

compensation but may be reimbursed all necessary expenses. The terms of members shall be staggered and no longer than four (4) years.

B. Power and Duties.

1. The commission shall have jurisdiction over the administration of this code and enforcement of the civil penalties prescribed by this code including the maintenance of the Statement of Financial Disclosure until the time the forms are annually filed with the office of the Scott County Clerk. The Statement of Financial Disclosure shall be available for public inspection, whether the forms are in the possession of the Ethics Commission or the Scott County Clerk's Office once the forms are completed and accepted by the commission.
2. The commission may receive and initiate complaints, initiate investigations on its own motion; and conduct investigations, inquiries, and hearings concerning any matter covered by this code.
3. The commission may administer oaths and issue orders requiring the attendance and testimony of witnesses and the production of documentary evidence relating to an investigation or hearing being conducted by the Commission.
4. The commission may render advisory opinions whether or not a given set of facts and circumstances constitute a violation of any provision of this code.
5. The commission shall prescribe and provide forms for reports, statements, notices, and other documents required by this code.
6. The commission shall determine whether the required statements and reports have been filed and, if filed, whether they conform with the requirements of this code. The commission shall promptly give notice to the filer to correct or explain any omission or deficiency.
7. The commission may retain private counsel at the expense of the county if the county attorney has an actual or potential conflict.

C. Complaint procedure; preliminary investigations.

1. (a) Upon a complaint signed under penalty of perjury by any person, or upon its own motion, the commission shall investigate any alleged violation of this code.

(b) Not later than ten (10) days after the commission received the complaint, the commission shall initiate a preliminary inquiry into any alleged violation of this code.