



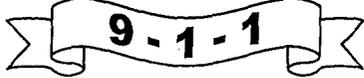
FIRE



POLICE



EMS



# CARTER COUNTY EMERGENCY

# 911

# COMMUNICATIONS DISTRICT

P. O. Box 999 • Elizabethton, TN 37644 • (423) 543-0911

July 1, 2008

Ethics Commission  
Sun Trust Bank Bldg.  
201 4<sup>th</sup> Ave. N. Suite 1820  
Nashville, Tn. 37243

To the Commission,

Please find enclosed the Code of Ethics adopted by Carter County  
Emergency Dispatch 911. The Code was adopted by Board of Directors  
June 24, 2008.

If there is anything further that we need to do inference to the Code  
please advise us.

Thank you,

A handwritten signature in cursive script that reads "Lou Eller".

Lou Eller  
Executive Aide  
Carter County 911

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2008 JUL -3 PM 12:46  
TENNESSEE  
ETHICS COMMISSION

**CODE OF ETHICS  
CARTER COUNTY EMERGENCY COMMUNICATIONS  
DISTRICT, TENNESSEE**

**Section 1. Definitions**

- (1) "District" means Carter County Emergency Communications District, which includes the board, committees, authorities, employees or other instrumentalities appointed or created by the District.
- (2) "Board members and employees" means and includes any official, anyone appointed, an officer, employee or servant, or any member of the Board, (whether compensated or not), or any officer, employee or servant thereof, of the District.
- (3) "Personal interest" means, for the purposes of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the Board member or employee, or a financial interest of the Board member's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

**Section 2. Disclosure of personal interest in voting matters.**

A Board member or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the Board member's or employee's vote on the measure. In addition, the Board member or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

**Section 3. Disclosure of personal interest in non-voting matters.**

A Board member or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, their interest. In addition, the Board member or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

**Section 4. Employee Responsibilities.**

Each Board member and employee shall avoid any action, whether or not specifically prohibited by statute, regulation, or this policy, which might result in or create the appearance of.

- i. using their office for private gain;
- v. Food, refreshments, foodstuffs, entertainment, or non alcoholic beverages provided as part of a meal or other event, if the value of such items does not exceed fifty dollars (\$50.00) per occasion, per person provided further, that the value of a gift made pursuant to this subsection may not be reduced below the monetary limit by dividing the cost of the gift among two or more persons;

When it is in the best interest of the District, a Board Member or department head may at any time restrict an employee(s) from accepting additional gifts under this provision;

- vi. Food, refreshment, meals, foodstuff, entertainment, beverages or intrastate travel expenses that are provided in connection with a District services event or an event where the Board member or employee is a speaker or part of a panel discussion at a scheduled meeting of an established or recognized membership organization which has regular meetings; and
- vii. Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in paragraph 5 gifts.

#### **Section 5. Use of information.**

No Board member or employee shall, directly or indirectly:

- i. Use, disclose, or allow the use of District information which was obtained Through or in connection with his or her employment and which as not been made available to the general public for the purposes of furthering the private interest or personal profit of any person, including the employee; or
- ii. Engage in a financial transaction as a result of, or primarily relying upon, Information obtained through his or her employment.

#### **Section 6. Use of Government Property.**

No employee shall make use of the facilities, equipment, personnel, or supplies of the District or its agencies for private use or gain, except to the extent that the use is incidental or minimal or is lawfully available to the general public.

### **Section 7. Holiday and Event Gifts.**

Board members and employees are public servants to the citizens of Carter County. As a result, it is not uncommon for citizens to offer small gifts, foodstuffs, and other gratuities. Board members and employees may not accept gratuities and gifts that exceed a value of \$10.00. Acceptance of monetary gifts by Board members and employees is strictly prohibited. This rule does not prevent employees and Board members from accepting gifts from their employer, supervisor, or co-workers, or employees. Employees may also receive prizes given at holiday event celebrations sponsored by Carter County Emergency Communications District so long as the gift was received as part of a random drawing where other employees present also had an equal opportunity to win the prize.

### **Section 8. Holiday-Event Celebrations.**

Gifts to support Christmas and New Year holiday parties for District employees may be accepted in accordance with the provisions of this rule. The acceptance of money or other items of value in excess of \$100.00 is prohibited. Gifts may be accepted if the value is \$100.00 or less, and the gifts are intended to support a function that benefits the District. All gifts received pursuant to this rule must be documented and filed within 10 days of receipt of the gift with the District's Ethics Committee, which filing will be accomplished by filing the disclosure statement with the committee.

### **Section 9. Conflicts of Interest Prohibited.**

Neither District employees, Board members of the District, shall be financially interested, or have any personal beneficial interest, either directly or indirectly, in any contract or purchased order for any supplies materials, equipment, or contractual services used by or furnished to Carter County Emergency Communications District.

### **Section 10. Ethics Complaints.**

The District's Ethics Committee (the "Ethics Committee") consisting of three members shall be the District's Chairman of the Board of Directors, Director of operations, and Board of Director's legal council. The Ethics Committee shall convene as soon as practicable after their appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the District Director, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct shall be directed to the chair of the Ethics Committee. Complaints shall be in writing and signed by the person making the

complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.

The District Ethics Committee shall investigate any credible complaint against an Board member or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation of this Code of Ethics.

If a member of the Committee is the subject of a complaint, such member shall recuse himself or herself from all proceedings involving such complaint.

The Committee may:

(1) refer the matter to the Board of Director's Legal Council for a legal opinion and/or recommendations for action;

(2) in case of a Board member, refer the matter to the District legislative body for possible public censure if the District legislative body finds such action warranted;

(3) in the case of an employee, refer the matter to the Director for public disciplinary action if the Director finds discipline warranted;

(4) in a case involving possible violation of state statutes, refer the matter to the Board of Director's legal council for possible ouster or criminal prosecution;

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.