STATE OF CONNECTICUT

COMMISSION ON FIRE PREVENTION AND CONTROL
OFFICE OF STATE FIRE ADMINISTRATION

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Jeffery J. Morrissette
State Fire Administrator

MEMORANDUM

To: Vendors Conducting Business with the Commission on Fire Prevention & Control / Connecticut Fire Academy

From: Jeffrey J. Morrissette
State Fire Administrator

Subject: State Ethics Policy

Date: July 1, 2005

Employees of Commission on Fire Prevention and Control are a dedicated group of caring individuals. Many of us remain active as fire and emergency service professionals throughout our state. We continually strive to provide excellent customer service while operating within the bounds of agency as well as state regulations, policies and procedures.

As you are undoubtedly aware, one specific area of state government that has drawn a lot of attention the past few years relates to ethics. Agency employees, both full and part-time, are subject to the state <u>Code of Ethics for Public Officials and State Employees</u>. While the state ethics code does not prohibit gifts to state employees altogether, the intent of the Code is clear. State employees should not just avoid impropriety, but even the mere appearance of impropriety, and should forego accepting gifts from those who do business with the state, or seek to do business, with the employee's agency. Vendors and prospective vendors are also prohibited from knowingly giving gifts to state employees in violation of CGS Sec. 1-84(m).

As agency head, my request to you is no matter how well-intentioned or appreciative you may be of an employee's assistance, please refrain from offering our employees a gift of any kind, including but not limited to, meals and beverages. Offering a gift places employees in a rather uncomfortable position of having to decline the gift or ascertain its monetary value and consult with an attorney and/or the state Ethics Commission.

Your assistance is greatly appreciated in this matter.