
BARKHAMSTED FIRE DISTRICT

DISTRICT POLICY MANUAL

POLICY NUMBER: 31

SUBJECT: MEMBER CONDUCT

ISSUE DATE: 10/12/11

EFFECTIVE DATE: 10/12/11

SUPERSEDES: Original

Purpose:

- I. To establish the Policy with regard to Member Conduct;
- II. To ensure the safe, professional and responsible operation of this Fire District.

Scope:

This policy pertains to all Fire District and Department personnel, members, officers and employees. A member includes those on probation, under suspension, Junior Members, Active Members and Life Members.

A member who is on-duty includes any time that member is within a firehouse or on the grounds of this or any other fire, rescue or EMS department, on any call for service, on any training activity, in any class, on any fire department fund raising activity, participating in any parade as a fire department member, or any other activity directly related to their membership. Members wearing a fire department uniform will be considered on-duty at all times unless consuming impairing substances; then they shall be considered off duty.

If a member is participating at a carnival or other activity where the member has consumed impairing substances then the member should be considered off duty even if they are in uniform.

Responsibility:

All Fire Department officers and supervisors will have responsibility for enforcing this policy.

All members are required to:

1. Use their training and capabilities to protect the public at all times, both on and off duty.
2. Work competently in their positions and cause all Barkhamsted Fire District and department programs to operate effectively.
3. Conduct themselves in a manner which reflects credit on the Barkhamsted Fire District and their department.
4. Officers will lead and manage in an effective, considerate manner; subordinates will follow instructions in a positive, cooperative manner.

5. Always conduct themselves in a manner that creates good order inside the Barkhamsted Fire District's departments.
6. Keep themselves informed to do their jobs effectively.
7. Be concerned with and protective of each member's welfare.
8. Operate safely and use good judgment.
9. Obey the law.
10. Follow policy directives and standard operating guidelines of both the Barkhamsted Fire District and their departments.
11. Be careful with and protect Barkhamsted Fire District and department equipment and property.
12. Reporting all motor vehicle violations, criminal convictions, and/or arrests.
13. Report infractions of this policy to a superior; failure to report or investigate an event constitutes non-compliance with this policy.

All members are prohibited from:

1. Engaging in any activity that is detrimental to the Barkhamsted Fire District or their department.
2. Engaging in a conflict of interest to the Barkhamsted Fire District or their department.
3. Using their position with the Barkhamsted Fire District or their department for personal gain or influence.
4. Using alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while on duty.
5. Engaging in any sexual activity while on duty.
6. Verbally, physically or sexually harassing, abusing or assaulting any other member.
7. Fighting.
8. Stealing.

Compliance

If it is found that a member has failed to comply with this Policy or if a possible infraction has occurred, the incident should be reported to an officer, commissioner or equal of the member's department. The matter will be investigated to determine the facts and confirm or refute that an infraction has occurred according to the bylaws or rules of the member's department. In the event that an infraction is confirmed then discipline appropriate to the severity of the infraction shall be administered in accordance with the by-laws or rules of the member's department.

Matters which are considered serious in nature shall be brought to the attention of the District President for review. If the matter remains unresolved then the District President shall be notified.

The results of the investigation will be documented in writing and placed in the member's personnel file.