



## Board of Ethics

### REQUEST FOR ETHICS OPINION

For Internal Use

#### I. City Officer or Employee (Please type or print neatly)

Name \_\_\_\_\_

Office Address \_\_\_\_\_

(City)

(State)

(Zip)

Office Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address \_\_\_\_\_

What department / division do you work? \_\_\_\_\_

What is your position / title? \_\_\_\_\_

Director / Immediate Supervisor \_\_\_\_\_

#### II. Ethics Opinion

A formal ethics opinion is an official opinion issued by the Board of Ethics and shall bind the Board and the person requesting the opinion. It shall constitute a body of principles upon which Officers, Employees, and others may rely for guidance in specific situations.

An advisory ethics opinion is an opinion issued by the Chief Ethics Officer when there is readily available precedent. Such opinion will not bind the Board.

Note: The Board of Ethics and the Chief Ethics Officer shall have sole discretion concerning which type of opinion will be issued. However, please indicate whether you are requesting a Formal or Advisory Ethics Opinion below.

Formal     Advisory



#### **IV. Supporting Documentation**

1. Please provide any documentation that will assist in our review of the factual situation at issue. Please list the documentation provided below. Attach it to this completed form.

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Signature of Requestor \_\_\_\_\_

Date \_\_\_\_\_

City of Memphis, Board of Ethics  
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Memphis, Tennessee 38111  
(901) 415-2788  
[Latonya.Burrow@memphistn.gov](mailto:Latonya.Burrow@memphistn.gov)