

<b>SUBJECT:</b> Conformance to Law: Influence of Official Action	<b>SECTION:</b> 104.02
<b>REVISED:</b> MARCH 1, 2008	<b>PAGE(S):</b> 2

## PURPOSE

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To assure the continuance of professional, lawful and objective conduct by all employees associated with this department.

## RULES

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- A. No employee shall:
1. Interfere with the service of lawful process.
  2. Interfere with the attendance or testimony of witnesses or defendants through coercion, bribery, or other means.
- B. Except as authorized below, no employee shall communicate information which might assist persons suspected or charged with an offense.
1. Employees may communicate information to the Fire Chief or the prosecutor that would exonerate individuals suspected or charged with criminal acts.
- C. No employee shall solicit or accept from any person, business, or organization any valuable gift (including money, tangible or intangible personal property, loans, promise of service, or entertainment) for the benefit of the individual employee or others if it may reasonably be inferred that the person, business, or organization:
1. Seeks to influence action of an official nature or seeks to affect the performance or non-performance of any official duty.
  2. Has an interest which may be substantially affected directly or indirectly by the performance or non performance of an official duty.
- D. The following are permissible actions by a department employee if it may reasonably be inferred that the person, business, or organization offering such items for free, or at a reduced price, does not seek to influence

- action of an official nature or seeks to affect the performance, of an official duty.
1. An employee may accept an unsolicited serving of a non-alcoholic beverage for free or at a reduced price.
  2. An employee may accept unsolicited food items from a local restaurant or business for free or at a reduced price.
  3. An employee may accept an unsolicited advertising or giveaway material such as pens, pads, calendars, diaries or similar items of little or nominal value.
- E. No employee shall recommend or tout the services of any business, company, person, or organization in return for any gift of value solicited, offered, received, or expected for self or another for personal gain.
- F. No employee shall solicit the aid of any outside individual or group for assistance in procurement of transfer, duty assignment, or promotion.
- G. No employee shall accept any gift, gratuity, reward, or other consideration for services rendered in the line of-duty, except lawful salary and that which may be otherwise authorized by law.
- H. No employee shall utilize a departmental business card except in conjunction with departmental activities.
- I. No employee shall issue or cause to be issued any courtesy card, such being any written communication bearing the employees name which implies that the bearer is or should be entitled to any special favor or consideration from other employees of this department or personnel of any fire department agency.
- J. No employee shall attempt to influence the decisions of governmental officials in matters related to fire department role, function and operations for relating to purely personal advantage, outside the scope of collective bargaining.