

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: A-5
SECTION: Administration
DATE: 02/26/2008
SUPERSEDES: 01/19/2000
TITLE: General Conduct

GENERAL CONDUCT

Rules & Regulations

PREFACE

The Fire District's philosophy in approach to service delivery, personnel relations, and member conduct is contained in the District's Mission and Values Statement. The specific rules and regulations contained in this policy are intended to support the District Mission and Values Statement.

The Fire District has established personnel rules and regulations for all employees, and Fire District members are clearly expected to abide by them in the course of their employment.

District Ordinances, the Memorandum of Understanding with the Stanislaus Consolidated Firefighters Local 3399, and/or administrative policies have precedence over any provisions contained in these rules and regulations where conflict occurs.

All members of the District can access a copy of these rules and regulations through the District's website, and it their responsibility to be completely familiar with the contents. The on-line version of the Rules and Regulations will always be considered the most current.

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization designed and established to render emergency services. They are not designed, nor intended, to limit any member in the exercising of his/her judgment or initiative in taking the action that a reasonable person would take in extraordinary situations which are bound to arise in the fire service.

All members of the Fire District shall be held accountable for their actions and be subject to disciplinary action ranging from counseling to dismissal, according to the nature and degree of the offense, for any violation of these rules and regulations. Per the current discipline policy.

RULES OF CONDUCT

All members shall direct their efforts towards fulfilling the mission of the Stanislaus Consolidated Fire Protection District. The following list of directives represents the personal conduct standards required of each member to fulfill that mission.

- Article 1 Every member is expected to conduct themselves in a highly self-disciplined manner and is responsible for regulating his/her conduct in a positive, cooperative, and mature way.
- Article 2 All members, while on-duty, shall devote their entire time and attention to the service of the Fire District. They shall attend all emergency incidents to which they may be assigned and perform duties as ordered by a supervisor.
- Article 3 Members shall participate in all District training activities as directed, be thoroughly familiar with all equipment they may be required to use in performance of their duties, and perform related work as required.
- Article 4 Members shall work competently in their positions to cause all District programs to operate effectively.
- Article 5 Members shall not engage in illegal activities.
- Article 6 Members shall not use or be under the influence of alcoholic beverages, debilitating drugs or substances which impair physical and/or mental capacity, while on duty.
- Article 7 Members reporting for duty under the influence of any medication, prescription or non-prescription that may impede mental or physical reaction must report that information to their supervisor.
- Article 8 Members shall use their training and capabilities to protect the public at all times, both on and off duty, when safe to act.
- Article 9 Members shall be on time for work. On time for work includes being ready to begin work/emergency response.
- Article 10 Members shall be held personally responsible for all District property issued to them. Any property which may be lost or damaged through abuse, carelessness, or neglect when used outside of the scope of employment, may be replaced at the expense of the member to whom it is issued.
- Article 11 No advertising matter, posters, for sale signs, private notices, or other disfigurements shall be posted or permitted on District property or apparatus without District approval. No article shall be displayed on District premises for sale. Use of the District logo, pictures of apparatus or anything that might appear

as an endorsement by this District for private or personal business is prohibited, unless prior District approval is obtained.

- Article 12 Members shall not leave their assigned duty station for personal reasons, without permission of their supervisor and shall report back to their supervisor immediately upon return. The supervisor shall initiate all actions necessary to follow accountability procedures/guidelines.
- Article 13 When any member is assigned to an acting position, he/she shall exercise the full authority and responsibility of that position.
- Article 14 All members will treat as confidential the official business of the District. They shall not impart or discuss with anyone, any matters concerning the District or its members, except to officers of the District, or under process of law. Members will make every effort to protect patient privacy in accordance to state and federal laws.
- Article 15 No member shall make any purchase or incur any liability in the name of the District, without permission of the appropriate division supervisor.
- Article 16 No member shall receive any fee nor solicit, demand, or suggest from any person or persons, payment for services rendered in performance of duty, except for their salary as paid by the Fire District.
- Article 17 Members shall participate in all company activities as assigned.
- Article 18 All members reporting for duty and while on duty will be clean shaven, in accordance with respiratory protection requirements and neatly dressed in a proper and well-maintained uniform.
- Article 19 All members shall insure the cleanliness of their assigned apparatus and station areas daily.
- Article 20 All members are to communicate with one another as to activities, suggestions, problems, and status of their respective units, companies, station facilities and shifts.
- Article 21 Members shall not engage in sexual activity while on-duty.
- Article 22 All members shall keep themselves physically fit and will participate in physical fitness on duty per the work schedule.
- Article 23 Members shall not abuse their leave privileges.
- Article 24 Members shall not knowingly falsify any Fire District record.

- Article 25 No member shall remove, damage, or tamper with another member's personal property or the property of the Fire District.
- Article 26 No member shall display discriminatory or abusive behavior pertaining to politics, sex, religion, age, sexual preference, diversity, ethnicity, or labor/union membership while on duty or on Fire District premises.
- Article 27 The carrying or possessing of a firearm or ammunition on or within Fire District property, facilities or equipment, at any time is specifically prohibited--the only exception being specific permission from the Fire Chief to carry a firearm for District-related purposes. (Law enforcement officers from other agencies are exempt from this procedure.)
- Article 28 Seat belts will be worn by all members and their passengers when driving or riding in a District vehicle.
- Article 29 The use of personal cell phones while engaged in District activities will be limited to emergency use only. Photo/electronic communication devices may be used in the scope of employment, or with District approval.

Audio and video devices, may not be used:

- When driving the fire apparatus
- While responding to or at emergency incidents
- At public events/appearances

These personal devices must be in a silenced or vibrate mode while on duty.

Written By: Stephen Mayotte

Approved By: _____
Signature

_____ 5/12/08
Date