

**City of Norwich, Connecticut
Ethics Commission
Request for Advisory Opinion**

Section 2-56 of the Code of Ethics allows any officer, official or employee of the City of Norwich to seek an advisory opinion as to the application of any provision of the code of ethics to a particular situation or as to an interpretation of any such provision.

Your Identifying Information:

Name: _____
 Address: _____

 City, State Zip: _____
 Phone: _____
 E-Mail: _____
 Relationship to City: officer official employee other
 Board/Agency/Department: _____

Advice Requested:

Please describe, with as much information as possible, the situation, circumstance or issue on which an advisory opinion is being requested. Please include all relevant facts. Attach additional sheets as necessary.

Number of sheets attached _____

Please indicate the section(s) of the Code of Ethics which you believe is related to this situation:

Section 2-53 Fair and Equal Treatment:	Section 2-54 Conflict of Interest:	<input type="checkbox"/> (c) Gifts and Favors
<input type="checkbox"/> (a) Use of Public Property	<input type="checkbox"/> (a) General Conduct	<input type="checkbox"/> (d) Incompatible Employment
<input type="checkbox"/> (b) Impartiality	<input type="checkbox"/> (b) Disclosure of Information	<input type="checkbox"/> (e) Disclosure of Interest

Signature

Date

Send this form and any attachments to:

Chairman of the Ethics Commission
 c/o Norwich City Clerk
 100 Broadway
 Norwich, CT 06360

For Office Use Only:

<p>Dates:</p> <p>a. Received by City Clerk _____</p> <p>b. Presented to the Commission _____</p> <p>c. Action due date (60 days from b) _____</p> <p>d. Date to be considered by Commission _____</p> <p>Individual notified of date in d by (initials) _____</p> <p>Procedures:</p> <p>The commission reviewed and will:</p> <p>1) Seek additional information <input type="checkbox"/></p> <p>2) Create a subcommittee <input type="checkbox"/></p> <p>3) Hold an informal hearing <input type="checkbox"/></p> <p>4) Investigate to render an opinion <input type="checkbox"/></p> <p>5) Treat the matter as a complaint <input type="checkbox"/></p>	<p>Decisions:</p> <p><input type="checkbox"/> Advisory Opinion Issued (Number) _____</p> <p><input type="checkbox"/> Keep Confidential</p> <p><input type="checkbox"/> Open to the Public</p> <p>Declined Ruling on Matter because:</p> <p><input type="checkbox"/> a. Subject matter outside the Code</p> <p><input type="checkbox"/> b. Known facts incomplete/inaccurate</p> <p><input type="checkbox"/> c. Other reasonable grounds</p> <p><input type="checkbox"/> d. Failed to achieve a majority vote</p> <p>Completed by (Chairman's Initials) _____</p> <p>Date Completed _____</p>
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