

GRAND RAPIDS FIRE DEPARTMENT

POLICY AND PROCEDURE

TITLE: RULES OF CONDUCT – FD201	SERIES: 200
EFFECTIVE DATE:	DATE ISSUED:
CHIEF:	DATE:

201.01 PURPOSE.

To provide a list of directives this represents the standard conduct for all members of the Grand Rapids Fire Department.

201.02 POLICY.

The purpose of this procedure is to establish appropriate conduct for all Department members, both career and paid on call, on and off duty. Every member of the Department is expected to conduct him or herself in a responsible, productive and positive manner.

201.03 ACCOUNTABILITY.

The duty of all members is to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of this agency without deception.

201.04 GENERAL CONDUCT.

- A. Obedience to Laws, Regulations, Orders.
 - 1. Members shall not violate any law or any department/town policy, rule, regulation, or procedure.
 - 2. Members shall not violate any general department/town policy or procedure.
 - 3. Members shall obey all lawful orders.
 - 4. When assigned to duty or activity, report to work on time.
 - 5. Keep current of policies, procedures, rules, and directives of the Department and Town of Grand Rapids.
 - 6. Operate equipment safely and use good judgment.
 - 7. SUPERVISORS will manage in an effective, considerate manner /
SUBORDINATES will follow instructions in a positive, cooperative manner.
Be careful of Department equipment and property at all times.
- B. Improper Conduct.

Members shall not engage in any conduct or activities on or off-duty that reflect discredit on the department, tend to bring this Department or the town into dispute, or impair its efficient and effective operation.
- C. Accountability, Responsibility, and Discipline.
 - 1. Members are directly accountable for their actions through the chain of command, to the Fire Chief.

2. Members shall cooperate fully in any internal administrative investigation conducted by this or other authorized agency and shall provide complete and accurate information in regard to any issue under investigation.
 3. Members shall be accurate, complete, and truthful in all matters.
 4. Members shall accept responsibility for their actions.
 5. Members who are arrested, cited, or come under investigation for any criminal offense or municipal violation in this or another jurisdiction shall report this fact to a superior as soon as possible.
- D. Conduct Toward Fellow Members.
1. Members shall conduct themselves in a manner that will foster cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with one another.
 2. Members shall not use language or engage in acts that demean, harass, or intimidate another person of this department.

201.05 SEXUAL HARASSMENT PROHIBITED.

- A. It is the policy of the Town of Grand Rapids to foster an environment of respect for the dignity and worth of all its employees, and because incidents of sexual harassment are demeaning to all persons involved and impair the ability of the Town to function properly, the town has adopted the guidelines established by the Equal Employment Opportunity Commission. Members who experience, or are aware of, a situation, which constitutes sexual harassment, should contact their Supervisor.
- B. It is in this policy of the Town will investigate all complaints promptly and thoroughly and that appropriate records will be maintained of each such occurrence. Members who have engaged in sexual harassment will have appropriate action imposed if allegations are proven.

201.06 CONDUCT TOWARD THE PUBLIC.

- A. Members shall conduct themselves toward the public in a civil and professional manner.
- B. Members shall treat the public with respect and courtesy, guard against employing an officious or overbearing attitude or language that may be little, ridicule, or intimidate during the performance of their duty.

201.07 USE OF ALCOHOL AND DRUGS.

- A. Members shall not consume any intoxicating beverage while on duty.
- B. No alcoholic beverage shall be served or consumed on Fire Department premises unless approved by the Chief or a Chief Officer. No alcoholic beverage shall be consumed in vehicles owned by this Department or the Town.
- C. Members, while off duty wearing clothing with the department logo on it, should refrain from consuming intoxicating beverages to the extent that it results in behavior, which discredits the Department or the Town.
- D. No member shall report to work or be on duty when medication has impaired his or her judgment or physical condition.
- E. OWI Arrests: Any firefighter charged with operating a motor vehicle while under the influence of alcohol or a controlled substance must report that arrest to an officer of the department within 72 hours. At that time the individual will be suspended from driving department vehicles until such time as the charges have been disposed of. If a member is convicted of operating while under the influence driving privileges will

be immediately terminated for a minimum of 12 months, or longer if specified by the department's insurance provider.

- F. Department Vehicles: Driving department vehicles while under the influence of Alcohol or controlled substances will be grounds for immediate termination upon conviction of same.

201.08 USE OF TOBACCO PRODUCTS

We are a smoke and tobacco free facility. Employees may smoke or chew in a designated area or out of public view. Discard your butts or chew in the correct garbage bins. Additionally, employees are not permitted to smoke tobacco products in a vehicle owned or maintained by the Town.

201.09 ABUSE OF POWERS OR POSITION.

- A. Members shall report any unsolicited gifts, gratuities, or other items of value that they receive to their Supervisor immediately.
- B. Members should not use their authority, position, or information gained from within this position for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, to barter, solicit, or accept any goods or services.
- C. Members shall not purchase or have any claim to any found, impounded, abandoned, or recovered property, or any property from any fire/rescue scene.
- D. Members shall not solicit or accept contributions for this agency or for any other agency, organization, event, cause without the express consent of the Fire Chief, or his or her designee.
- E. Employees who institute or reasonably expect to benefit from any civil action that arises from acts performed while on duty shall inform their Supervisor.

201.10 PUBLIC STATEMENTS, APPEARANCES, AND ENDORSEMENTS.

- A. Members shall not, make any public statement that could be reasonably interpreted as having an adverse effect upon Department morale, discipline, operation of the agency, or perception of the public.
- B. Divulge or willingly permit to have divulged, any information gained by reason of their position, for anything other than its official, authorized purpose; or
- C. Unless expressly authorized by the Fire Chief, make any statements, speeches, or appearances that could reasonably be considered to represent the views of this department. Any scheduled public appearances as such shall be pre-approved by the Fire Chief.
- D. Endorsements - Members while on duty or in uniform, may not, endorse, recommend, or facilitate the sale of commercial products or services. This includes extinguisher services, cleaning agencies technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

201.11 POLITICAL ACTIVITY.

- A. Members shall be guided by the following examples of prohibited political activities during work hours, while in uniform, or otherwise serving as a representative of this agency:

1. Place or affix any campaign literature on town-owned property.
2. Solicit political funds from any member of this agency or other governmental agency of this jurisdiction.
3. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures on property owned by this jurisdiction.
4. Use official authority to interfere with any election or interfere with political actions of other employees or the general public.
5. Favor or discriminate against any person seeking employment because of political opinions or affiliations.
6. Participate in any type of political activity while in uniform.

201.12 EXPECTATIONS OF PRIVACY.

- A. Members should not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, departmentally owned vehicles, filing cabinets, computers, or similar areas that are under control and management of this department. While this department recognizes the need for Officers to occasionally store personal items in such areas, Officers and members shall be aware that these and similar places may be inspected or otherwise entered – to meet operational needs, internal investigatory requirements, or for other reasons at the direction of the Fire Chief or designee.
- B. No member of this agency shall maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her place of residency or in other locations outside the confines of this agency without express written permission of the Fire Chief.

201.13 TELEPHONE/ADDRESS CHANGES.

Members shall report immediately any changes in telephone numbers, addresses, marital status, dependants, or beneficiaries to the Fire Chief. Members address and telephone information shall be treated as confidential information and will not be disclosed except as required by law or court order.

201.14 DEPARTMENTAL AND INJURY REPORTS.

Members shall submit all necessary reports on time and in accordance with established Town procedures. Reports submitted by members shall be truthful and complete, and no member shall knowingly enter, or cause to be entered, any inaccurate, false, or improper information. Members should report any personal injury received while duty to the direct supervisor or a Chief Officer. A report shall be filled out as soon as practical.

201.15 INJURIES OR ILLNESS.

- A. All injuries, no matter how small, must be reported to the OIC, and an incident report filled out.
- B. Any member injured off duty shall report the injury as soon as possible to the Chief, if the injury will cause the missing of calls or training.

201.16 UNSATISFACTORY PERFORMANCE.

Members shall maintain sufficient competency to properly perform their duties and responsibilities. Members shall perform their duties in a manner, which will remain high standards of efficiency. Unsatisfactory performance may be demonstrated by a lack of knowledge regarding Departmental policy, procedures or application thereof; the unwillingness or inability to perform assigned tasks; the failure to take appropriate action; or absence without leave. In addition, the following will be considered evidence of unsatisfactory performance; repeated poor evaluations or a written record of repeated infractions of rules, regulations, procedures, directives, or departmental orders.

201.17 INSUBORDINATION.

Members shall not be insubordinate. Insubordination is disrespect toward a Supervisor, open defiance, or the refusal to obey any lawful/safe order or directive of a Supervisor in a timely and satisfactory manner. This will include orders and directives relayed from a Supervisor by an Officer of the same or lesser rank.

- A. Disrespect toward a Supervisor includes but is not limited to disrespectful conduct or language, which impairs a Supervisor's ability to carry out their Departmental duties.
- B. Open defiance includes, but is not limited to deliberate or willful refusal to carry out or disregard an order/directive, direct refusal, and/or outright or blatant verbal indication or actions that clearly defy an order, rule, regulation, or directive.

201.18 REPORTING FOR DUTY.

Members should report for duty at the time and place required by assignment or orders and should physically and mentally fit to perform their duties. They should be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

201.19 MEMBERS SHALL:

At all times, follow this policy and all policies, instructions, and directives contained in the Town of Grand Rapids Employee Handbook, Policy and Procedure Manual, Safety Manual, Fire Department Constitution and By Laws, Fire Department Policy and Procedures, and MOGs which can be referenced in the Fire Chief's office or department radio room.

201.29 COMPLIANCE:

Violation of this policy could result in disciplinary action up to and including dismissal. In addition to any other civil or criminal proceeding that could result from their actions.