MESCAL J-6 FIRE DISTRICT

STANDARD OPERATING POLICY # 023

Standards of Conduct

I. Purpose

To establish standards of conduct that provide members with an understanding of their responsibilities in establishing and maintaining high morale and safe, harmonious, and efficient operations.

II. Scope

This policy applies to all members of the Mescal-J6 Fire District.

III. Policy

It is the policy of MJFD to prohibit any conduct that interferes with operations, discredits the District, is offensive to customers or fellow members, or endangers the safety of any individuals.

IV. Guidelines

The following conduct is prohibited and may subject the member involved to corrective action, up to and including dismissal. The list of examples is illustrative of the type of behavior that is not permitted, but this list is not intended to be all-inclusive.

A. Providing false or misleading information when applying for volunteer employment or at any time during such employment.
B. Insubordination; refusal to follow job-related instructions of supervision.
C. Failure to report use of any medications that may impact one's ability to perform the duties of the job.
D. Demonstration of incompetence or inability to adequately perform job duties; or demonstration of neglect, inefficiency or indifference in the execution of duties.
E. Consistent failure to respond to calls.
F. Theft or misappropriation of District or public property, funds, records, equipment, proprietary information or personal property of members.
G. Being in possession of or consuming alcoholic beverages or illegal or controlled substances or prescription drugs for which one does not have a current prescription during working hours and/or on District property; or reporting for duty under the influence of alcohol or illegal drugs or controlled substances or prescription drugs for which one does not have a current prescription.
H. Selling, offering to sell, purchasing, offering to purchase, trading, transferring or exchanging alcohol or illegal drugs or controlled substances or prescription drugs during working hours and/or on District property.
I. Altering or falsifying time records – one's own or those of another member.
J. Altering or falsifying District business records, reports, files or documents.
K. Verbal or physical harassment of another member that interferes with work performance; violation of the District's Harassment/Sexual Harassment policy.
L. Discussing confidential or proprietary information with individuals not affiliated with the District, or not reporting potential conflict of interest situations.
M. Unprofessional language or behavior, profanity, mistreatment, disrespect or discourteous treatment of customers, visitors or other members.

N. Open carry / possession of any weapons, such as-knives with blades longer than 6", pepper spray, explosive materials, etc., while on duty, on District premises, or at District-related activities.

O. Assault on a fellow member or a member of the public.

P. Irregularities involving the handling of District property, files or petty cash.

Q. Obtaining supplies, materials or other property or money from the District or its members or members of the public by fraudulent means or misrepresentation.

R. Failure to adhere to District safety rules, including the use of protective safety equipment.

S. Failure to comply with the guidelines set forth in District documents such as the Policy Manual, Standard Operating Procedures Manual, or any other written directives or orders of the District.

T. Soliciting, distributing, posting or displaying campaign literature for or against any political candidate or ballot measure while on duty or in or on District premises.

U. Failure to adhere to the standards set forth in the loyalty oath.

V. Failure to maintain current and proper licenses and/or certification required to perform assigned duties.

W. Unauthorized personal use of District credit cards, cash or District property; conducting personal business during normal working hours or unauthorized use of materials or equipment on personal projects.

X. Failure to obey traffic laws while on duty, including during any paid response time.

Y. Off-duty conduct that brings discredit upon the District.

Z. Deliberately accepting or continuing volunteer employment while suffering a serious communicable disease without notifying the District, unless such disease is protected under federal law.

AA. Conviction of a criminal offense involving moral turpitude.

BB. Failure to safely and effectively operate Department equipment and vehicles.

CC. Failure to notify the Fire Chief in the event a member is charged with any criminal offense.

DD. Acceptance of a reward, fee, gratuity, or gift of more than a nominal value from any person or entity in exchange of or performance of duties or service.

Approved by the Mescal-J6 Fire District Governing Board on September 28th, 2016. Replaces July 6, 2015