

# Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Conflict of Interest**

**POLICY NUMBER: 1020**

**APPROVAL DATE: 11/18/08**

**1020.1** The Political Reform Act, Government Code 81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg. 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Reg. 18730 and any amendments to it, adopted by the Fair Political Practices Commission are hereby incorporated by reference and along with the attached Appendix A in which member of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Southern Inyo Fire Protection District.

**1020.2** Designated employees shall file statements of economic interests with the Clerk of the County of Inyo.

## Appendix “A”

### Policy Number 1020 – Conflict of Interest

#### Required Filers:

Member, Board of Directors

Non-Volunteer Employees of the District

#### Required Forms:

Form 700, cover

Schedules A-1, A-2, B, C, D, E as applicable

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Public Complaints**

**POLICY NUMBER: 1030**

**APPROVAL DATE: 11/18/08**

**1030.1** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

**1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

**1030.3** The method of resolving complaints shall be as follows:

**1030.3.1** The individual with a complaint shall first discuss the matter with the General Manager with the objective of resolving the matter informally.

**1030.3.2** If the individual registering the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation.  
The individual filing the complaint may request a written decision from the Board.

**1030.4** This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.