



PINION PINE FIRE DISTRICT

STANDARD OPERATION PROCEDURE

**Policy Title: Private solicitation
to Department Personnel**

**Policy Number:
225:10**

**Created:
8/2024**

Section: Admin

Revised:

Purpose: The purpose of this SOP is to establish clear guidelines prohibiting private solicitation by external individuals or organizations directed at employees of the Pinion Pine Fire Department. This SOP aims to protect employees from unwanted solicitations, maintain a focused work environment, and ensure that departmental resources are used appropriately.

Scope: 2. Scope

This SOP applies to all employees and volunteers within the Pinion Pine Fire Department and all external individuals or organizations seeking to engage in private solicitation activities.

3. Definitions

- **Private Solicitation:** The act of promoting or requesting support for personal, commercial, charitable, or other non-departmental initiatives.
- **External Sources:** Individuals, organizations, businesses, or any other entities that are not part of the Pinion Pine Fire Department.
- **Work Hours:** The period during which an employee is officially on duty.
- **Work Resources:** Includes, but is not limited to, department email, phone systems, office space, computers, and any other materials provided by the department for official use.

4. Policy Statement

Private solicitation by outside sources to department employees is strictly prohibited within the Pinion Pine Fire Department during work hours or using department resources. This policy ensures that the work environment remains professional, focused, and free from external pressures or distractions.

5. Prohibited Activities

1. **Direct Solicitation:**
 - External sources are not permitted to solicit department employees for any purpose, including but not limited to commercial sales, fundraising, or promotional activities, during work hours or on department premises.
 - Solicitation through any department resources, including email, phone, or physical materials, is strictly prohibited.
2. **Indirect Solicitation:**
 - Department employees are prohibited from facilitating or encouraging solicitation on behalf of external sources within the department.