



**Board Policy No. 311**  
Gift Policy

**SUBJECT CATEGORY:** SECTION 300,  
PERSONNEL, GIFTS

**311: Gift Policy**

311 All District officers and employees must abide by the Political Reform Act and related regulations issued by the California Fair Political Practices Commission.

311.1 Gifts from Sources Doing or Seeking to Do Business with the District: District officers or employees, and all members of their immediate families, may not accept or provide gifts, entertainment, and/or other services or benefits, from or to individuals or companies doing or seeking to do business with the District, unless the transaction meets all of the following guidelines:

- a) Is customary and gives no appearance of impropriety and does not have more than a nominal value;
- b) Does not impose any sense of obligation on either the giver or the receiver;
- c) Does not result in any kind of special or favored treatment;
- d) Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.
- e) Is given and received with no effort to conceal the full facts by either the giver or receiver.

311.2 Gift Reporting: For all District employees who are not required to abide by the gift regulations issued by the California Fair Political Practices Commission, any gift received must be tracked for potential disclosure on the officer or employee's annual Statement of Economic Interests in accordance with State law.

311.3 On-Duty Receipt of Gifts: For all District employees who are not required to abide by the gift regulations issued by the California Fair Political Practices Commission:

- a) If an on-duty employee receives a gift valued at \$50 or more, the employee must inform the on-duty Battalion Chief before using the gift.
- b) If the gift is valued at \$50-\$100, the Battalion Chief may determine that staff must refuse or repay the cost of the gift if in the best interest of the District, or that the gift must be shared among on-duty personnel.
- c) If the gift is valued at over \$100, the Battalion Chief must inform the Fire Chief before the gift is used. The Fire Chief may determine that staff must refuse or repay the cost of the

gift if in the best interest of the District, or that the gift must be shared among on-duty personnel.

311.4 Gifts to the District: All gifts to the District must be reported and distributed in accordance with the then-current regulations issued by the California Fair Political Practices Commission for Gifts to Agencies.

Adopted: December 12, 2018

  
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Clerk of the Board

  
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Board President