



DEPARTMENTAL INCOMPATIBLE ACTIVITIES STATEMENT

I. GENERAL STATEMENT

In accordance with CAL FIRE policy 0815 (Departmental Incompatible Activities), employees shall maintain public confidence and an impartial administration of State Government. The following employments, activities or enterprises by officers and employees under the jurisdiction of the Department are considered inconsistent or in conflict with their duties.

II. INCOMPATIBLE ACTIVITIES

Incompatible activities include, but are not limited to:

- (a) Using the prestige, influence, official uniform or badge of an office or employment in the Department (or other State agency) for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
- (b) Using time, staff, facilities, equipment, or supplies of the Department for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
- (c) Using confidential information acquired by virtue of employment by the Department for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
- (d) Receiving or accepting money or any other consideration from anyone other than the State for the performance of an act or for omitting to perform an act which the officer or employee would be required or expected to render in the regular course of hours of his/her State employment, or as part of his/her duties as an officer or employee of the Department.
- (e) Performing any activity, unless permitted by policy, using any professional license for work outside of CAL FIRE, when the use of such license is required as a condition of employment.

Conducting any outside work, unless permitted by policy, when such work would fall under the direct control, inspection, investigation, review, audit or enforcement by CAL FIRE.

- (f) Receiving or accepting directly or indirectly, any gift, including money, any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value, from anyone who is doing or is seeking to do business of any kind with the Department, or whose activities are regulated or controlled by the Department, under circumstances from which it reasonably could be inferred that the gift was intended to influence him/her in his/her official duties or was intended as a reward for any official action on his/her part.

This rule should not apply to such gifts or gratuities received in circumstances that are clearly within a family or personal social setting. Nor should the rule apply to items of nominal value such as coffee or to items, which may be offered as an integral part of an occasion, such as a professional seminar, where the employee is properly participating as part of his/her official duties.



- (g) Subject to any other law, rules, or regulations as pertain thereto, not devoting his or her full-time attention and efforts to his or her state office or employment during his or her hours of duty as a state officer or employee.
- (h) Divulging confidential information, data or records of the Department to any person to whom issuance of such data, information or records has not been authorized, or divulging or making use of any records of the Department for a mailing list or any other purpose unless such action has been authorized.
- (i) Receiving compensation for the preparation, presentation or publication of any article or other writing or any speech, or lecture relating to the operations of the Department unless the employee has informed the supervisor involved and obtained the Director's approval. Teaching, writing, and lecturing are encouraged as long as conflicts of interest are avoided and the regulations pertaining to outside employment are observed.
- (j) Engaging in any activity or employment which will so interfere with his/her health or efficiency as to prevent the officer or employee from performing the duties of his/her job in the Department in an efficient and capable manner, or that will, for employees on standby, on call, or similar assignment, prevent prompt response to a call to report to State duty in an emergency or when otherwise urgently required to be present by Department rules.
- (k) Recommending the employment of any individual or employee with respect to a matter pertaining to the laws and regulations administered by the Department.
- (l) Participate in any activity of an illegal nature, the violation of which constitutes a misdemeanor or felony.

III. ACKNOWLEDGEMENT

The Departmental Incompatible Activities Statement identifies those activities which, for all California Department of Forestry and Fire Protection (CAL FIRE) employees, are inconsistent or in conflict with their duties as State officers or employees. Employees are required to sign and date the form upon initial hire and as additionally required by the Department.

I have been given a copy and I have read the CAL FIRE Departmental Incompatible Activities Statement.

Signature

Date

TYPED OR PRINTED NAME:
CLASSIFICATION:
UNIT\PROGRAM NAME: