



FCM 004-2015

**FIRE CHIEF MEMORANDUM**

**DATE:** January 7, 2016

**TO:** All Members

**THROUGH:** Eric C. Tade, Chief of Department *ECT*  
Todd A. Bower, Deputy Chief of Department *TAB*

**FROM:** Desmond Fulton, Division Chief, Administration *DF*

**SUBJECT: OUTSIDE EMPLOYMENT OR BUSINESS REPORTING FOR 2016**

All members are directed to review Department Directive 115.03, *Off-Duty Employment* dated December 1, 2006. The City Ethics Board has directed that all City employees engaged in an outside business or employment submit a report of that activity to their agency in January of each year. Employees not engaged in outside business or employment do not need to fill out the form.

All members now employed or intending to be employed in work outside of Fire Department duties in 2016 are reminded of the following:

- Members are required to submit an ‘*Outside Employment/Personal Business Activity*’ form to the Department prior to engaging in that activity. The form is available on the Department Website under *Downloadable Department Forms/Human Resources Bureau/General Use Forms – (open file with Chrome)*. **Please be sure to have your Assistant Chief (if in Suppression), Division Chief (if in Support), or Supervisor (if CSA) review and sign your Outside Employment form prior to sending to the Deputy Chief’s Office.**
- “No officer, official, or employee shall use his her public office or position or disclose or use confidential information in order to obtain private gain for himself or herself, for his or her immediate family, for any business entity with which he or she is affiliated, or for any person or entity with whom the officer, official or employee is negotiating or has any arrangement concerning prospective employment.”
- The conflict of interest section of the Denver Code of Ethics prohibits taking direct official action if the City employees, officers or officials have a substantial conflict of interest which involves their business associates or their employers, and prohibits a conflict that involves the City officers, officials or employees themselves or their immediate family members.

An employee's request for approval of outside employment will be reviewed by the Chief's designee for compliance with the City Code of Ethics. In some cases, an employee may be asked to provide detailed information from the employer regarding the employee's duties before the outside employment is approved.

Attachment: 2016 Outside Business or Employment Request, with Portion of Denver Code of Ethics

:kfc/H/FCM/2016/004 Outside Employment or Business Reporting for 2016

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)