

Volunteer Volunteer Volunteer

Scottsdale Fire Department

Help Us Keep Your Friends, Neighbors,
and Loved Ones.... Healthy and Safe



3 Ways You Can Help



Headquarters Volunteer

Help keep us running smoothly! Clerical, scheduling, answering phones, and couriering materials to our fire stations are some of the activities our volunteers do.

Community Volunteer

Meet with Scottsdale residents and teach them how to keep themselves healthy and safe.

Event Volunteer

Help in the planning and staffing of Fire Department special events and safety fairs.

Want to Volunteer?

Please contact Patty Jo Angelini at
480-312-1815 or pangelini@scottsdaleaz.gov.





City of Scottsdale

Citywide Volunteer Application

Date: March 12, 2010

Personal Data:					
Last Name:		First Name:			MI:
Address:					
City:				State:	Zip:
Phone:	Home:		Office:		Cell:
E-mail Address: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, email:					
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please give age:			
Do any of your relatives, volunteer or work for the City of Scottsdale? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Who/Where:					
Have you ever Volunteered for City of Scottsdale? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Date: Location:					
How did you hear about this volunteer opportunity?					
Education and Work Skills:					
<input type="checkbox"/> High School Graduate		<input type="checkbox"/> Passed High School Equivalency test		<input type="checkbox"/> Neither	
If Student: Name of school, grade in the fall:					
College or University:			College Major:		
Graduate Field:			Approximate typing speed: wpm		
Fluent in a language other than English:		Language (s):	Speak: <input type="checkbox"/>	Read: <input type="checkbox"/>	Write: <input type="checkbox"/>
List skills, license, and professional registration (date & #):					
Employment History:					
Are you presently employed? (Check as many as apply)					
<input type="checkbox"/> Employed full-time		<input type="checkbox"/> Employed part-time		<input type="checkbox"/> Unemployed	<input type="checkbox"/> Retired <input type="checkbox"/> Student
Current/Previous Employer or Volunteer Work: (Please be sure to include contact # for reference contact)					
Company/Organization Name:			Phone :		
Supervisor Name/Title:		Employment/Volunteer Dates:	From (mo/yr):	To (mo/yr.):	
Work Performed:					
Company/Organization Name:			Phone :		
Supervisor Name/Title:		Employment/Volunteer Dates:	From (mo/yr):	To (mo/yr.):	
Work Performed:					
Company/Organization Name:			Phone:		
Supervisor Name/Title:		Employment/Volunteer Dates:	From (mo/yr):	To (mo/yr.):	
Work Performed:					
Emergency Contact:					
Name:		Phone:		Relationship:	
Name:		Phone:		Relationship:	
Name:		Phone:		Relationship:	

Volunteer Interest:**What Type of Volunteer work would you like to do?**

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> CA – Civil Dept. | <input type="checkbox"/> CS – Administration | <input type="checkbox"/> CS – Library | <input type="checkbox"/> CS – Parks & Recreation |
| <input type="checkbox"/> CS – Sr. Centers | <input type="checkbox"/> EV – Code Enforcement | <input type="checkbox"/> EV – Downtown Group | <input type="checkbox"/> Fire |
| <input type="checkbox"/> CS - Handlebars Helpers | <input type="checkbox"/> HR – Administration | <input type="checkbox"/> Police | <input type="checkbox"/> PNT – Adopt-A-Road |
| <input type="checkbox"/> PNT – Mediation Program | <input type="checkbox"/> PNT – Neighborhood Watch | <input type="checkbox"/> PNT – Records | <input type="checkbox"/> PNT – Traffic Engineering |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Youth Corp. | <input type="checkbox"/> Other: | |

Please indicate the frequency of time you are available to volunteer:

- Once a week Twice a week
- Daily Other:

Please check volunteer type:

- One-Time Event (Mighty Mud Mania)
- Long Term
- Single Events (WM Phx Open)
- Other:

Times Available: (Please submit hours available to volunteer)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evenings							

Criminal Background Information:

ALL QUESTIONS MUST BE ANSWERED TRUTHFULLY AND COMPLETELY. "Crime" as used in this section means any and all felonies, misdemeanors and serious driving offenses, including but not limited to driving while under the influence of intoxicating liquor ("DUI") or drugs, extreme DUI, reckless driving, aggressive driving, racing/exhibition of speed, excessive (criminal) speed, leaving the scene of an accident, driving on a suspended, revoked or refused license, or any other driving offense that is a misdemeanor (i.e., possible penalty for conviction includes imprisonment or jail time). "Crime" does not include minor (civil) traffic offenses. *If you are not sure how to answer these questions, please ask for assistance.*

"Convicted" means that you have been found guilty or nolo contendere ("no contest") to a crime and/or have been sentenced for a crime, whether imprisoned, incarcerated, placed on probation, fined or received a suspended sentence.

Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI). *All agreements between the applicant and the City of Scottsdale for volunteer work will be subject to satisfactory review of any criminal convictions you may have.*

****NOTE:** A criminal conviction(s) does not constitute an automatic bar from volunteering. Factors considered in this regard include, but are not limited to, age at time of offense(s), the nature of the offense(s), and the relationship between the offense(s) and the assignment(s) for which you are seeking. **Your failure to make a full and accurate disclosure of any prior conviction(s), or to answer the questions above fully and accurately, will result in the rejection of any pending volunteer application or offer for city volunteer work, or dismissal of City volunteer assignment, as applicable.**

Question #1:

Have you ever been convicted of a crime in any domestic, foreign or military court, regardless of whether the conviction was later set aside or expunged?

Answer by writing "Yes" or "No" _____

Question #2:

Do you presently have any criminal charges pending in any court?

Answer by writing "Yes" or "No" _____

If you answered "Yes" to either of the questions above, please provide the following information:

Offense you were charged with	Was it a felony, misdemeanor or traffic charge?	Date Charged (month / year)	Jurisdiction	Conviction (ie: fine, jail time, trial pending, expunged, set aside, etc)

If an offense(s) has been set aside or expunged, please give date(s): _____

The City of Scottsdale reserves the right to conduct a full state and federal background check on volunteers. Please complete this section in its entirety. If you have questions please contact Human Resources.

Conditions of Volunteering:

I fully understand, acknowledge and agree to the following conditions:

The program is under no obligation to accept all interested volunteers. Any or all of the following will be required before placement in a volunteer assignment: (A) Fingerprinting, (B) Background Investigation, and/or (C) Substance Abuse Testing.

All statements made in this volunteer application are true and authorization is given to investigate all matters contained in this application. Any false statement or misrepresentation on this application will be cause for refusal of placement and immediate dismissal at any time during the period of my volunteer assignment.

Print Name

Signature

Date

Signature of Parent/Guardian (If volunteer is a minor)

Date

ANTI-DISCRIMINATION AND NON-HARASSMENT POLICY**SECTION I**

This section of the City's Anti-discrimination and Non-harassment Policy is intended to comply with federal statutes prohibiting discrimination in employment, as interpreted by the United States Supreme Court, and to inform employees of legally enforceable rights and requirements.

Purpose:

For the purpose of this policy, "employees" shall be defined to include employees, contract workers, and volunteers.

The purposes of this policy are:

- (a) To provide employees with a work environment free from unlawful discrimination, as provided by Title VII of the Civil Rights Act of 1964 and other state and federal laws;
- (b) To inform employees of prohibited acts and conduct, which constitute or contribute to unlawful discrimination or harassment; and
- (c) To provide employees with a complaint procedure, that will allow the City: (1) to promptly and thoroughly investigate alleged acts of discrimination and/or harassment; (2) to engage in preventative or corrective measures; and (3) to protect employees from retaliation for engaging in the complaint procedure.

Policies:

Title VII of the Civil Rights Act of 1964, as amended, and other state and federal laws prohibit discrimination in employment because of race, color, religion, sex (including gender and sexual harassment), age, national origin, and/or disability. All employees are responsible for ensuring that the workplace is free from conduct or activities which constitute or contribute to such discrimination or harassment.

Discrimination means any act by a City employee or employees which negatively affects the terms and conditions of employment of another employee, which is motivated by the race, color, religion, sex (including gender and sexual harassment), age, national origin or disability of the employee who is the subject of the action. Discrimination does not include employment or workplace concerns, that do not involve conduct prohibited by Title VII and state and federal laws. Discrimination may occur in work assignments, working conditions, job classification, disciplinary actions, promotions, salaries, performance reviews, interpretation or application of City rules.

Sexual Harassment is a form of prohibited sex discrimination. The following conduct, which constitutes sexual harassment or contributes to it, is prohibited:

- (1) Verbal or physical conduct that threatens or insinuates, either explicitly or implicitly, that the employee's submission to or rejection of sexual advances will in any way influence any decision, evaluation, duties, or any other condition regarding the employee's employment;
- (2) Unwelcome sexual advances, gestures, touches, requests for dates, or requests for sexual favors;
- (3) Unwelcome comments, remarks, or threats, including but not limited to comments about an individual's body, use of sexual words to describe an individual, offensive jokes, comments or compliments of a sexually suggestive nature, innuendoes, inappropriate terms of endearment such as "doll", "honey", "babe", "hunk", and the like;
- (4) Display of sexually suggestive objects, books, magazines, photos, pictures or cartoons.

Any violation of this policy may result in disciplinary action, up to and including dismissal. Violation of this policy may also result in the potential for individual as well as municipal liability.

Process:

Complaints relating to alleged incidents of unlawful discrimination or harassment, either personally experienced or observed by an employee, or reasonably believed to have been experienced by another employee, should be reported to the employee's supervisor. Complaints involving the employee's supervisor, or someone in the employee's direct line of supervision, or complaints that for any other reason the employee may feel uncomfortable bringing to his or her immediate supervisor, or someone in the employee's direct line of supervision, should be brought to the Employee Relations Officer and/or the Diversity and Dialogue Officer.

Any supervisor receiving a complaint must inform the Employee Relations Officer as soon as possible, in order to allow the City to investigate all complaints expeditiously and professionally. Appropriate corrective action will be taken. Information acquired in the course of an investigation will be accorded the highest degree of confidentiality permitted by the circumstances and by law.

Providing false information or refusing to provide information in respect to a complaint is prohibited and may subject an employee to disciplinary action.

Retaliation

Retaliation against employees for reporting unlawful harassment or other discrimination, or for assisting the City in investigation of a complaint, is against the law, and will not be

permitted. Retaliation includes, but is not limited to, unlawful discrimination or harassment as set forth above, refusing to recommend an employee for an opportunity for which he or she qualifies, spreading rumors about the employee, encouraging hostility from co-workers, or any other negative, tangible employment action done intentionally.

Any person who has taken any act of retaliation against another employee is subject to disciplinary action. Any instances of perceived retaliation must be reported to the Employee Relations Officer and/or the Diversity and Dialogue Officer.

SECTION II

This section of the City's Anti-discrimination and Non-harassment Policy is designed to address the general conduct of employees, contract workers and volunteers in the workplace. It addresses inappropriate behaviors in the workplace which, though not unlawful, violate our City values and may result in disciplinary action.*

Policies:

It is the policy of the City to treat its employees fairly, equitably and professionally, and to provide all employees the same respect and dignity that they are expected to share with every citizen, customer and co-worker. The City of Scottsdale is a values-based organization, which considers its employees as its most important resource. This section of the policy reflects a commitment to the City's values, particularly "Respect the Individual" and "Value Diversity". Inappropriate behavior includes but is not limited to the following conduct:

- (1) Employees should not engage in gossip about, defame another employee, or act in a manner that could negatively impact the workplace morale, service or productivity;
- (2) Employees should not engage in humor or bantering in the workplace that may intimidate, offend, embarrass, or demean another person;
- (3) Employees should not participate in a business decision if their judgment may be unduly affected by a personal relationship.

* This section of the policy does not create any independent legally enforceable rights, such as the ability to proceed before the EEOC, nor is it intended to form the basis of a civil or criminal action, or to create any contractual rights.

Process:

Complaints relating to violations of this section, either personally experienced or observed by an employee, or reasonably believed to have been experienced by another employee, should be reported to the employee's supervisor. Complaints involving the employee's supervisor, or someone in the employee's direct line of supervision, or complaints that for any other reason the employee may feel uncomfortable bringing to his or her immediate supervisor, or someone in the employee's direct line of supervision, should be brought to the Employee Relations Officer and/or the Diversity and Dialogue Officer.

Any violation of this policy may result in disciplinary action, up to and including dismissal. In addition, retaliation against any person who reports or otherwise complains about conduct of the type covered in this section, though perhaps not unlawful, is inappropriate and would conflict with our City values. Such retaliation may result in disciplinary action, up to and including dismissal.

I have read and understand the above policy.

Signature

Name (Please Print)

Date

Department

SUBSTANCE ABUSE POLICY

City of Scottsdale

Quality service to the citizens of Scottsdale and the use of illegal drugs and misuse of controlled substances (any drug or substance that has a potential for abuse and whose use, possession, or distribution is illegal or regulated by federal law under the Controlled Substances Act) or alcohol do not mix. The City of Scottsdale does not tolerate the use of illegal drugs or alcohol, or the misuse of controlled substances in the workplace. It is the intent of the City to maintain a drug and alcohol free workplace to keep City employees healthy, productive and free from injury. The use of illegal drugs and alcohol, and the misuse of controlled substances constitute threats to these objectives and pose potential serious risks to both employees and the City.

Every employee is required to abstain from the use of illegal drugs and alcohol, and the misuse of controlled substances in the workplace. Employees under the treatment of a physician are responsible for advising the physician of the kind of work done by the employee so that any medication prescribed will not negatively effect the employee's job performance, safety or the safety of others, including co-workers. The City may request that an employee provide the names and dosages of any medications being taken by the employee.

The City of Scottsdale, as a public employer, is concerned with the health and safety of both its citizens and employees. Accordingly, the following are prohibited in the workplace: (1) the use, sale, purchase, possession or manufacture of illegal drugs; (2) the misuse of controlled substances; (3) possession or use of alcoholic beverages in any form; (4) the presence of illegal drugs, unauthorized controlled substances or alcohol in an employee's system. Violations of these provisions will be the basis for disciplinary action up to and including termination.

The City adheres to a reasonable suspicion testing program, which applies to all employees. When reasonable suspicion exists, based upon observation, information or performance, that an employee is, has or may violate the substance abuse policy, the employee is required to submit to a test to determine whether an illegal drug, controlled substance or alcohol (individually or collectively "Required Test") has been used by the employee. **REFUSAL OF AN EMPLOYEE TO SUBMIT TO A REQUIRED TEST WILL RESULT IN THE TERMINATION OF THE EMPLOYEE.**

Positive results from a Required Test will be reviewed on a case by case basis and will result in appropriate disciplinary action, up to and including termination. When a review of the facts and circumstances of a case results in a determination of continued employment, the employee may be returned to duty subject to conditions, which may include return to duty and follow-up testing for the use of illegal drugs, controlled substances, or alcohol. Any employee who tests positive for illegal drugs, controlled substances or alcohol during a return to duty or follow-up test will be terminated.

In addition to this policy, police department employees are subject to additional policies as specified in current departmental General Orders. Commercial Driver's License holders are also subject, additionally, to the current policies and testing requirements mandated by the regulations of the United States Department of Transportation.

The City of Scottsdale encourages employees voluntarily to seek help ("self referral") through the City for referral, evaluation and treatment programs to resolve problems relating to the use or misuse of illegal drugs, alcohol or controlled substances. Self-referral will not relieve the employee of the responsibility for adequate job performance. Self-referral after notification of a Required Test will not eliminate the requirement to take such a test, nor will it preclude the taking of disciplinary action against an employee who fails a Required Test.

If you have questions about this policy, contact either your supervisor, or Gretchen Holt at 312-2402 or Human Resources at 312-2491.

I have read the policy, it has been explained to me and I understand the City of Scottsdale's substance abuse policy, which appears above and I also acknowledge that I have been given a copy of it. I understand that if I desire, I may also have a copy of other formats, including large print, Spanish, or audio in English or Spanish. It is my responsibility to request a different format.

Volunteer Name (printed)

Volunteer Signature

Date

CITY STAFF USE OF THE INTERNET

PURPOSE:

The City of Scottsdale provides limited access to resources available on the Internet to City staff for research on City projects and to facilitate communications with others regarding City issues and practices. This service is available, subject to supervisory approval, to all City employees and other authorized users. This Administrative Guideline sets the standards for appropriate behavior of a City of Scottsdale employee when accessing the Internet.

POLICIES:

1. City resources used to access the Internet may only be used for lawful purposes by City staff. Users should keep in mind that anything they post or send over the Internet will reflect upon the City's image because the City's Internet address will be sent with each transmission. Additionally, users must be aware that any communications they transmit can be re-sent or forwarded, intentionally or accidentally, by the recipient to other Internet users. City equipment and resources are intended for City business use only. Any questions regarding appropriate use of these resources should be directed to the employee's supervisor. The ultimate decision as to the acceptability of use will be made by the employee's supervisor, together with Human Resource Systems.
 - a) Examples of unacceptable use include, but are not limited to, the following when done knowingly or intentionally:
 - i) Using City time and resources for personal gain.
 - ii) Extensive use of City time and Internet resources for non-job related reasons, not approved by the employee's supervisor.
 - iii) Engaging in activity that wastes technology resources including bandwidth, file space, and printers.
 - iv) Sending or posting City confidential materials outside of the City, or posting City confidential materials within the City to non-authorized personnel.
 - v) Any activity that is in conflict with existing City values and policies.
 - b) E-mail and other electronic transmissions that are sent or received using City electronic resources are considered to be the property of the City of Scottsdale and are subject to review by City staff. Each employee is reminded that there is no individual right of privacy with regard to equipment usage, or communications generated or received.
2. Use of the City's electronic resources is monitored by designated City staff to ensure adherence to this Administrative Guideline. All Internet destinations are logged by the City's firewall security system. Authorized City staff reserve the right to interrupt activity that interferes with the performance of the City's computer systems or networks, or that conflicts with authorized use of City resources or equipment.

SANCTIONS:

Violations of this Administrative Guideline may result in revocation of these privileges, disciplinary actions pursuant to Chapter 14 of the Scottsdale Revised Code and possibly other legal consequences. A singular incident may be grounds for disciplinary action, up to and including dismissal.

7. Comply with all City Code provisions, including but not limited to Scottsdale Revised Code (“SRC”) Sections 14-132, relating to outside employment; 14-133, relating to political activity; and 14-135, relating to gifts and gratuities; and all administrative regulations and policies.
8. Perform the duties and responsibilities of their position in such a manner as to avoid even the appearance of misconduct or impropriety. (For example, would you be proud of your actions if you read about them in the newspaper?)
9. Use City funds, assets, property and equipment solely for City purposes, except for such limited personal uses as are expressly permitted, pursuant to the City Code or administrative regulations.
10. Maintain the confidentiality of information acquired in the performance of governmental duties and not disclose it for any unauthorized purpose, including but not limited to personal, professional or political benefit or gain. (For example: If you have access to personal information about your coworkers in a city database, that information should not be shared or otherwise used for unauthorized purposes.)
11. Promote and maintain a work environment free from discrimination.

Unacceptable Conduct

No City employee or contract worker shall:

1. Solicit gifts, gratuities, fees, services, discounts, purchases, entertainment, or other benefits or items of value for the performance of their City duties, or otherwise for personal benefit. SRC §14-135.
2. Accept discounts for meals, food, beverages, event admission, merchandise, services, or anything of value, when the reason for the discount is employment with, or providing services to the City of Scottsdale, or when such discounts are not available to the general public. (*Note: Discounts available to employees, as listed in the Employee Services section of the HR intranet site, in effect at the time that this AR was approved, are acceptable until December 31, 2006, at which time the City will no longer participate in such discount programs.*)
3. Accept monetary gratuities, tips, honoraria, or other payments for services rendered for performing city employment or official city duties, other than compensation from the City or that which is otherwise provided for by law or city policy. SRC §14-135. (For example: Financial awards from a professional organization for being a speaker are not acceptable.)¹
4. Accept any gifts, gratuities, fees, services, purchases, entertainment, or other personal benefit or items of value, if the acceptance could reasonably be construed as an attempt to exert improper influence on any municipal decision or action, or as a reward for any official action, including those related to hiring, appointment or promotion. SRC §14-135.²
5. Solicit City employees for non-work related products and services on behalf of outside vendors during regular work hours. Solicitation for charitable, non-profit fund raising events are permissible only with the prior approval by the department General Manager, or equivalent position, and shall not disrupt or negatively impact normal business activities.

¹ Scottsdale Revised Code Section 14-135 provides that certain items “reflect legitimate public duties or purposes, or are otherwise not considered gifts to an employee or officer for personal benefit that must be declared in writing” (see fn. 2, below). These items include: “(f)(1) Admission to events which are sponsored in whole or in part by the city, if furnished by the city or sponsor(s) of such events; (2) Reasonable hosting, including meals and refreshments, travel, and related expenses, furnished in connection with official speaking engagements, ceremonies or other work-related appearances on behalf of the city, when public or civic purposes are served; (3) Gifts of goodwill or other tokens of appreciation accepted on behalf of the city, or in the case of food, accepted and shared with others in the workplace; (4) Items received and donated to a charitable organization”.

² Scottsdale Revised Code Section 14-135 provides that if after considering the ethical standards set forth in the section a gift or personal benefit is acceptable and is in excess of twenty-five dollars (\$25) in value, it must be declared in writing with the city clerk’s office within five (5) business days of acceptance. Forms for reporting the receipt of acceptable gifts are available at the city clerk’s office.

6. Engage in political activities, in violation of the provisions of Scottsdale Revised Code Section 14-133, which provides, in part, that employees may exercise their rights as a citizen to vote and to express opinions as an individual citizen, but may not use their City position for political purposes.
7. Engage in conduct, either during or outside of regular duty hours, which is of such a nature that causes or may cause discredit to the City. SRC §14-72(22).
8. Use City resources not available to the public in general, such as City staff time, funds, equipment, supplies or facilities, for private or personal gain or purposes. (For example: Use of City equipment, materials or time to start or operate your own business.)
9. Participate in the consideration, award or administration of any contract, or in a City business decision, when to do so constitutes a conflict of interest. (For example: Allowing personal relationships to influence City business decisions or actions.)
10. Knowingly allow themselves, their uniforms, equipment or other indicia of City employment to be used to promote any commercial activity. This prohibition does not apply to the filming, photographing or otherwise capturing the likeness of City employees or contract workers, while engaged in their normal working activities by the news media, or during activities presented or sponsored by the City that are open to the public.
11. Engage in City business related issues that involve a member of the employee's or contract worker's family, or with which the City employee or contract worker has a business or personal relationship, unless permitted by law or City policy, even if the profit or gain is non-monetary in nature.
12. Engage in outside employment, including self-employment or family businesses when to do so conflicts with City duties and/or responsibilities, or is otherwise in conflict with City or departmental (e.g. police and fire department) policies relating to outside employment. All outside employment is subject to the prior written approval of the employee's supervisor or director. SRC §14-132, AR 350.
13. Engage in prohibited acts and conduct that constitute or contribute to discrimination. (For example: Serving on a selection panel and influencing disparate treatment of candidates.)

Sec. 3 Responsibilities

All City employees and contract workers are responsible for complying with this Administrative Regulation. In addition, all employees and contract workers who have experienced, observed or have knowledge of a violation of this Administrative Regulation are required to report the violation to the General Manager for Human Resources, or the General Manager's designee. Complaints regarding any member of the Human Resources department will be filed with the office of the City Attorney. Investigative reports for all complaints will be reviewed by both the General Manager for Human Resources and the office of the City Attorney.

City of Scottsdale supervisors and managers are expected to role model behaviors that uphold excellence in personal and professional conduct. Additionally, all City managers and supervisors, with the advice and assistance of the office of the General Manager for Human Resources, are responsible for enforcing this Administrative Regulation.

Staff members, who believe that they may have a conflict of interest in regard to a City business matter should consult with the City Attorney's Office, which will evaluate the facts and provide guidance on the issue.

Sec. 4 Program/Process Controls

Employees in violation of this Administrative Regulation will be subject to disciplinary action up to and including termination.

Sec. 5 Procedures

Disclosure Procedure

Any employee who is or may be called upon to participate in a decision-making process, in which the employee's participation would constitute a conflict of interest, or the appearance of a conflict of interest, or impropriety, must immediately notify his or her supervisor. If a conflict of interest exists, the law requires that the affected employee remove himself or herself from the decision-making process and not participate in the decision, or attempt to influence it in any way. The City Attorney's Office should be called upon, as necessary, to assist in determining whether the specific facts constitute a conflict of interest.

Complaint Procedure

An employee or contract worker who has experienced, observed or has knowledge of a violation of this Administrative Regulation must report it to the Human Resources General Manager, or designee. If the violation is by any member of Human Resources department it should be reported to the office of the City Attorney. Information relating to the violation must be formally reported in writing on an Ethics Complaint Form that is available on the City's intranet site (Forms/Human Resources), and at Human Resources and the City Attorney's Office. Following investigation of a formal complaint, corrective action or discipline, as appropriate, will be taken. An employee receiving discipline for a violation of this AR will be afforded such rights of appeal as are provided by the City Code, which may include an appeal to the City of Scottsdale Personnel Board. Information acquired in the course of an ethics investigation will be accorded the highest degree of confidentiality permitted by the circumstances and by law.

Retaliation against any person who reports and/or participates in the investigation of a violation of this Administrative Regulation is prohibited. Retaliation includes, but is not limited to, unlawful discrimination, refusing to recommend an employee for an opportunity for which he or she qualifies, spreading rumors about the employee, encouraging hostility from co-workers, or any other negative, tangible employment action done intentionally. An employee engaging in retaliation will be subject to disciplinary action, up to and including dismissal.

False or misleading complaints

If after reviewing the ethics complaint and investigation it is determined that the complaint has been filed in bad faith, or the purpose of harassment, or that false or malicious information has intentionally been provided, the complaining party will be subject to disciplinary action. A person who engages in such conduct may also be subject to civil liability for, among other possible causes of action, defamation. An employee or contract worker who seeks to take civil action regarding any such complaint shall do so at his or her expense.

Sec. 6 Definitions/Glossary

City employee: All individuals employed by the City, including full-time, regular employees (both classified and unclassified); part-time, regular employees; part-time, temporary employees; temporary employees; job share employees.

City property: Any City owned, leased or controlled property, such as office buildings, parks, preserve areas, and other areas in which the employee may be required to conduct work.

City equipment: Any City owned, leased or controlled equipment such as vehicles, heavy equipment trucks, mechanical and power devices, hand tools, computers, electronic communication, business machines, etc.

Conflict of interest: A condition that exists when an employee or contract worker is called upon to participate in or make a decision that may affect the financial or property interests of the employee, or a close relative of the employee, or as otherwise provided by Arizona law.

Contract worker: An individual, who is employed by an outside agency, rather than the City, who provides services to the City, pursuant to a contract between the agency and the City.



Fire Department

8401 E. Indian School Road
Scottsdale, AZ 85251

PHONE 480-312-8000
FAX 480-312-1887
WEB www.ScottsdaleFD.com

City of Scottsdale Ethical Standards

I, _____, have read and agree to abide by the City of
Print your full name

Scottsdale Ethical Standards Administrative Regulation #320.

Signature

Date

How to Obtain a Copy of Your Uncertified Driving Record

Please go to the link below to obtain an uncertified copy of your driving record. Please send the information to me within 10 working days. You may email it to pangelini@scottsdaleaz.gov or drop it off at Fire Dept. Headquarters which is located at 8401 E. Indian School Road.

Thank you.

<https://servicearizona.com/webapp/citizenMVR/>

