

Use of Town Resources for Personal Gain

According to Town Code Section 15-4, no municipal officer or employee shall use their municipal position or official powers and duties to secure a financial or material benefit for their self, a relative, or any private organization in which they are deemed to have an interest. The following items describe this in further detail:

- A. Use of Town Time, Facilities, Resources:** No Town officer or employee shall use or authorize the use of Town time, facilities, supplies, inventory, materials, tools, machinery, equipment or other resources for private gain or advantage to their self or any other private person or group; provided, however, that this prohibition shall not apply when the Town Board has authorized the use of such resources of the Town, and the Town is paid at such rates as are normally and customarily charged by private sources for comparable services.
- B. Use of Information:** Employees may not disclose any information obtained in their employment that is made confidential under state or federal law except as authorized by law. Furthermore, employees may not use or disclose information obtained in their employment for financial gain for themselves or any other person or entity.
- C. Use of Position:** No Town officer or employee shall make or attempt to make private purchases in the name of the Town, nor otherwise use or attempt to use status as a Town employee to secure unwarranted privileges or exemptions.

Violations of these rules will result in disciplinary actions pursuant to New York State Civil Service Law as well as any relevant collective bargaining agreements.