



CENTRAL JOINT FIRE DISTRICT

Standard Operating Procedure

SUBJECT: Conduct

SOP Number: 142

Effective Date: 1/8/92

Revised Date:

Approved:

PURPOSE: The purpose of this standard is to define the standard of conduct for all members of this department.

SCOPE: All members of the department.

ENFORCEMENT: The responsibility for enforcement of this standard lies solely with the Fire Chief and Subordinate Officers.

APPLICATION:

142.1 Standard of Conduct

All members shall conduct their private and professional lives in such a manner as to avoid bringing discredit to the Fire District.

142.2 Loyalty

1) Loyalty to the Fire District, the Officers and the members is an important factor in the morale and efficiency of the Department. All officers and members shall maintain such loyalty at all times.

2) The Chain of Command concept shall be adhered to on all Fire Department matters unless specifically waived by the Fire Chief.

142.3 Cooperation

Cooperation between the officers and members is essential in the effective operation of the Fire Department. Therefore, every member is required to cooperate with their officers and other members.

142.4 Assistance

All members are required to aid a fellow member exposed to danger.

142.5 Insubordination

1) Failure or deliberate refusal of any officer or member to obey a lawful order given by a superior shall be considered as an act of insubordination.

2) Ridiculing a superior officer or his order, whether in or out of his presence, shall be considered an act of insubordination.

- 3) Members in doubt as to the nature or detail of an order or assignment shall request an explanation to avoid unintentional insubordination.
- 4) Insubordination shall result in disciplinary actions as provided for by these operating procedures.

142.6 Conduct Toward Superior and Subordinate Officers and Members

All members shall treat superior officers, subordinate officers, and members with respect. They shall be courteous and civil at all times in their relationship with one another. When on duty and in the presence of the public, officers shall be referred to by rank.

142.7 Criticism of Orders

Members shall not publicly criticize instructions or orders they have received.

142.8 Manner of Issuing Orders

Orders from a superior to a subordinate shall be reasonable, in clear and understandable language, civil in tone, and issued in pursuit of Department business.

142.9 Unlawful Orders

No officer shall knowingly issue an order which is in violation of any law, rule, procedure, or policy of the Department, or Local, State, or Federal government.

142.10 Obedience to Unjust or Improper Orders

Any member who is given an order that is felt to be unjust or contrary to rules, procedures, or policies, must first obey the order to the best of their ability and then proceed to appeal as provided for in these Operating Procedures. The only exception shall be when the safety of the person or other persons is in jeopardy.

142.11 Conflicting Orders

Upon receipt of an order conflicting with any previous order, the affected member will advise the person issuing the second order of the facts of the initial order. Responsibility for countermanding the original order will then rest with the person issuing the second order.

142.12 Reports and Appeals

An officer or member receiving an order he/she feels to be unjust or improper shall, at first opportunity, report such order in writing to the Fire Chief. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made through the Fire Chief to the Board of Trustees.

142.13 Return of Department Property

Any member shall surrender to the Fire Chief or Personal Equipment Officer all Department issued uniforms, gear, and equipment at any time of separation from the Department or upon request by the Fire Chief within forty eight (48) hours.

All members shall immediately report to the Fire Chief any loss of/or damage to personal uniforms, gear or equipment.

142.14 Conduct Toward the Public

Members shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoid harsh, profane, violent or insolent language and remain calm. Upon request, members will supply their name and rank in a polite manner.

142.15 Conduct under Suspension

Members shall not wear any uniform, badge or patch of the Fire Department while they are under suspension. All such items are the property of the Fire Department.

142.16 Disclosure of Information to the Media

Only the Fire Chief, Public Information Officer or the officer acting in the absence of the Fire Chief, is permitted to release any information to the news media. No Department member, unless directed to do so by the Chief, shall discuss any Department business or disclose any information to the media or any other person.

**** Violation of this section shall result in disciplinary action. ****

142.17 Response to Alarms

All members, upon receipt of a call requiring their response, shall respond without delay to the station or incident scene in a safe manner. Sickness, family responsibility, or full-time job requirements are the only acceptable excuse for absence from a required call. Failure to respond to a call without justification will be considered misconduct.

142.18 Relief while on Duty

All members shall remain on their duty assignment until properly relieved by a commanding officer. Any member who must leave a duty assignment shall notify the Incident Commander and or Safety Officer prior to leaving.