

<b>FREWSBURG FIRE DISTRICT</b>  <b>OPERATIONAL POLICY</b>	Section <b>2</b>	GENERAL RULES	
	SUBJECT	CODE OF CONDUCT	
	Policy <b>2-01</b>	PAGE 1 OF 3	DATE: 01-01-2023

## I. SCOPE

This SOP applies to all members and employees of the Frewsburg Fire District.

## II. PURPOSE

The purpose of this guideline is to enhance the professionalism of Frewsburg Fire District by defining the minimum acceptable code of conduct for its members.

## III. BACKGROUND

- 1) As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest and upholds the public trust.
- 2) All members shall use the district's resources in an appropriate manner.
- 3) All Frewsburg Fire District members have the responsibility to:
  - A. Perform their duties to the very best of their ability and in a manner that is efficient, cost effective, and meets the needs of the public.
  - B. Demonstrate integrity, honesty, and ethical behavior in the conduct of their actions to as not to bring discredit to themselves, the Frewsburg Fire District, or the Frewsburg Board of Fire Commissioners.
  - C. Conduct all dealings with the public, town employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the district.
  - D. Treat the public and other members fairly and equitably, without regards to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the department's business.

## IV. GENERAL

1. Ensure that the activities and decisions pertaining to community services, personnel actions, and the management of public funds and resources are consistent with the department's procedures and practices.

<b>FREWSBURG FIRE DISTRICT</b>  <b>OPERATIONAL POLICY</b>	Section <b>2</b>	GENERAL RULES	
	SUBJECT	CODE OF CONDUCT	
	Policy <b>2-01</b>	PAGE 2 OF 3	DATE: 01-01-2023

2. Members shall read and become familiar with the department's rules, regulations, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.
3. A fire district member shall not divulge any confidential information, which has been communicated to or acquired by the member in the course of their duties without prior approval of the Fire Chief.
4. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination.
  - A. Obvious disrespect for or the disruption of a superior's order likewise shall be deemed insubordination. Members shall abide by federal and state laws, local ordinances, and rules, as well as this Code of Conduct.
5. Members shall not be required to obey orders that are illegal, unsafe, or in conflict with the Frewsburg Fire District rules and regulations.
6. Supervisors have a duty to supervise their subordinates to ensure work is performed in a safe and efficient manner as directed.

## V. INAPPROPRIATE BEHAVIOR

1. The following are prohibited by members while at the station or involved in any departmental activity:
  - A. Unlawful behavior, gambling, quarrelsome conduct, lewd or indecent activity, and public displays of affection.
  - B. Threats or acts of physical violence against members of the public, department, or other agency members.
  - C. Abusive behavior, hazing, or harassment of other members or of the public.
  - D. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the department without the Fire Chief's authorization.
  - E. Making known false statements in any official communication.

<b>FREWSBURG FIRE DISTRICT</b>  <b>OPERATIONAL POLICY</b>	Section <b>2</b>	GENERAL RULES	
	SUBJECT	CODE OF CONDUCT	
	Policy <b>2-01</b>	PAGE 3 OF 3	DATE: 01-01-2023

F. Failure of their duty to act during an emergency. Any member found to be guilty of this offense shall be relieved of duty immediately.

G. Any conduct unbecoming of a member of the Frewsburg Fire Distict.

## **VI. ENFORCEMENT**

1. The Chief may take disciplinary actions against a member who fails to adhere to this guideline. Action may include, but is not limited to:
  - A. Denial of credit
  - B. Denial of Educational or Training opportunities
  - C. Suspension.
  - D. Removal from the department.