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July 5, 2007

Tennessee Ethics Commission  
SunTrust Bank Building  
201 4<sup>th</sup> Avenue N., 18<sup>th</sup> Floor  
Nashville, TN 37219

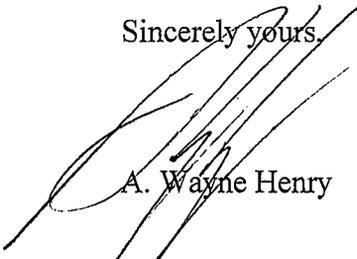
Dear Sir or Madam:

Please find enclosed on behalf of the Loudon County Emergency Communications District, the Code of Ethics as adopted by said Emergency Communications District on July 3, 2007. A copy of the Resolution adopting said code of ethics is also enclosed for your information.

Our procedure in adopting this specific ethics policy is pursuant to the recommendation of the Emergency Communications Board of the State of Tennessee.

Let us know if you have any questions about this matter.

Sincerely yours,

  
A. Wayne Henry

AWH:ckc  
Enclosures  
cc: LCECD

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ETHICS COMMISSION

## **CODE OF ETHICS**

### **LOUDON COUNTY EMERGENCY COMMUNICATIONS DISTRICT**

#### **Section 1. Definitions.**

(1) "District" means Loudon County Emergency Communications District, which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the District.

(2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commissions, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the District.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

**Section 2. Disclosure of personal interest in voting matters.** An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

**Section 3. Disclosure of personal interest in non-voting matters.** An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure form and file the disclosure form with the Board Secretary. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

**Section 4. Acceptance of gifts and other things of value.** An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District:

(1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or

(2) That a reasonable person would understand was intended to influence the vote, official action, or judgment of the official or employee in executing district business.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of emergency communications districts or by an umbrella or affiliate organization of such statewide association of emergency communications officials.

**Section 5. Ethics Complaints.** A Board Ethics Committee (the "Ethics Committee") consisting of three members shall be appointed to one-year terms by the Board Chair. The Ethics Committee shall convene as soon as practicable after their appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the county clerk, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be in writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.

The Board Ethics Committee shall investigate any credible complaint against an official or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall recuse himself or herself from all proceedings involving such complaint.

The Committee may:

- (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
- (2) in the case of an official, refer the matter to the district for possible public censure if the district finds such action warranted;
- (3) in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;
- (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution;

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

**Section 6. Applicable State Laws.** In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of district officials and employees in the performance of their duties. Officials and employees should familiarize themselves with the state laws applicable to their office or position and the performance of their duties. To the extent that an issue is addressed by state law (law of general application, public law of local application, local option law, or private act), the provisions of that state law, to the extent they are more restrictive, shall control.

**RESOLUTION NO. \_\_\_\_\_**

**TO ADOPT A CODE OF ETHICS FOR OFFICIALS AND EMPLOYEES  
OF LOUDON COUNTY EMERGENCY COMMUNICATIONS DISTRICT**

WHEREAS, Section 49 of the Comprehensive Governmental Ethics Reform Act of 2006, 2006 Public Chapter 1 (1<sup>st</sup> Ex. Sess.), (the "Ethics Reform Act") requires county legislative and other similar bodies to adopt certain ethical standards by resolution on or before June 30, 2007; and

WHEREAS, the County Technical Assistance Service (CTAS) is directed to prepare and disseminate a model of ethical standards which may be adopted by counties in compliance with the Ethics Reform Act; and

WHEREAS, Loudon County Emergency Communications District desires to adopt the CTAS model of ethical standards as the Code of Ethics for Loudon County Emergency Communications District.

3<sup>rd</sup> NOW THEREFORE, BE IT RESOLVED by the Board in regular session at Lenoir City, Tennessee, on this day of July, 2007, that:

SECTION 1. The model of ethical standards developed by CTAS and attached to this resolution is hereby adopted as the Code of Ethics for Loudon County Emergency Communications District.

SECTION 2. Upon approval of this resolution, the Board Secretary is directed to:

(a) Mail a copy of this resolution to the State Ethics Commission; and

(b) Mail a copy of this resolution and the attached Code of Ethics to the County Court Clerk for Loudon County and the members of the Board of the District and its employees.

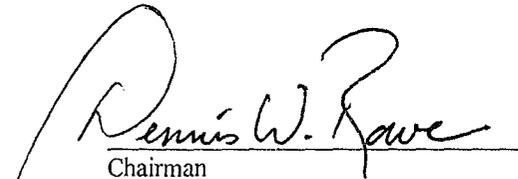
(c) Post a copy of the Code of Ethics on each public bulletin board in the District office.

SECTION 3. This resolution shall take effect upon its passage and approval, the public welfare requiring it.

ADOPTED this 3<sup>rd</sup> day of July, 2007.

APPROVED:

ATTEST:

  
Chairman

  
Secretary