

BODEGA BAY FIRE PROTECTION DISTRICT  
***STANDARD OPERATING GUIDELINES***

WRITTEN BY: Grinnell

APPROVED BY: Grinnell

NUMBER: 95

SUBJECT: Gifts

DATE: 4Sept04

An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

Is customary and gives no appearance of impropriety and does not have more than a nominal value;

Does not impose any sense of obligation on either the giver or the receiver;

Does not result in any kind of special or favored treatment;

Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

Is given and received with no effort to conceal the full facts by either the giver or receiver.