

# Town of Enfield Code of Ethics

**Policy Statement** - Pursuant to the provisions of section eight-hundred six of the General Municipal Law, the Town Board of the Town of Enfield recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the Town of Enfield. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Enfield. The rules of ethical conduct of this resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen of the General Municipal Law or 'any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

**Definitions** - For the purpose of the Town of Enfield's Code of Ethics, the following terms shall have the meanings indicated:

- **Officer or Employee** - means an officer or employee of the Town of Enfield, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a chief engineer or assistant chief engineer.
- **Interest** - means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

**Standards of Conduct** - Every officer or employee of the Town of Enfield shall be subject to and abide by the following standards of conduct:

- **Gifts** - An officer or employee may not directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five dollars (\$75.00 or more) whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part. [General Municipal Law, Section 805-a (1)]
- **Confidential information.** He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest. [General Municipal Law, Section 805-a (1)]
- **Business before the Town or one's own department** - An officer or employee may not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee. [General Municipal Law, Section 805-a (1)]
- **Representation before the Town for a contingent fee** - An officer or employee may not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered. [General Municipal Law, Section 805-a (1)]

- **Disclosure of interest in legislation** - Except for the statutory exceptions listed in General Municipal Law § 802(2), all Town officers and employees, who have, will have, or later acquire any interest in (or whose spouse or other family member has, will have, or later acquires any interest in) any actual or proposed contract, purchase agreement, lease agreement, or other agreement, whether written or oral, with the Town (or any consortium or intermunicipal agency that the Town is a member of, or in which the Town is a participating party) shall publicly disclose the nature and extent of such interest in writing to his or her immediate supervisor and to the Town Board as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of, and set forth in, the official minutes of the Town board proceeding.
- **Investments which conflict with official duties** - An officer or employee may not invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction, which creates a conflict with his official duties. [General Municipal Law, Section 806]
- **Private employment** - An officer or employee may not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.
- **Future representation before the Town** - An officer or employee may not, after the termination of service or employment with such municipality, appear before any board or agency of the Town of Enfield in relation to any case, proceeding or application in which he personally participated during the period of his service or employment or which was under his active consideration. [General Municipal Law, Section 806]

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against Town of Enfield, or any agency thereof on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

**Distribution of Code of Ethics** - The Town Supervisor of the Town of Enfield shall cause a copy of this code of ethics to be distributed to every officer and employee of the Town of Enfield within sixty (60) days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

In addition to any penalty contained in other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

This Code of Ethics to be effective November 1, 1970  
Amended January 11, 2012