



FCM 059-2016

FIRE CHIEF MEMORANDUM

DATE: June 7, 2016
TO: All Members
THROUGH: Eric C. Tade, Chief of the Department *ECT*
Todd A. Bower, Deputy Chief of the Department *ECT for TAB*
FROM: Desmond G. Fulton, Division Chief, Administration *DGF*
SUBJECT: **FINANCIAL DISCLOSURE AND REPORTING FOR CALENDAR YEAR 2015**

In accordance with Chapter 2 - Administration, Article V, Financial Disclosure of the Revised Municipal Code of the City and County of Denver, every City employee must complete a Financial Disclosure Statement each year.

All Supervisors are responsible for ensuring that all employees complete the **Employee Financial Disclosure Statement** and submit the form – **with Supervisor's signature** - to Kim Coleman at Headquarters (Deputy Chief's mailbox). The form is located on the DFD Home Web Page under *Downloadable Forms / Human Resources Bureau / Financial Disclosures*. The completion of the required disclosure statement can be accomplished in two ways: 1) Complete and print out the form, or 2) Print out and manually complete the form. If the House Captain is not available, another officer will be responsible for ensuring that the process is completed as quickly as possible.

All members are required to list "City property parking" in part "3" of the form. This disclosure applies to all suppression and support members where any "free" parking is available on City property, whether the member makes use of that parking or not. It also applies if a member "shares" a parking space with other members as a result of carpooling, scheduled use of parking spaces, etc. **(CSA members who no longer have parking at HQ may indicate "none" for the parking portion of this section.)**

Free or "comp" tickets to events must also be reported (i.e., tickets to sporting or other events from January 1, 2015 through December 31, 2015).

Completed forms **with Supervisor signature** are to be returned to Kim Coleman in the Deputy Chief's Office no later than **Friday, July 29, 2016**.

Attachment: Employee Financial Disclosure Statement (on DFD Web in 2016 FCM Attachments or DFD Web Downloadable Forms)

:kfc/H/FCM/2016/059-2016 Financial Disclosure and Reporting for Calendar Year 2015

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.
DISTRIBUTION: Suppression and Support Services (*electronic*)