

## INSTRUCTIONS FOR DISCLOSURE AS REQUIRED BY § 20(f)

### PART-TIME, CALL OR VOLUNTEER SERVICES TO A POLICE, FIRE, RESCUE OR AMBULANCE DEPARTMENT

#### WHEN TO USE THE § 20(f) DISCLOSURE FORM

You are a **municipal employee** and you seek an exemption under **G.L. c. 268A, § 20(f)** so you can be compensated for **providing personal services in a part-time, call or volunteer capacity with the police, fire, rescue or ambulance department** in your **city, town or fire district**. If you will provide these services to a city, you can be eligible for a § 20(f) exemption only if the **city has a population of fewer than thirty-five thousand inhabitants**.

#### FILING THE § 20(f) DISCLOSURE

1. In the disclosure, enter information about your **municipal employee position** at the top of the form.
2. Next, enter information about the **police, fire, rescue or ambulance department** that you serve.
3. If you serve a **police, fire, rescue or ambulance department in a City**, certify that the City has **fewer than 35,000 inhabitants** as determined by the **most recent United States census**.
4. Indicate whether you will provide services on a **part-time, call or volunteer** basis.
5. Describe the services you will provide to the **police, fire, rescue or ambulance department**.
6. The **head of the agency** that will pay you to provide part-time, call or volunteer services must make a **written certification** that no employee of the agency is available to perform such services as part of his regular duties.
7. The **city council, board of selectmen, board of aldermen or district prudential committee** must **approve the exemption**.
8. **File** the disclosure with the **clerk of the city, town or fire district**.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at [requestadvice@massmail.state.ma.us](mailto:requestadvice@massmail.state.ma.us).