Muncie Ethics Commission
Transparency Portal User Guide

Section 43.02 of the Code of Ethics charges the Muncie Ethics Commission with oversight of a Transparency Portal to make ethics-related information accessible to the public. This document provides a brief guide explaining how to access the Transparency Portal and what you will find there.

Accessing the Transparency Portal: Visit the Ethics Commission page on the City website. The QR code at the bottom of the page will take you to the webpage. In the middle of the page is a link: TRANSPARENCY PORTAL. Clicking this link will take you to the City's MuniCode site.

Contents of the Transparency Portal: The Code of Ethics lists eight categories of documents. Each category has a folder within the Transparency Portal. The contents of each folder are described below:

1. **Code of Ethics and Procedures**: A copy of the Code of Ethics and copies of all procedures and policies adopted by the Ethics Commission.
2. **List of Ethics Commission members**: Current members are listed on the main webpage. This folder contains documents listing members for each year.
3. **Conflict of Interest forms**: A downloadable copy of the State of Indiana form for declaring a conflict of interest. (Copies of forms filed by people covered by the Code of Ethics are in section7.)
4. **Advisory Opinions issued by the Ethics Commission**: There is a process for people covered by the Code of Ethics to formally request an advisory opinion about a potential conflict of interest. The Ethics Commission also provide advisory opinions clarifying other aspects of the Code of Ethics. This folder contains copies of any advisory opinions issued.
5. **Public documents related to complaints filed with the Ethics Commission**: Many of the documents related to a complaint are confidential. Any documents that have been made public will be found here. At the minimum, each complaint will have one or more forms documenting actions taken on it by the Ethics Commission.
6. **Annual reports of the Ethics Commission**: Early each year the Ethics Commission must file a report to the City Council that documents actions taken during the previous year. Copies of the annual reports are in this folder.
7. **Documentation verifying compliance with training**: This folder contains three subfolders.
    a. COI and Training Report: Upon hire or appointment each employee and board appointee completes online ethics training prepared by the City HR department. Upon completion they complete a form attesting that the training was completed and identifying any conflicts of interest. Everyone covered is asked to complete this process annually. The HR department provides a quarterly report of all who have completed the process during the year. The reports are cumulative, so the latest report in each annual subfolder has all relevant information for the year.
    b. SBOA forms submitted by officials and employees: A copy of any filed conflict of interest forms will be found in this subfolder.
    c. Contract with a relative disclosure forms: Disclosure is required if the City contracts with relatives of elected officials, appointed officials, employees or with business entities owned by those relatives. Copies of those disclosures will be found in this subfolder.
8. **Public documents related to purchases of $5000 or more**: There is a subfolder for each year, containing copies of contracts, quotes, invoices, and other documentation of purchases costing $5000 or more. The file name of each document includes its date and the name of the vendor.