

CLARENCE FIRE DISTRICT NO. 1

CODE OF ETHICS

I. SCOPE:

This policy applies to all active members of the Board of Fire Commissioners, the District Secretary, Treasurer, the District Chiefs and any other officer or employee elected or appointed, representing the Fire District.

II. OBJECTIVE:

The following guidelines are hereby established:

A. Every officer or employee of the District shall:

1. Disclose any interest in legislation before the District, the holding of investments in conflict with official duties, private employment in conflict with official duties and such other standards relating to conduct that may be construed to be "conflict of interest";
2. Consider the interests of the Fire District and betterment of its government first when conducting business for the District;
3. Not disclose confidential information acquired by him or her in the course of his or her official duties as such information to further his or her personal interests. This includes the prohibition of picture taking at Fire District sanctioned events unless authorized for official purposes by the incident commander;
4. Not directly, or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars or more. An officer and/or employee will not solicit a gift whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her or could reasonably be expected to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part;
5. Not receive or enter any agreement rendered in relation to any matter before the Fire District of which he or she is an officer or employee over which he or she has the jurisdiction or power to appoint any member, officer or employee;
6. Endeavor to obtain the greatest value for every dollar expended;
7. To be receptive of suggestions and advice from other officers and employees of the District in so far as they are not in conflict with legal or moral restrictions;
8. Strive for knowledge of equipment and supplies in order to purchase items at either reduced cost or increased efficiency;

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II. OBJECTIVE (Cont'd):

9. Insist on and expect honesty in all business dealings, whether offered verbally or in writing, through advertising or in samples submitted;
10. Give to everyone who is conducting business with the District equal consideration and the assurance of unbiased judgment of their product;
11. Accord a prompt and courteous reception, in so far as the conditions permit, to all who call on legitimate business missions, and
12. Cooperate with governmental and trade associations in the promotion and development of sound business methods in the purchasing of equipment and supplies.

III. DISCLOSURE OF INTEREST:

Any officer elected or appointed, or employee of the Fire District who has, will have or later acquires an interest in any actual or proposed contract with the Fire District of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Board of Fire Commissioners as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be a part of and set forth in the official record of the Fire District. Once a disclosure has been made by any officer or employee, no further disclosure needs to be made by such person with respect to additional contacts or dealings with the same party during the remainder of the fiscal year.

IV. LEGAL IMPLICATIONS

In addition to any penalty contained in the law, any officer or employee of the Fire District who shall knowingly and intentionally violates this policy may be fined, suspended or removed from office or employment in the manner provided by law.

- V. Reference is made to General Municipal Law, Article 18, Sections 800 to 807.

This policy is adopted July 09, 2012 and supersedes the previous version of this policy adopted July 6, 2009.

By order of the Board of Fire Commissioners, Clarence Fire District No. 1