
	<h2 style="margin: 0;">Pine-Strawberry Fire District</h2> <h3 style="margin: 0;">Employment Practices</h3> <h1 style="margin: 0;">2.6</h1>	
Subject: Conflict of Interest & Outside Employment	Page: 1 of 4	
Board Approval Date: 07/25/2024	Effective Date: 08/09/2024	
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Board Chair Signature & Date:  4/17/2025		

I. POLICY:

It is the policy of the Pine-Strawberry Fire District to foster a work environment that supports members in avoiding situations, on or off duty, which create a conflict of interest, are unbecoming of a member, or bring discredit upon the District. The District, as the primary employer of career suppression, management, and administrative members, reserves the right to regulate conduct by those members while engaged in employment away from the District to the extent necessary protect the interests of the District and its residents through procedures to review and permit secondary (outside) employment and enterprises.

II. PURPOSE:

The purpose of this policy is to prohibit conflicts of interest between members and the District and establish a means to avoid situations that bring discredit upon the District or create a potential risk of unbecoming conduct by a member when a member wishes to engage in employment or enterprise outside their primary employment.

III. SCOPE:

This policy applies to all full-time suppression/emergency medical (career), and full-time management and administrative members. It does not apply to reserve or part-time members who do not participate in a retirement plan or receive non-wage benefits through PSFD.

IV. DEFINITION:

For the purpose of this policy, “immediate family” includes a parent or stepparent, spouse, domestic partner, child or stepchild, grandparent, sibling, and parent/sibling in-laws.

V. CONFLICT OF INTEREST:

A. If a member or a member's immediate family has a financial interest in an organization that does business with the District, and that interest might impact the member's decisions or actions with the District, the member must fully disclose the interest to the Fire Chief or Fire Board and must not represent the District in any related transactions.

B. No member or immediately family shall accept or solicit any gift, service, special accommodation, or other favor/s from any person or enterprise with whom the District does business if it might be inferred that such action could affect the member's business decisions.

1. This policy does not preclude normal, ethical business practices such as business meals or receiving promotional items of nominal value.

C. No member or immediate family shall directly or indirectly give, offer, or promise anything of value to any representative of any organization in connection with any transaction or business the District may have with the organization.

D. No member or immediate family shall engage in any conduct that is disloyal, disruptive, competitive, or damaging to the District.

E. Because it is not possible to describe every situation that could arise involving an actual or potential conflict of interest, members are required to carefully evaluate any activity that could be construed as conflicting with their employment with the District.

1. Members are encouraged to seek advice from the Fire Chief or Fire Board regarding any such activity.

VI. OUTSIDE EMPLOYMENT:

A. The Pine-Strawberry Fire District will be considered the primary employer for all career members.

B. PSFD considers work done by the members of the District to be a matter of public safety.

1. PSFD reserves the right to have knowledge of and to permit or deny outside employment.
2. Outside employment includes the practice of any trade, business, or profession, including self-employment, for the benefit of any person, business, agency, or enterprise other than PSFD.

3. The Fire Chief (or designee) must review and approve or deny all requests to engage in outside (off-duty) employment.
 4. Captains will manage this policy regarding their subordinates.
 5. The Fire Chief will manage this policy regarding Captains.
- C. When engaged in outside employment, members:
1. Are prohibited from using any District equipment or resources, including access to official records or databases of the District or other agencies, without prior authorization.
 2. Will not act under color of their PSFD position, make commitments of District resources or functions, or otherwise represent the District while performing outside employment.
 3. Will not use their position with the District to secure advantage or privilege for their outside employer.
 4. Will give at least two weeks' notice of any intent to use unscheduled PTO from PSFD duties to engage in outside employment.
 - a. Failure to give adequate notice may be considered abandonment of position or conflict of interest.
- D. Requests for approval of outside employment (initial or continuing) will be routed through the member's supervisor to the Fire Chief.
1. Approval for outside employment is dependent upon the member's satisfactory performance of all required PSFD duties and their ability to continue to perform those duties unencumbered.
 2. Outside employment may be denied if there are reasonable grounds to believe that such employment will:
 - a. Create an undue risk for or actual conflict of interest.
 - b. Place the member in a position that will reflect unfavorably on the District.
 - c. Where there is a foreseeable and/or unreasonable risk that the member will engage in unbecoming conduct.
 - d. Approval for outside employment may be revoked by the Fire Chief for any of the above grounds, for denial of approval, or if the outside employment negatively affects the member's on duty performance or responsibilities.
- E. It is the member's responsibility to notify their supervisor of their intent to engage in outside employment and to complete a "Request for Approval of Outside Employment" form.
- F. Members must obtain supervisory and Fire Chief approval prior to engaging in any proposed outside employment.
- G. Supervisors will review all requests for compliance with this policy and ensure that all fields on the request form are thoroughly completed.

1. If the request meets the criteria outlined in this policy, the supervisor will sign and date the request and forward it for consideration and, if appropriate, approval by the Fire Chief.
 2. A copy of the approved or denied request form will be placed in the member's personnel file and a copy will be returned to the member.
 3. A member who has previously obtained approval for outside employment must complete a new request each year as part of the annual evaluation process, even if there has been no change to the outside employment since the previous approval.
- H. The Fire Chief has the final discretion to approve or deny a member's request for outside employment.
1. If the Fire Chief denies the request, the requesting member may appeal the denial by:
 - a. Requesting an in-person meeting with the Fire Chief.
 - (1) The member may request their supervisor or representative be present at that meeting.
 - b. If unsatisfied with the results of that meeting, the member may use the Grievance Rights and Procedures, as provided elsewhere in policy (Policy 3.10), if there are grounds to reasonably believe that the decision was discriminatory or otherwise unfair.
- I. A member who has received approval for outside employment must advise their supervisor and the Fire Chief of changes to their outside employment, including any change in the scope of work, services rendered, or any other material changes.
- J. When a member has received approval for outside employment, it is their responsibility to ensure that their attendance and performance of duties and responsibilities for the District remains their primary employment obligation, without detrimental impact upon the District or interference with the member's ability to perform all of their required PSFD duties.
- K. While on duty at PSFD, members shall not perform work for their outside employer or enterprise which, in any way, negatively impacts the member's ability to perform their PSFD duties, including readiness to respond to requests for service or emergencies.
- L. The Fire Chief may revoke a prior approval for outside employment at any time if the Fire Chief determines that the outside employment results in a conflict of interest or has, or reasonably could have, any negative impact upon the District, or becomes a violation of any District policy.
- M. A member who violates this policy is subject to discipline, up to and including termination of their employment with the District.



Pine-Strawberry Fire District

P.O. Box 441 ☐ Pine, Arizona 85544
Phone: (928) 476-4272 ☐ Fax: (928) 476-4634
Website: www.psfedaz.com

Outside Employment Information Form

Name: _____ Shift: _____

Are you employed by any person, firm, organization, or corporation other than the Pine-Strawberry Fire District? ☐ Yes ☐ No

Are you self-employed? ☐ Yes ☐ No

Name and address of employer or nature of business if self-employed:

Contact Person: _____ Phone number: _____

Type of work anticipated:

Average hours per week anticipated:

While employed by another entity are you covered by their workman's compensation? ☐ Yes ☐ No

I have fully read and comprehended this form and the Pine-Strawberry Fire District Policy 2.6 Conflict of Interest & Outside Employment. The information herein provided is true and complete to the best of my knowledge.

Member Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Approval or Denial: ☐ Approved ☐ Denied

Comments:

Fire Chief's Signature: _____ Date: _____