

CODE OF ETHICS
GREENE COUNTY 911
Sept. 25, 2007

Section 1. Definitions.

- (1) "911" means Greene County 911, which includes all boards, committees and employees.
- (2) "Board Members and employees" includes all members of the Greene County 911 Board of Directors and all full-time and part-time employees of Greene County 911.
- (3) "Personal interest" means, for the purpose 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, 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 that interest, before the exercise of the discretion when possible. 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. Acceptance of gifts and other things of value.

A board member or employee, or a board member's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the county:

- (1) For the performance of an act, or refraining from performance of an act, that he or she would be expected to perform, or refrain from performing, in the regular course of his duties; or
- (2) That a reasonable person would understand was intended to influence the vote, official action or judgment of the board member or employee in executing 911 business.

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It shall not be considered a violation of this policy for a board member or employee to receive entertainment, food, refreshments, meals, favors, health screenings, amenities, foodstuffs or beverages valued at \$100 or less per occasion or occurrence from any individual, partnership, corporation, business or entity provided same is not intended to adversely affect the judgment or decision making of such board member or employee as it relates to the conduct of 911 business. However, the acceptance of any entertainment, food, etc. above described shall be limited to two occasions or occurrences from any individual or any related concern in any one calendar year.

Section 5. Ethics Complaints.

A Greene County 911 Ethics Committee (the "Ethics Committee") consisting of three 911 board members shall be appointed by the Chairman of the Board with confirmation by the entire 911 Board of Directors. 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 911 office, 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 should 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 Ethics Committee shall investigate any credible complaint against a 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 Greene County 911 Attorney for legal opinion and/or recommendations for action;
- (2) in the case of a board member, refer the matter to the Greene County 911 Attorney for legal opinion and/or recommendations for action;
- (3) in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;
- (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution;

(5) find the ethical complaint is without merit and take no further action;

Any action or decision by the Ethics Committee is subject to review by the full Greene County 911 Board. Said review must occur at a regularly scheduled meeting of the Greene County 911 Board and said review must occur within ninety (90) days of any formal action of the Ethics Committee. The Greene County 911 Board of Directors may affirm, modify or reverse any action of the Ethics Committee by roll call vote and such action shall be recorded in the minutes the meeting.

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, the violation shall be dealt with as a violation of the personnel provisions rather than as a violation of this Code of Ethics.

Section 6. Liability and Workers' Compensation Issues.

Generally, all issues concerning county government and functions of county government are open to the public. However, as part of its governing function, Greene County 911 is called upon to defend liability, workers' compensation and other cases filed against Greene County 911 or filed on behalf of Greene County 911. In those instances, when the general public is not necessarily privy to the particular facts and circumstances of each case, the Greene County 911 Board of Directors generally, are entitled to knowledge and information about pending litigation and actual litigation involving Greene County 911. In these cases, the Board of Directors or any Committee of the Board will address these issues in closed session.

From: "Greene County 911" <gre911@embarqmail.com>
To: <Anne.F.Turner@state.tn.us>
Date: 9/25/2007 1:08 PM
Subject: Greene County 911 Ethics Policy
Attachments: ethics policy.doc

Anne,

Here is a copy of the Greene County Emergency Communications District (911) ethics policy, approved by our Board of Directors today, Sept. 25, 2007. I hope this meets your approval and satisfies our requirement to have on file with the State of Tennessee Ethics Commission, an ethics policy. If you have any questions, please call me at 423-638-8663 or email me at gre911@embarqmail.com.

Thank you,

Jerry Bird, Greene County 911 Director