PURPOSE:

To establish guidelines and prohibit receiving of gifts by staff from individuals, applicants, or organizations.

POLICY:

To avoid even the appearance of a conflict of interest, it is the policy of the Building and Code Compliance Division to not accept personal gifts or gratuities, regardless of their value, from individuals, applicants, or organizations we regulate. If you are a manager, State law requires that all gifts with a value of $50.00 or more be included on your economic interest form.any involvement in review or approval of a related permit or project.

It is Building and Code Compliance Division policy that division employees shall not accept the following gifts from persons or organizations we regulate:

Money, tickets for banquets, dances, entertainment, sporting events, lodging, golf green fees, lottery tickets, as well as discounts not available to the public.

New, used, or discarded materials from construction sites, including but not limited to lumber, masonry, etc., as well as fire wood and fill material.

Liquor, wines or meals (except for meals in conjunction with a speaking engagement or part of multiple agency site visit).

Transportation, trips or tours (except ride sharing to an in-county work site).

Flowers or plants (unless presented at the office for the office as a whole and kept in view of the public).

Clothing or jewelry items.

Foodstuffs, such as candy, turkeys, pastries, cheeses, etc. (unless presented at the office for the office as a whole and located where it will be shared with the staff or the public).
PROCEDURE
In no case shall any gift be accepted. Most gifts are offered out of appreciation for services provided, and often in the spirit of the holiday season. However, due to the very sensitive nature of our regulatory role, Building and Code Compliance Division employees shall not accept gifts or gratuities of any kind. If someone offers a gift, thank them for their thoughtfulness and explain that department employees cannot accept gifts unless offered to the group as a whole. As an alternative to expressing their gratitude with a gift, ask them to consider writing a letter of commendation to the City Manager's office and/or the department director.

Michael K. Whitaker, Chief Building Official