

CODES OF CONDUCT

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I. RULES AND REGULATIONS RELATING TO PERSONAL CONDUCT

A. Doing Your Duty

Employees of the Fire District shall exert their greatest energy and best judgment and ability to fulfill their duty under any and all circumstances. They shall regard the discharge of their duties as a public trust and shall appreciate the importance and responsibility of their office. By diligent study and sincere attention to self-improvement they shall strive to apply the sciences of fire prevention, fire fighting, emergency victim care and public relations in all matters effecting public safety.

B. Conduct Toward the Public

District personnel shall be courteous, orderly and efficient in their dealings with the public. Upon request, employees are required to supply their names in a mannerly way. District personnel shall attend to requests from the public quickly and accurately, avoiding unnecessary referrals to other personnel or outside agencies.

C. Respect

District personnel shall show respect for their superiors, peers, subordinates and fellow citizens. They shall not be guilty of any conduct unbecoming an employee of the Fire District; or any conduct which could be prejudicial to the good reputation, order or discipline of the Fire District.

When addressing fellow employees, all personnel shall observe a respectful attitude and use the proper title of the employee, particularly in the presence of the public.

D. Dissension

District personnel shall not individually, or as a group create dissension among themselves, officers, or the District Board of Trustees. Any violation of this provision will be considered a serious breach of discipline and will be treated accordingly.

E. Employees to Obey Rules and Regulations

An employee of the Fire District shall conform to and obey all resolutions, regulations, rules, and orders whether general, special, written or verbal, which are issued with proper authority and which govern the department and its employees. An employee shall diligently, completely, and promptly carry out the orders of his designated superiors which are issued properly and pertain to the business of the Fire District.

F. Violation of Law

No employee shall at any time violate any law or ordinance of the United States, the State of Ohio, or other political subdivision or public agency. Any employee with a conviction covered by this provision shall immediately report this to the Fire Chief.

G. No Discrimination

An employee shall not discriminate against another person or other employee because of the person's sex, race, color, religion, national origin, or handicap.

H. Acts or Statements by Firefighters/EMS Personnel

An employee shall not perform any act or make any statement, oral or written, which would tend to bring the employee in question, the department as a whole, or the administrative officers into disrepute or ridicule. An employee shall not be a party to any immoral or indecent conduct, while on or off duty. Propositioning or making lewd or sexual comments to members of the opposite sex is strictly prohibited. District personnel are advised that their own credibility and the credibility of the fire department are of prime importance in the fire service. Any District employee who destructively criticizes the department or personnel, or makes statements which tend to disrupt or impair the performance of their official duties, or engages in actions or makes statements which interfere with or subvert the supervision and proper discipline of employees in the department will be found to be in serious violation of this policy.

I. False Official Report

No employee shall knowingly make either a written or verbal false report. No employee shall provide, distribute, submit use, or fail to report knowledge of, any falsified documents or document containing misrepresentations, including, but not limited to, reports, personnel information, and documents prepared for other outside requests.

J. Informing Superiors

District personnel shall inform superiors of any matter coming to their attention which may affect the welfare or be of interest to the District. Employees shall, whenever practicable, follow the proper chain of command in bringing matters to the attention of the District.

K. Avoidance of Opinions on Current Fire Investigations

An employee shall avoid publicly expressing an opinion on any fire investigation in which the department is involved. An employee shall act quietly and carefully with a view to obtaining proper and reliable evidence in every case and shall prevent the removal or unnecessary disturbances of articles of suspicious nature, except by the direction of the proper authorities.

II. RULES AND REGULATIONS RELATING TO ORDERS

A. Obeying Lawful Orders

District personnel will obey lawful orders from ranking personnel as quickly and completely as possible.

B. Orders Received

District personnel shall normally receive orders and directives from their immediate superiors. However, all personnel shall comply with all orders issued by or on behalf of any superior officer of the department.

C. Questions Regarding Assignment

District personnel in doubt as to the nature, location or details of an assignment shall seek clarification from their superior or by going through the chain of command. Once an assignment or order has been given to an employee, the burden will be upon that employee to request and obtain any clarifications necessary.

D. Conflict of Orders

District personnel shall obey lawful orders issued by any superior officer. Personnel who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, policy, procedure or directive shall respectfully inform the superior of the conflict. The superior officer who issued the order shall take steps to correct the conflicting orders and he shall assume full responsibility for the subordinate's actions. If the superior officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Personnel shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, policy, procedure, or directive previously issued. Employees shall not obey any order which they know or should know would require them to commit an illegal act.

E. Unlawful Order

No command or supervisory officer shall knowingly issue an order which is in violation of a law.

F. Criticism of Orders

An employee shall not publicly criticize instructions or orders which he has received.

G. Reporting Violations of Law, Rules or Orders

District personnel knowing of other employees of the Fire District who are violating laws, rules, regulations, policies, procedures, directives or orders shall report the same in writing to the Officer in Charge, immediately upon discovering such action.

III. RULES AND REGULATIONS RELATING TO PERSONAL HYGIENE (HAIR)

- A. All employees shall maintain such personal hygiene standards and self-grooming which will not interfere with performance of duty and the professional image of the department. No member shall permit his hair or facial hair to be of such length which would interfere with the immediate donning of breathing apparatus (beards, goatees, and long sideburns). Firefighters must be able to wear SCBA for both brief and extended periods of time without leakage around the mask. Air masks must be able to be worn with comfort and without danger to the firefighter.

- B. A firefighter with a beard or goatee will not enter any area or environment where the atmosphere may be hazardous to the firefighter. A firefighter shall not wear earrings or excessive jewelry while on duty or conducting Fire District business.

IV. RULES AND REGULATIONS RELATING TO ALCOHOL AND DRUGS

A. Controlled Substances--Possession, Use of:

No employee shall possess and/or use any controlled substance, except with the approval and guidance of a licensed physician and with the knowledge of the Fire Chief. At no time may a member of the Department use or be under the influence of a controlled and/or alcoholic substance where such use or influence impairs or compromises the efficiency and integrity of the Fire District.

B. Intoxicants

No employee wearing his uniform or any part of his uniform shall drink any alcoholic beverage. No employee will appear for or be on duty while exhibiting signs of alcohol and/or drug usage, or be unfit for duty because of the use of same.

C. Discovery of Alcohol or Drug Use in the Workplace: Procedure

If an employee reports for duty and is discovered exhibiting any evidence of alcoholic beverage consumption or drug use including, but not limited to:

- * Odor on Breath
- * Glassed Eyes
- * Incoherent or Slurred Speech
- * Uncoordinated movements

that employee will not be permitted to operate a District vehicle or otherwise engage in any official District activity. The employee will then be subject to the Fire District Drug and Alcohol Policy.

V. RULES AND REGULATIONS RELATING TO ADMINISTRATIVE INFORMATION

A. Residency Requirement

All District employees are generally required to live within one mile of the geographical boundaries of the District. Personnel shall notify the Fire Chief within 48 hours, in writing, of any change in their address or telephone number.

B. Probationary Firefighter

The probationary period will be a period of not less than twelve (12) months, commencing with the first day of appointment by the Board of Trustees. Thirty days before the expiration of the probationary period a written evaluation will be submitted by the Station Captain to the Chief. The evaluation will be based upon a set of standard criteria, and will address issues of performance, attendance, and attitude.

C. Training

A probationary firefighter may assume the duties of a regular firefighter, which include inside structural fire fighting or other duties that may place an under-trained person at risk, only after he has completed the state mandated basic firefighter courses. In addition, the probationary firefighter must show competency in driving, operating, and pumping of each of the Fire Department emergency vehicles, must be familiar with all fire stations and territories, and must know and understand the department's rules, regulations and procedures. The time to accomplish these skills and requirements may vary from person to person. The Fire Chief has the final authority to release the probationary firefighter for duty as a regular firefighter. The release to perform the duties of a regular firefighter does not release a new firefighter from his 12 months as a probationary firefighter.

D. Personal Telephone to be Maintained

All employees shall maintain a telephone in order that they may be contacted in case of necessity. Telephone numbers and addresses shall be kept current with the fire chief and department secretary.

E. Driver's License

All employees shall have a valid State of Ohio driver's license; and shall maintain a driving record which enables them to be insured under the District's liability policy; and shall maintain familiarity with traffic laws of the state. Any suspensions or revocations of an employee's driver's license shall be reported to the Fire Chief immediately. An employee shall maintain liability insurance on his or her own personal vehicle as mandated by law.

F. Resignation

Employees in good standing who decide for any reason to leave the employ of the Fire District shall submit a formal resignation to the Fire Chief at least two weeks before leaving the service. An employee who voluntarily leaves the District without submitting a formal resignation as required shall be deemed to have resigned with prejudice and a suitable notification shall be made in his personnel file by the Fire Chief.

G. Leaves of Absence

An individual may take a leave of absence from the District for a period not to exceed one year. The member must make the request in writing to his Station Captain, who shall forward it to the Fire Chief. The request for leave will then be presented to the Trustees, with a recommendation for or against the leave, by the Fire Chief. The Trustees at their discretion may grant the leave or the period requested, or for a lesser period. In the event an individual must take a leave in excess of one year, or the individual cannot comply with the District's requirements if his request is denied, the individual will be asked to resign from the District. An individual who resigns "in good standing" (not deficient in any District requirements) may reapply for employment with the District at a later time. In the event that the member does not resign after having a request for leave denied, and the member does not maintain himself or herself in good standing, disciplinary action may be taken by the District.

VI. RULES AND REGULATIONS RELATING TO DEPARTMENTAL BUSINESS AND INFORMATION, ADVERTISING, SALES, AND GRATUITIES

A. Departmental Letterhead

Departmental stationery or letterhead containing the name of the Fire Chief will be used only by him or with his permission.

B. Fire Department Forms

An employee shall not misuse any Fire Department forms, records, lists, or confidential information of any nature.

C. Business Conducted With Chief's Approval

No employee shall enter into official department correspondence with anyone of any agency outside the department, except with the approval of the Fire Chief.

D. Release of Records

No employee shall reveal Department information except as required by law or competent authority. Specifically, information contained in District records, other than official correspondence, and other information ordinarily accessible only to employees is considered confidential in nature. Indiscriminate and unauthorized disclosure of this and similar information reflects gross misconduct.

E. Relations With the News Media; News Releases

News releases will be given out only by the Fire Chief, or in his absence, an Assistant Chief, or their designee. Statements to the media regarding department policies, procedures, or rules and regulations will be made only by the Fire Chief or his designated representative.

F. Personal Advertising

An employee shall not permit the use of his photograph in uniform, or name identifying him as WRJFD or Poland Firefighter or EMT, for advertising purposes, or by testimonial recommendation, or shall not by other means participate in any advertising scheme that is based upon his employment as a firefighter/EMT, without consent of the Fire Chief.

G. Selling of Private Vehicles

Employees are permitted to place "For Sale" signs in a privately owned vehicle that is used personally by the firefighter on a daily basis (not vehicles for sale in association with a personally owned vehicle dealership). Employees may place the vehicle in a prominent location on Fire District property in an attempt to sell it. This procedure does not include vehicles such as boats, campers/trailers, ATV's etc. Any sales effort is subject to village or township zoning regulations.

H. Soliciting or Accepting Gifts, Gratuities, Fees, or Loans

An employee shall not solicit, either directly or indirectly, any gift, gratuity, fee, loan or any other thing of value arising from, or offered because of, Fire Department employment or any activity connected with said employee. An employee shall not solicit or accept any gift, gratuity, fee, loan or other thing of value, the acceptance of which might tend to influence directly or indirectly the actions of said employee of the fire department in any matter of fire business or which might tend to cause adverse reflection on the department or any employee thereof. No employee shall use his badge, uniform, identification card, or official position to solicit special privileges for himself or others. An employee may use his badge or other credentials to obtain admission to any public gathering only when such is in furtherance of official duty.

I. Gratuities

An employee shall not accept or receive a reward or gratuity for services rendered with the Department without the permission of the Fire Chief.

J. Procedure Upon Receiving Gratuities

Any unauthorized gift, gratuity, fee, loan, reward or other thing falling into any of the categories mentioned previously, coming into the possession of any employee shall be forwarded to the office of the Fire Chief along with a written report explaining the circumstances connected therewith.

K. Personal Preferment

No employee shall seek the influence or intervention of any person outside of the Department for the purpose of any personal preferment, advantage, transfer or advancement.

VII. RULES AND REGULATIONS RELATING TO FIRE STATION SAFETY

The purpose of this rule is to create and maintain a work environment as free of hazardous conditions as possible and to create work practices that will not place any employee in a compromising position with regard to personal safety and health. These procedures are meant as a guide to assist in the performance of various tasks performed around the Fire Station and will not supersede any state or federal safety standards or codes that may be applicable to any specific operation.

A. Employer Responsibilities

The Fire District shall furnish a workplace which shall be safe for employees and visitors. The District shall furnish and use safety devices and safeguards, shall adopt and use methods and processes, follow and obey orders, and prescribe hours of labor reasonably adequate to render such employment or place of employment safe, and shall do every other thing reasonable and necessary to protect the life, health, safety and welfare of such employees and visitors.

B. Employee Responsibilities

No employee of the District shall remove, displace, damage, destroy, or carry off any safety device or safeguard furnished or provided for use, or interfere in any way with the use thereof, by any other person. No employee shall interfere with the use of any method or process thereof by any method or process adopted for the protection of any employee while in such employment or place of employment or fail to follow and obey orders and to do every other thing necessary to protect the life, health, safety, and welfare of such employees or visitors.

C. Station Maintenance

Employees are required to perform general and routine custodial work in the upkeep of departmental apparatus, equipment and buildings. The employees will perform related work as required.

Employees will perform custodial duties to the fire stations on a weekly basis to insure a neat and professional appearance to all offices, bathrooms, and apparatus floors, etc. The extent of the routine shall be at the discretion of the Officer-in-Charge. Failure to mention a specific maintenance duty is not an excuse for not performing routine maintenance that is needed. Personnel shall maintain a neat appearance on the tops of gear racks.

Efforts shall be made to keep apparatus floors free from slippery substances and/or obstructions such as water, oil, hydraulic fluid, etc. All floor surfaces should be cleaned when accumulations appear, especially on the traffic areas around and between apparatus. Efforts shall be made to alleviate icing conditions as much as possible around station parking areas and walkways during winter months.

D. Routine Station Inspection

Routine station safety inspections shall be conducted every Tuesday and will include all equipment, tools, vehicles, buildings and grounds. A report indicating any problems or unsafe conditions is to be compiled and turned in to the Station Captain and Fire Chief.

E. Apparatus Checks and Cleaning

Cleaning and checking apparatus shall be conducted at least weekly. Apparatus are to be hosed off after every call during inclement weather when needed. All vehicles and equipment are to be cleaned after every emergency where the tone alert system has been activated and adequate manpower is available.

Every vehicle used on an emergency run will be put back into service immediately after the emergency response is complete. This may include, but is not limited to, filling air bottles, filling booster tanks, replacing hose, fueling of vehicles, etc.

At the beginning of each drill, each fire apparatus must be checked and the checklist completed. Any tools, equipment or vehicle found to be in an unsafe condition should be taken out of service, tagged and reported to the Officer-in-Charge immediately. The Officer-in-Charge shall take the necessary steps to have the affected piece of equipment repaired or replaced. All repairs shall be performed by authorized personnel. Any equipment tagged as being out of service shall not be used at any time.

F. Reporting of Unsafe Conditions/Equipment

Any tools, equipment, or vehicle that is found to be an unsafe condition shall be:

 Taken out of service, tagged and reported to the responsible Officer-in-Charge immediately.

 The Officer-in-Charge shall then take the necessary steps to either repair or replace the affected tool or equipment.

 All repairs to equipment shall be performed by authorized personnel as designated by the Fire Chief.

 All repaired equipment shall conform to all applicable state and federal safety standards.

 Any equipment or tools that are tagged "Out of Service" shall NOT be used at any time.

G. No Living at Fire Station

A firefighter shall not be permitted to maintain living quarters within the fire station except in the case of emergency and then only with the permission of the Fire Chief.

H. Smoking

Smoking is not permitted in any fire station or any other building owned or leased by the District. Smoking is not permitted in fire department vehicles, or

apparatus. Smoking is not permitted during any drills, during any inspections, or while otherwise engaged in any official department business.

I. Wasting Utilities

Employees shall, at all times, carefully protect from waste or abuse all public property, including utilities.

J. Limited Phone Use

Employees shall limit conversation on phones during business hours. Personal long distance personal calls are not permitted. During an incoming emergency call, the business phone shall be cleared.

K. Washing Private Vehicles

1. Only employees' personal vehicles may be washed.
2. At no time shall District supplies be used (i.e., soap, wax, towels, window cleaner, etc.)
3. Personnel are responsible for cleaning up the area after they are finished washing their vehicle.
4. No private vehicles are to be parked inside fire stations overnight without prior approval from the Fire Chief. .
5. District apparatus shall not be moved outside when the outside air temperature is less than 50 degrees or during periods of precipitation.

L. Snow Removal

Walks and ramps are to be cleared as necessary to provide a neat appearance.

M. Station Security

To prevent theft and unauthorized entry, all fire station doors will be locked. Security procedures may be flexible depending on the activities at a particular fire station.

N. No Weapons Unless Authorized

Employees shall not possess unauthorized weapons or explosives while on duty or when in uniform. No weapons will be allowed on department property without the approval of the Fire Chief.

O. Bulletin Boards

The public may tour any area of the fire station; therefore, nothing but official business and notices are to be placed on a bulletin board without the permission of an officer. Employees shall not be guilty of unauthorized posting or removal of notices or signs, or of unauthorized writing in any form, on any of the department bulletin boards.

P. Marking or Defacing Notices

Employees shall not mark, alter or deface any printed or written notice relating to Fire District business. All notices of a derogatory character related to official business within the District regarding any unit or person are prohibited. Posting of notices is for official purposes only.

Q. Decorations or Advertisements

No employee shall place any decorations or advertisement on District property without the permission of the Fire Chief.

VIII. RULES AND REGULATIONS RELATING TO FIRE DEPARTMENT PROPERTY AND EQUIPMENT

A. Care of Departmental Property

All employees are responsible for the safekeeping and proper care of all property used by them and belonging to the department. This property shall be used only for official purposes and in the capacity for which it was designed. It shall not be transferred to any other firefighter without permission of the Fire Chief or his designee. Employees shall immediately report to their immediate supervisor any loss or damage to departmental property assigned to or used by them. The supervisor will be notified of any defects or hazardous conditions existing in any departmental equipment or property immediately upon such discovery.

B. Departmental Key

A fire department key will be issued to every employee.

C. Departmental Key Duplication

No employee shall have a departmental key duplicated without the permission of the Fire Chief. No employee shall lend or furnish the departmental key to any person not employed by the department or authorized to have it.

D. Departmental Property to be Surrendered

Employees who are suspended, dismissed or resign shall immediately surrender, to the Fire Chief (or his designee), upon his request, all department property in their possession.

E. No Unauthorized Use of District Equipment

Employees shall not be guilty of the unauthorized operation, sabotage, theft, or misappropriation of vehicles, tools, equipment, or other property used by them or entrusted to their care.

F. No Selling of District Property

No member of the Fire Department shall, under any circumstance, sell any District property without the permission of the District Board of Trustees.

G. Borrowing Tools, Equipment or Electronics

No one may lend out or borrow Fire Department equipment or tools without the permission of a chief officer.

H. District Gear/Equipment

Employees shall only wear issued Fire District turn out gear and equipment. Gear and equipment of other fire departments shall not be used as a substitute.

IX. RULES AND REGULATIONS RELATING TO DEPARTMENT COMPUTER POLICY

A. All Computers Are For Business Purposes Only

- All computers are for business use only and may be used only with the permission of the Fire Chief.
- No personal Internet service will be loaded into a Fire Department computer.

B. Fire Department Record Keeping

The Officer-in-Charge of each incident, drill or detail will be responsible to assure that reports for all incidents or events are completed so as to permit entry into the Firehouse Software record keeping system.

C. Computer Software Policy

All employees shall use software only in accordance with the various license agreements.

Any duplication of licensed software except for backup and archival purposes is not permitted. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to the District's standards of conduct.

The following points are to be followed in order to comply with software license agreements:

1. All employees will use software in accordance with the District's license agreements.
2. Legitimate software will be provided to all employees who need it. No employee of the Fire Department will make any unauthorized copies of any software under any circumstances. Anyone found copying software other than for backup purposes is subject to disciplinary measures.
3. The Fire Department will not tolerate the use of unauthorized copies of software in the department. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. The Fire Department does not condone illegal copying of software under any circumstances and anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.
4. The Fire Chief shall designate personnel to install software. No unauthorized employee shall install software within the Fire Department.

5. Any employee who determines that there may be a misuse of software within the department shall notify a supervisor or the Chief of the Department.