

OCT 16 2024



ETHICS DISCLOSURE STATEMENT
CONFLICTS OF INTEREST – DECISIONS AND VOTING
State Form 55850 (R / 10-15)
OFFICE OF THE INSPECTOR GENERAL
IG 4-2-6-9

INDIANA STATE
ETHICS COMMISSION

In accordance with IC 4-2-6-9, you must file your disclosure with the State Ethics Commission no later than seven (7) days after the conduct that gives rise to the conflict. You must also include a copy of the notification provided to your agency appointing authority and ethics officer when filing this disclosure. This disclosure will be posted on the Inspector General's website.

Name (last) Irvine	Name (first) Jessica	Name (middle) Ann
Name of office or agency Indiana Department of Environmental Management		Job title Water Enforcement Section Chief
Address of office (number and street) 100 N Senate Avenue		City Indianapolis
		ZIP code 46204
Office telephone number (317) 233-5961	Office e-mail address (required) jirvi@idem.in.gov	
Describe the conflict of interest: Ms. Irvine is an Enforcement Section Chief within the Office of Water Quality (OWQ) at the Indiana Department of Environmental Management (IDEM). her duties include management of the enforcement section and reviewing documents, guidance, and policies. Ms Irvine is considering a part-time position with the Hamilton County Soil and Water Conservation District (SWCD) Board. The SWCD is a regulated entity that does business with IDEM. Though Ms. Irvine does not make decisions or votes pertaining to the SWCD in her usual course of business at IDEM, per IC 4-2-6-9, IDEM is, out of an abundance of caution, implementing a screening protocol (attached) to ensure that Ms. Irvine is screened from any potential conflict of interest with the SWCD.		

Describe the screen established by your ethics officer: (Attach additional pages as needed.)
See attached screening protocol

AFFIRMATION

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee

Jessica Irvine

Date signed (month, day, year)

10/15/2024

Printed full name of state officer, employee or special state appointee

Jessica Ann Irvine

FOR ETHICS OFFICER USE ONLY

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. You also attest that your agency has implemented the screen described above.

Signature of ethics officer

James Michael French

Date signed (month, day, year)

10/15/2024

Printed full name of ethics officer

James Michael French

**Protocol to Screen
Indiana Department of Environmental Management's
Office of Water Quality's Jessica Irvine
from Any Matters Regarding the Hamilton County Soil and Water Conservation District**

Ms. Jessica Irvine is an Enforcement Section Chief within the Office of Water Quality (OWQ) at the Indiana Department of Environmental Management (IDEM). Ms. Irvine's duties include managing a team of case managers and an administrative assistant, reviewing guidance and policies and updating as necessary, leading section meetings, communicating with other IDEM program areas, and reviewing all official documents prior to being sent to external customers.

Ms. Irvine is considering a position on the Hamilton County Soil and Water Conservation District Board (Hamilton SWCD). The Hamilton SWCD is regulated by and regularly does business with IDEM. Though Ms. Irvine does not make decisions or votes pertaining to Hamilton SWCD in her usual course of business, nor does she administer Contracts with Hamilton SWCD, per IC 4-2-6-9, IDEM is, out of an abundance of caution, instituting the following to ensure Ms. Irvine is screened from any potential conflict of interest with Hamilton SWCD.

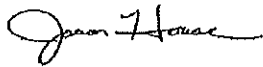
1. OWQ Compliance and Enforcement Branch Chief Jason House (BCHouse) is Ms. Irvine's direct supervisor. BC House will not assign any current or future matter that may arise involving Hamilton SWCD to Ms. Irvine.
2. Ms. Irvine shall recuse herself from the portion of any meeting at IDEM in which discussions specific to Hamilton SWCD are had, or in which Hamilton SWCD's interests are expected to be discussed.
3. Ms. Irvine shall not discuss any matter involving Hamilton SWCD with any other IDEM employee.
4. BC House will notify in writing all employees in his supervisory chain that they are not to discuss any matters involving Hamilton SWCD with Ms. Irvine, nor send her any emails concerning Hamilton SWCD.
5. Ms. Irvine shall not participate in decisions regarding or relating to Hamilton SWCD.
6. Ms. Irvine shall not access any correspondence or files relating to or involving Hamilton SWCD either during her hours of work at IDEM or by utilizing State equipment. Such documents, if not a matter of public record in IDEM's Virtual File Cabinet, shall be housed with the employee assigned to the matter or kept where Ms. Irvine does not have access to alter the documents.
7. Ms. Irvine shall immediately inform BC House and IDEM Ethics Officer James French if any provision of this screening protocol is violated.
8. Ms. Irvine shall follow IC 4-2-6-9(b) and file a written disclosure statement with the State Ethics Commission.
9. All signatories to this screening protocol shall review it within thirty (30) days from the date of the last signature to assure it has been followed and determine if the circumstances have changed to make the protocol no longer necessary.



Jessica Irvine
Enforcement Section Chief
Office of Water Quality

October 10, 2024

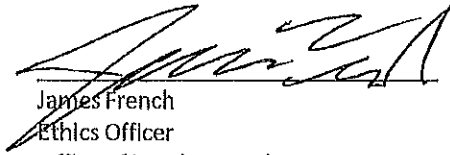
Date



Jason House
Branch Chief
Office of Water Quality

October 10, 2024


Date


James French
Ethics Officer
Office of Legal Counsel

10/11/2024
Date

Ethics Screen for Jessica Irvine

From French, James M <JFrench@idem.IN.gov>
Date Tue 10/15/2024 4:46 PM
To Rockensuess, Brian <BRockens@idem.IN.gov>
Cc Irvine, Jessica <JIrvi@idem.IN.gov>

 2 attachments (262 KB)
Disclosure.pdf; Irvine Screen.pdf;

Commissioner Rockensuess,

This email serves as notification to the appointing authority per IC 4-2-6-9(b)(2)(D) that OWQ's Jessica Irvine has a potential conflict of interest. Ms. Irvine is considering working for the Hamilton County Solid Waste Management District, which regularly does business with IDEM. Per IC 4-2-6-9, IDEM is instituting the following to ensure Ms. Irvine is screened from any potential conflict of interest with the SWCD. Ms. Irvine and I have discussed IC 4-2-6-9, and I instructed her to file a written disclosure to the Office of the Inspector General and to implement a screening protocol here at IDEM, see attached. Ms. Irvine's supervisor, Jason House, has been notified of the screening protocol. Please reach out if you have any questions, thanks.

Best,
Michael

James Michael French
Attorney | IDEM
Tel: (317) 234-2170
Email: jfrench@idem.in.gov

*****PRIVILEGED AND CONFIDENTIAL*****

The information contained in this email and any attachment(s) is confidential information protected by legal privileges, including but not limited to the attorney-client, work product and/or deliberative process privileges. The information is exempt from disclosure pursuant to IC 5-14-3-4(b)(2) and (6) and other applicable laws. It is only for the use of the named, intended recipient(s), and the privileges are not waived by virtue of this having been sent by e-mail or mistakenly sent to any unintended recipient(s). If the person(s) actually receiving this email or any other reader of the email is not the named, intended recipient(s) or the employee(s) or agent(s) responsible to deliver it to the named, intended recipient(s), any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender by e-mail or by phone at (317) 234-2170 and permanently delete all copies of this e-mail.