

Stratmoor Hills Fire Protection District Policy

Number: D-16

Date Issued: March 20, 2019

Revised:

Date Effective: April 17, 2019

Subject: Career Employees and Volunteer/Recruit Members Fund-Raising

Purpose: The Stratmoor Hills Fire Protection District and the Stratmoor Hills Fire Department (collectively referred to as the “District”) fully support its Career and Volunteer staff participation in fund-raising for worthwhile, bona-fide charitable purposes.

The following provides a basis for raising funds to be donated to ensure proper permission to participate in the activity and permission to use District Property – including, but not limited to, the Fire Station & surrounding grounds, apparatus, bunker gear or any other property belonging to the District and the Donation of Funds.

Section 1. Permissions:

- 1.1 While on duty, Career employees and Volunteer staff may only participate in charitable fund-raising endeavors with the written permission of the Fire Chief.
- 1.2 Career Employees and/or Volunteer staff, regardless of their duty status, may use District property and equipment for fund-raising purposes in the name of the District only with the prior permission of the Fire Chief. Career Employees and Volunteer staff shall submit a written request to engage in fund-raising and will describe all the District’s equipment and property to be used, who will participate, a full explanation of the purpose of the fund raising, where the funds will be sent etc. The written request must be submitted and approved No Later Than, (NLT), fourteen (14) days prior to the event.

Section 2. Procedures:

- 2.1 On duty staff, career or volunteer, can only conduct fund raising activities that directly benefit the Fire Department.
- 2.2 In - service assigned apparatus can only be used for fundraising events that directly benefit the Fire Department

- 2.3 Fire academy candidates should only participate in activities that directly benefit the department. Fire academy candidates are expected to focus on the academy and not fundraising events.

Section 3. Donation of Funds:

- 3.1 Any funds raised by the District's Career Employees and/or Volunteer staff either through the use of District property or equipment, or through the Career Employees' and Volunteer's staff display or claim of affiliation with the District, shall be donated to the charitable organization at issue in the name of the Department only.
- 3.2 The Fire Chief shall have final authority over any issues related to fund-raising on District property, fund-raising involving the use of the District's other property or equipment, fund-raising by Career Employees and volunteer's while in a duty status, or fund-raising in which Career Employees and volunteer's display an affiliation with the District during fund-raising.

Section 4. District point of contact for the Charity:

- 4.1 The Fire Chief, and/or his/her designee, will serve as the point of contact for the Charity organization and for our employees and volunteer's in all aspects of the fund-raising endeavors.

Section 5. Violation of this policy:

- 5.1 Any violation of this policy will be considered insubordination and is subject to Disciplinary Action up to and including dismissal from the department and termination of employment.