

## Political Subdivision Ethics Liaison (PSEL)

A political subdivision is any unit of local government, including a special district, authorized by law to perform governmental functions. Agency heads of political subdivisions may appoint an employee to serve as a PSEL.

A PSEL designated pursuant to [§2417](#) of the Third Party Ethics Training rules must:

- Annually attend a minimum of two hours of education and training designed specifically for liaisons regarding the Code of Governmental Ethics ([§2417 B](#)).
- Be designated by the head of his or her agency as the liaison.
- Register as a potential liaison via the [trainer portal](#).
- Submit an Ethics Training Liaison Registration form that has been signed by the applicant's agency head.
- Ensure that each public servant in the agency is notified of the current name and contact information of each PSEL and that it is posted and maintained in a convenient and conspicuous manner that makes the information easily accessible to each public servant in the agency.
- Deliver information, as a proctor, regarding training and education to the public servants under his or her agency's supervision or jurisdiction.

Pursuant to [§2417](#), for each proctored training, PSELs must:

- Only deliver information, as a proctor.
- Request a recorded presentation from the Board of Ethics.
- Ensure the attendee is present for the entirety of the recorded presentation.
- Include the disclaimer statement found in [§2417\(E\)\(1\)](#).
- Have each attendee complete an ethics training attendance form.
- Ensure the forms include attendee's name, date of birth, agency, signature, course number, and the statement in accordance with [§2417\(F\)\(3\)](#).
- Retain attendance forms for no less than four years.
- Submit names of attendees through training portal within 30 days of given training.
- Be present for the entirety of the recorded presentation.

NOTE: This summary does not fully state the law. If interpretations of this summary conflict with the provisions of the Third Party Ethics Training Rules, the Rules will control.