



POLICY MANUAL

Daily Operations – P.R.

Gratuities

Code: 1 – 13 – 8

Book Chapter Subject

Revised: 06-25-96

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8.0 Purpose: Establish Policy On The Acceptance Of Gratuities.

8.01 Scope: All Fire Department Personnel.

8.02 POLICY

As per City of Clovis Administrative Memo No. 16, the acceptance of gratuities is prohibited, for all City Employees, and that a violation of that memorandum is subject to disciplinary action. (Memo No. 16 is dated 20 September, 1973; additional current department policy is clarified in Section 8.03.)

8.03 CLARIFICATION

The term gratuity does not include small tokens such as calendars, matches, pens, caps or coffee cups given away at booths at fairs or given as advertisement by a vendor.

The term gratuity does include items given away in raffles, does include the acceptance of a meal or beverage when in the course of conducting City business with a vendor or potential vendor and does include trips, money, or any other gesture that could be defined as a gift, present, free service, or favor of any kind, offered, provided or received on account of employment with or services by the City.

If an employee has any question about a conflict of interest in relation to the acceptance of gratuities, the employee should contact their supervisor before accepting the gift.

The City of Clovis and the Clovis Fire Department prohibit the acceptance of gratuities for all employees.

Employees who accept a gift, present, or token without authorization from their supervisor will violate department policy and will be subject to disciplinary action.