

## Texas Department of Criminal Justice Disclosure of Potential Conflicts of Interest

In accordance with Texas Government Code § 2261.252(a) and ED-02.01, "Texas Department of Criminal Justice Ethics Policy," an employee of the Texas Department of Criminal Justice (TDCJ or agency) who is involved in procurement or in contract management shall disclose any potential conflicts of interest specified by state law or agency policy that is known by the employee with respect to any contract with a private vendor or bid for the purchase of goods or services from a private vendor by the agency.

Conflict of interest is a situation in which an employee's private interest (usually financial or economic in nature) conflicts or raises a reasonable question of conflict with the employee's public duties and responsibilities. A conflict of interest may also arise when an employee's objectivity in performing their duties might be impaired because of other activities or relationships with other persons.

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I certify that I have read and understand the above statement. Furthermore, I understand that if a conflict of interest or perceived conflict of interest currently exists or develops, I will immediately notify my supervisor of the fact in writing.

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Signature

Date

Printed Name

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Title

Location (Unit/Parole Office/Department)

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**Instructions:**

- Each division director shall identify staff involved in procurement or in contract management and require the identified individuals to sign a Disclosure of Potential Conflicts of Interest form annually.
- If the supervisor determines there is a conflict of interest, the affected employee shall not participate in any way with a procurement of such a purchase or the contract management of such a contract.
- Each division shall maintain copies of all Disclosure of Potential Conflicts of Interest forms. Original signed forms, as well as any reported potential conflicts and the supervisor's disposition of the matter shall be forwarded to the Business and Finance Division, Contracts and Procurement Department.
- Any disposition that is not concurred with by the director of Contracts and Procurement shall be forwarded to the chief financial officer for final disposition of the conflict.