



**CONFLICTS OF INTEREST – CONTRACTS
ETHICS DISCLOSURE STATEMENT**

State Form 53346 (R2 / 6-16)
OFFICE OF THE INSPECTOR GENERAL
IC 4-2-6-10.5

FILED

AUG 13 2024
INDIANA STATE
ETHICS COMMISSION

Mail to:
OFFICE OF INSPECTOR GENERAL
315 West Ohio Street, Room 104
Indianapolis, IN 46202
Telephone: (317) 232-3850
E-mail scanned copy to: info@ig.in.gov

Check if you are making a correction to a previously filed statement.

A state officer, employee, or special state appointee may not knowingly have a financial interest in a contract made by an agency. The term financial interest is defined in IC 4-2-6-1. This prohibition, however, does not apply to an officer, employee, or special state appointee who (1) does not participate in or have contracting responsibility for the contracting agency and (2) meets the criteria in IC 4-2-6-10.5(b)(2) and (c)(1)-(5). One criterion is that the officer, employee, or special state appointee must file a written statement with the Inspector General before the officer, employee, or special state appointee executes the contract with the state agency.

The foregoing consists only of excerpts from IC 4-2-6-10.5. Care should be taken to review IC 4-2-6-10.5 in its entirety to ensure compliance with all criteria set forth in the statute. This disclosure will be posted on the Inspector General's website.

PART 1 – GENERAL INFORMATION

Last name Calfee	First name Dawn	Middle initial E
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Address of office (number and street, city, state, and ZIP code)
1451 N. Eel River Cemetery Rd., Peru, IN 46970

Title or position within agency Administrative Assistant V	Name of agency Indiana State Police
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PART 2 – CONTRACT

List the name for each entity (i.e. vendor, contractor, consultant, subcontractor, or subconsultant) in which you have a financial interest that has a contract with a state agency. Also, list the name of the state agency the entity is contracting with (use a different form for each contract).

Business name of entity Dawn E. Calfee d/b/a Alterations by Dawn	Name of entity contact person (first name and last name) Dawn E. Calfee
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This contract was (check one):

- made after public notice and, if applicable, through competitive bidding; or
 not subject to notice and bidding requirements

If the contract was not subject to notice and bidding requirements, please provide the basis for that conclusion here. Alterations for Indiana State Police officer uniforms are important for officers to be both comfortable as they work daily in their uniforms, as well as look professional in their appearance as they perform their assigned duties and uphold the image of the Indiana State Police. The estimated expenses for these services is under state minimum for a contract.

Description(s) of Contract(s): (Describe the type of contract involved and the effective date and term of the contract if reasonably determinable.)
Provide alterations for Indiana State Police officers' uniforms with a quick turnaround. A purchase order, renewable upon request, would be created once Alterations by Dawn is approved as a State of Indiana vendor.

There are a few vendors in the area that can do this work; however, they will no longer do it because it takes too long for them to be paid by the State of Indiana.

Description of the Financial Interest: (Describe in what manner the state officer, employee, or special state appointee expects to derive a financial interest from or otherwise has a pecuniary interest in, the above contract. State the approximate dollar value of the interest if reasonably determinable. Attach extra pages if additional space is needed.)

Dawn E. Calfee d/b/a Alterations by Dawn is willing and capable and would provide these services in an off-duty capacity for Troopers in need of alterations to their uniforms. Ms. Calfee would be paid as a vendor, once approved, for her alteration services. Ms. Calfee has no involvement in contracts in her position as an Administrative Assistant V with the department. The charges for her services range from \$1 to sew on a button up to \$25 to hem and take in and/or let out the waist on a pair of pants.

As stated above there are no other vendors in the area that will perform this work for the Troopers due to the lengthy payment process by the State of Indiana. This many times causes the officers to pay for the alterations themselves and/or if reimbursement is possible it is a lengthy process for the officers to be reimbursed.

An informal ethics advisory opinion was requested on Ms. Calfee's behalf by Major Nila Miller-Cronk, the Ethics Officer for the Indiana State Police, on July 23, 2024, and that opinion is available upon request.

ONLY COMPLETE PART 3 IF CONTRACT IS FOR PROFESSIONAL SERVICES

PART 3 – AGENCY CERTIFICATION

Approval of appointing authority

Being the _____ Superintendent _____ of _____ Indiana State Police _____
(Title of Appointing Authority) (Name of Contracting Agency)

I hereby affirm that no other state officer, employee, or special state appointee of _____ Indiana State Police _____
(Name of the Contracting Agency)

is available to perform those services as part of the regular duties of the state officer, employee, or special state appointee.

Signature of Appointing Authority _____ Date signed (month, day, year)
8/9/2024

Name of Appointing Authority
Douglas G. Carter

PART 4 – AFFIRMATION

I submit this statement to the Inspector General pursuant to 42 IAC 1-5-7 (IC 4-2-6-10.5) to disclose my financial interest in a contract with an agency. This contract can be performed without compromising the performance of my official duties and responsibilities as a state officer, employee or special state appointee. I affirm that I do not participate in or have contracting responsibility for the contracting agency. I further affirm that the contract was made after public notice or competitive bidding, if applicable. I also affirm, under penalty of perjury, the truth and completeness of the statements made above and that I am the above named state officer, employee, or special state appointee.

Signature _____ Date signed (month, day, year)
8-13-2024