Capay Valley Fire Protection District

# Conflict of Interest Policy

## Purpose and Scope

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

## Policy

It is the policy of the Capay Valley Fire Protection District to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code 87300).

## Procedure

The District requires certain job classifications to file a Statement of Economic Interests Form 700 (Government Code 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this District.

## District Responsibilities

The Yolo County Clerk-Recorder shall be the Conflict of Interest Filing Officer for Capay Valley Fire Protection District.

All Statement of Economic Interests filings shall be screened for compliance by the Yolo County Clerk-Recorder. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

## Filing Requirements

Members in designated job classifications must file an annual Conflict of Interest Form 700.

## Filing Process

The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

* A statement of Economic Interests form and filing instructions shall be distributed annually to designated District members. This distribution may occur electronically via email.
* A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated in the instructions.
* If filing a paper form, District members may submit the completed document to the District Secretary who will forward the original to the Conflict of Interest Filing Officer, retaining a copy for District records.
* The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest, and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
* Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FPPC.
* Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

## Reporting Requirements

All members in the designated classifications are required to report potential conflicts of interest. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code 87100).

## Designated Classifications

The Capay Valley Fire Protection District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

* Board of Fire Commissioners of the Capay Valley Fire Protection District: Disclosure Category 1, 2
* Fire Chief of the Capay Valley Fire Protection District: Disclosure Category 1, 2

## Disclosure Categories

1. All investments and business positions in business entities and sources of income and gifts which provide services, supplies, materials, machinery, or equipment of the type utilized by the District.
2. Interests in real property of the type to be purchased or leased by the Capay Valley Fire Protection District for its use.