



Lincoln County Sheriff's Office

Sheriff Adam D. Shanks

Conflict of Interest Statement

April 28, 2025

Per ORS 244.120 as an elected public official, I am required to announce any potential or actual conflict of interest. For the FY 2025/2026 budget process, I must announce a potential conflict of interest involving Sheriff's Office employee, Support Services Specialist Kerry de Lisser-Shanks.

Ms. de Lisser-Shanks is my spouse and works in our Support Services Division. Ms. de Lisser-Shanks' direct supervisor is Support Services Director Lisa Combs and I have delegated authority for the supervision and management of Ms. de Lisser-Shanks to Administrative Lieutenant Jamie Russell, per Lincoln County Sheriff's Office policy 1032, Nepotism and Conflicting Relationships (attached).

A potential conflict of interest exists during the budget process because Ms. de Lisser-Shanks' salary is paid through the Sheriff's Office budget that I annually recommend to the Board of Commissioners. This is only a potential conflict of interest due to my authority of the budget approval process being limited to recommendation only, and final approval is made by the Board of Commissioners.

A handwritten signature in blue ink, appearing to read "ASL".

Sheriff Adam D. Shanks

Nepotism and Conflicting Relationships

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination, or actual or potential conflicts of interest by or between members of this office. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, purchasing and contracting, discipline and workplace safety and security.

1032.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Sheriff's Office recognizes Lincoln County has a limited population and members may come in contact with family members or close associates in the course of daily business serving the community. The Sheriff's Office complies with state law regarding nepotism and reserves the right to impose certain restrictions on personal and business relationships between employees. In order to avoid concerns of nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising any other employee who is a relative, who resides with the member or with whom they are involved in a personal or business relationship. Employees are responsible for reviewing and adhering to the provisions of ORS 244.175-255.179 and the definitions provided in ORS 244.020.
 1. Relative for this policy includes the spouse of the member, any children of the member or of the members's spouse, and brothers, sisters, half-brothers, half-sisters, brothers-in-law, sons-in-law, daughters-in-law, stepparents, stepchildren or parents of the member or of the member's spouse/domestic partner, or any individual for which the member has a legal support obligation.
 2. If circumstances require a supervisor/subordinate relationship exist temporarily in violation of the above provisions, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor. These arrangements shall be documented in writing and forwarded to the Sheriff or designee for their review and approval.
 3. When personnel and circumstances permit, the Sheriff's Office will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Sheriff's Office reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Whenever possible, FTOs and other trainers will not be assigned to train immediate relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

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- (c) To avoid actual or perceived conflicts of interest, members shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of, or as a direct result of, any official contact.
- (d) Except as required in the performance of official duties employees shall not develop or maintain personal or financial relationships with any individuals other than immediate relatives they know or reasonably should know are under criminal investigation, are convicted felons, parolees, fugitives, registered sex offenders or who engage in serious violations of state or federal laws. Questions regarding relationships which may be in violation of this policy shall be reported to a supervisor without delay.
- (e) Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative, individual who resides with the member or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1032.3 PROHIBITED ASSOCIATIONS AND ESTABLISHMENTS

Employees shall not knowingly commence or maintain a personal relationship with any person who is under criminal investigation, indictment, arrest or incarceration by this or another Sheriff's Office or criminal justice agency. This includes persons who have an open and notorious criminal reputation in the community (for example, persons whom they know, should know or have reason to believe are involved in criminal activity), except as necessary in the performance of official duties, or were unavoidable because of familial relationships. The Sheriff must approve any exceptions to this policy in writing.

- (a) Except in the performance of official duties, employees shall not knowingly enter any establishment that regularly violate the laws of that jurisdiction.
- (b) Employees shall not knowingly join or participate in any organization that advocates, incites or supports criminal acts of criminal conspiracies.
- (c) Employees are to avoid fraternizing in personal or social activities with criminal offenders, which include prisoners, persons who have been convicted of a felony, who are on parole or probation, or who are required to register as a sex offender. Employees may find such contact unavoidable and to avoid compromise should criminal conduct recur, employees shall report the situation to their Division Commander.
 1. The Division Commander, when reviewing each case of association or fraternization, will consider the seriousness of the charge; the age of the offender at the time of the crime; the number of convictions; the amount of time that has passed since the most recent conviction; the potential risk to the safety of any person; the security of a facility or the community; and/or public confidence in the Sheriff's Office. The Division Commander will document the situation in writing and forward the report to the Sheriff if the association or fraternization may adversely affect the reputation or operation of the Office.