



# GIFTS AND POLITICAL ACTIVITY

**INDEX CODE: 303**  
**EFFECTIVE DATE: 12-01-13**

---

Contents:

- I. Gifts and Gratuities
- II. Political Activity
- III. Cancellation

## I. GIFTS AND GRATUITIES

1. Field Enforcement Division employees shall remain strictly impartial in any matters of an official capacity. They shall refrain from becoming indebted or beholden to anyone, and will refuse any gift, gratuity, favor of any value whatsoever, when offered in a manner, which may compromise his/her official position.
2. Examples of prohibited gratuities include, but are not limited to, free meals, drinks, transportation, or admission to entertainment not of official purposes. FED employees shall be subject to dismissal or other disciplinary action for violations of these rules, as **no exceptions** to these rules exist.
3. Employees who are offered bribes to perform illegal acts or omit a legally obligated function shall hold the matter in abeyance and notify their immediate supervisor of the event immediately.

## II. POLITICAL ACTIVITY

1. Employees may not solicit votes or contributions for any prize contest, nor engage in the sale of tickets or the solicitation of advertisements or business of any nature while representing themselves as employees of the division.
2. Employees will not authorize the use of their names, photographs, issued vehicles or equipment, official titles, which identify them as an employee of the Comptroller's Office in connection with the endorsement of political candidates. Employees are prohibited from engaging in political activities while on duty.

## III. CANCELLATION: None.



---

Jeffrey A. Kelly, Director