice of law, whether paid or unpaid.
- The outside employment must not interfere with the work of the LOPD or otherwise adversely affect the efficiency, quality, and effectiveness of the employee’s work with the LOPD.
- No outside employment can be conducted on LOPD premises; and no LOPD office equipment, supplies, machines or technical data can be used for such work.
- Approved outside work must not occur during hours the employee is expected to work for the LOPD unless approved time off is authorized.
- Employees may not solicit business from fellow employees under coercive or intimidating circumstances.
- Outside work may not be performed for a person or contract employee with whom the LOPD has a current contract without prior written approval of the Chief Public Defender or his or her designee.
- No LOPD employee may be compensated by any person or business for any duties that the employee has an obligation to perform for the LOPD.
- Outside work may not require the use of confidential or inside information that the employee, volunteer or contractor has access.

I do not have any outside employment, paid or unpaid.

OR

I am requesting approval of the following outside employment:

Name of Outside Employer:

Address (Number, Street, PO Box and/or Rural Route)	City	State	Zip code
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Supervisor and Contact Phone Number and email:

This will be for paid employment unpaid activity.

Hours/Days I anticipate working, including whether it is anticipated to be ongoing or short term:

Description of the Work:

- Attach additional pages for additional conflicts of interest.
- Sign and route to immediate supervisor through the chain of command to the Division Director for approval/denial.

By signing below, the employee acknowledges that the information in the Conflict of Interest Acknowledgement and Outside Employment Form is true and accurate and will be updated if circumstances changes. Employee understands that it is their responsibility to ensure that outside employment or unpaid activity does not interfere with their LOPD job and regular working hours, or to violate the Public Defender Act, NMAC Rules, or LOPD Code of Conduct.

Employee Signature

Date

Management Approvals

Supervisor Signature

Date

Approve

Deny

Chief Public Defender (or designee) Signature

Date

Approve

Deny