FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: 1 SOP: 1109

SECTION: 1100 PERSONNEL

SUBJECT: Rules of Conduct

1. All members shall familiarize themselves with, and be obedient to the laws, policies, rules and regulations, standard operation procedures and orders affecting the operations of the Felton Fire Protection District.
2. All members shall attend all fires, alarms and training to which they are able, and exert their greatest energy and best ability to perform their full duty.
3. All members shall keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without permission of their superior officer.
4. Members shall report to the officer in charge the loss or finding of any fire district badge, identification card, book or equipment.
5. All members shall exercise precautionary measures to avoid injury to themselves and others in the performance of duty.
6. All members shall practice economy in the use of supplies and metered services and see that waste is avoided.
7. All members shall exercise precautionary measures to avoid unnecessary damage to, or loss of fire district property.
8. All members shall accord obedience, respect and courtesy to superior officers and those persons performing the duty of a higher rank.
9. All members shall be courteous and respectful in their dealings with the public.
10. All members shall immediately report to the officer in charge an accident, injury or sickness occurring to themselves while on duty, no matter how trivial.
11. All members shall keep persons, uniforms and Personal Protective Equipment in a neat and clean condition. Persistence in uncleanliness or offensive habits will be just cause for disciplinary action.
12. All members must participate in drills and other district training activities, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties and perform such other work as may be required.
13. Outside of the fire district, no member shall make derogatory statements or adversely criticize Felton Fire Protection District policy or activities of other members or officers.
14. Official matters of the fire district will be handled through the chain of command.
15. No member shall solicit or accept the personal or financial aid of any subordinate to promote his/her private interest or those of any superior officer.
16. No member shall, as a member of the fire district, or by using the uniform, badge or prestige of the district, attempt to influence the vote of any person for or against any candidate for public office.
17. No solicitations, speeches, distribution, posting or display of campaign literature for or against any proposition or candidate for public office, shall be permitted on the fire district property.
18. Members shall avoid loud or boisterous language and/or arguments in the fire station.
19. In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act tending to bring reproach or discredit upon the Felton Fire Protection District or its members.
20. No member shall conduct him/herself in such a manner, or be party to any act, which would tend to impair the good order and the discipline of the fire district.
21. Members shall not use obscene, uncivil or boisterous language at fires, in the station, or while engaged in activities where the fire district is represented. Engagement in altercations is prohibited.
22. No member shall be party to malicious gossip, report or activity which would tend to disrupt district morale, or bring discredit to the district or any member thereof.
23. Members are expressly forbidden to engage in boisterous conduct, “horseplay”, or similar activities not occasioned by the requirement of their duty and which may result in injury or illness to anyone.
24. Members of the fire district shall not fail, neglect or refuse to pay their just debts.
25. Members shall be punctual and on time to training exercises and any other fire district related activities.
26. Members shall not manifest inefficiency or indifference in the performance of their duties.
27. Members shall not engage in any wrongful act or injurious exercise or authority.
28. No member shall willfully disobey any lawful order issued by any superior officer, nor shall he/she speak disrespectfully of or to any superior officer or any other member of the fire district.
29. Every member shall wear such protective clothing as is required when engaging in fire fighting or other operations.
30. Members shall not sell, loan, give away or appropriate for non authorized use, any fire district property, nor shall they pilfer or be guilty of theft at fires or elsewhere.
31. The falsification of records, the making or misleading entries or statements with intent to deceive, or the willful mutilation of any useful district record, book, paper or document is prohibited.
32. No member shall state or imply that any utterance, public speech, or publications represents the official policy of the fire district, either directly or indirectly, without first obtaining the approval of the fire chief.
33. No member shall use the uniform, badge, or prestige of the fire district for the purpose of personal gain. No member shall lend his/her name as a member of the fire district to any commercial or business enterprise; nor shall he/she approve or countenance the use of the name and the prestige of the Felton Fire Protection District for any such purpose.
34. No member shall receive or accept for personal gain a reward, fee, or valuable gift from any person during the performance of duty.
35. The following actions/behaviors are not tolerated:
	1. Theft
	2. Use or possession of alcohol or illegal drugs in the workplace or while operating fire district vehicles or equipment.
	3. Fighting or threatening violence in the workplace
	4. Sexual or other unlawful or unwelcome harassment
	5. Explosives, firearms or other weapons in the workplace
	6. Unauthorized use of telephones, mail system, computers, internet or any other fire district owned equipment
	7. Unsatisfactory performance or conduct
36. Members who violate these rules of conduct are subject to disciplinary action up to and including termination.

Dated: November 7, 2005