

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Monday, November 13, 2017 3:17 PM
To: Sanchez, Rodzandra (COE)
Subject: Lashawnia Lewis, Police Records Specialist, MDCR (outside employment, County vendor)
INQ 17-258

[INQ 17-258 Lewis](#)

From: Turay, Radia (COE)
Sent: Monday, November 13, 2017 2:52 PM
To: Kirkland, Tina (MDCR) <Tina.Kirkland@miamidade.gov>; Lewis, Lashawnia <Lashawnia.Lewis@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>
Subject: INQ 17-258, Lashawnia Lewis, Police Records Specialist, MDCR (outside employment, County vendor)

Dear Ms. Lewis,

You have inquired whether a conflict of interest would exist where you, an employee working for the Miami-Dade Corrections and Rehabilitation Bureau (MDCR), have requested permission to engage in outside employment as a mail handler for United States Postal Services (USPS).

Background

You are a police records specialist for the Miami-Dade Corrections and Rehabilitation Department (MDCR). Your current job responsibilities include assisting with breaking down incoming paperwork; scanning paperwork in Kofax; and validating jail cards.

You are seeking to engage in outside employment a mail handler for USPS, a County vendor. In your role as a mail handler, you will be responsible for assisting with breaking down mail and lining them up by zip code.

In your County position, you do not have the authority to approve or disapprove any agreements for services between the County and USPS; you have no involvement in the selection, oversight, or administration of the County contract with USPS; and you have no responsibilities and/or duties that involve the County contract with USPS.

Legal Analysis

The Ethics Code at Section 2-11.1(j) states that a government employee may not accept outside employment that impairs his or her independence of judgment in the performance of public duties. Based on the information that you have provided to us at this time, it appears to be unlikely that the type of outside employment that you are seeking to engage in would impair your independence of judgement in the performance of your County duties as a police records specialist for MDCR.

As a reminder, pursuant to 2-11 of the County Code, County employees are required to request permission to engage in outside employment from their supervisor on a yearly basis. In addition, Section 2-11.1(k)(2) of the County's Ethics Code requires filing a financial disclosure form on a yearly basis. County employees are cautioned that they may not engage in any activity which would require them to disclose confidential information acquired by reason of their official position, nor use such information directly or indirectly for their personal gain or benefit. See Section 2-11.1(h), County Ethics Code. Lastly, a County employee may not use his or her official County position to secure privileges or exemptions for themselves or others. See Section 2-11.1(g), County Ethics Code.

This opinion is based on the facts presented. If any of these facts change, please contact us.

Sincerely,

RADIA TURAY

Staff Attorney
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From: Kirkland, Tina (MDCR)
Sent: Wednesday, November 08, 2017 2:00 PM
To: Ethics (COE) <ethics@miamidade.gov>
Cc: Lewis, Lashawnia <Lashawnia.Lewis@miamidade.gov>
Subject: Ethics Opinion for Lashawnia Lewis

Greetings,

The attached is being submitted on behalf of Lashawnia Lewis for an Ethics Opinion.

Should you require additional information, please feel free to contact me.

Thanks

Shawntia Kirkland, Personnel Specialist 2
Personnel Management Bureau, Employee Relations
Miami-Dade Corrections & Rehabilitation Department
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