



**SUBJECT: CONFLICT OF INTEREST**

**DATE: APRIL 19, 2024**

To avoid a possible conflict of interest, employees of the Sedgwick County Appraiser's Office are prohibited from developing independent appraisals or representing any party on real estate transactions or referrals within Sedgwick County.

All property owners in Sedgwick County have the right to appeal their property values or classification.

All appeals filed by an employee of the Sedgwick County Appraiser's Office, or by a former employee whose last day with the Sedgwick County Appraiser's Office occurred in the same valuation year as the year they are appealing, will receive a "No Change" result letter for their informal appeal to eliminate the threat of a conflict of interest at the first level of appeals. An employee who appeals has the right to take their appeal to the next level of the appeals process.

At the small claims level or state level, the representative for the county will be at the manager level or above. Any prehearing stipulation will need to be approved by the Residential/Agricultural Project Leader or Commercial Project Leader with the final decision made by the Chief Deputy Appraiser and/or the County Appraiser. Proper evidence and documentation will need to be presented to make any stipulation.

Employees shall not perform any inspection, appeal, or valuation on a property that they own, have personal relationship with the owner of record, or a relative of. The employee will be required to notify their supervisor or Project Leader of the potential conflict of interest if the parcel or account comes to them in their work assignment.

An employee sitting on an interview panel for a position working at the Sedgwick County Appraiser's Office will disclose to the Chief Deputy Appraiser or the County Appraiser if they are a relative or personal friend of an applicant for that position. Disclosure should include the applicant's name and relationship to the applicant. The Chief Deputy Appraiser or County Appraiser shall inform the interview panel of the employee's name, applicant's name, and relationship. Exceptions to the notification to the panel will be made on a case-by-case basis as directed by the County Appraiser. Said employee will be required to withdraw from the interview panel for that position. Refer to County Policy 4.300.

An employee who knows a relative or personal friend applied for an open position in a division of the Sedgwick County Appraiser's Office shall disclose the information to the Chief Deputy Appraiser or Office Manager. Disclosure should include the applicant's name and relationship to the applicant. The Chief Deputy Appraiser or County Appraiser shall inform the interview panel of the employee's name, applicant's name, and relationship to the applicant. Exceptions to this policy will be made on a case-by-case basis as directed by the County Appraiser.

Employees shall conduct themselves in a manner that will reflect favorably on themselves, the appraisal profession, the property tax system, and the Sedgwick County Appraiser's Office and avoid any action that could discredit themselves or these entities.

Violations of this policy will result in progressive disciplinary action.

If you have questions regarding this policy, please visit with your supervisor.