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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number**E201** |  |
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|  | Subject: **BRFD Code of Conduct** | Effective Date:**April 1, 2015** |  Total Pages:**5** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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Section

* 1. Application. The provisions of this policy shall apply to all members of the Blue Ridge Fire District and Fire Department.
	2. Whether in uniform or not, members shall conduct themselves in a manner that will bring credit to themselves, the Blue Ridge Fire District and the Fire Department.
	3. Whether on or off duty, members shall obey all laws of the United States, the State of Arizona, and the ordinances of Coconino County. Failure to comply with all laws shall subject a member to disciplinary action up to and including termination.
	4. Members shall report to the Chief of the Fire Department any arrest by a peace officer to which they are subjected. Such report shall be made within 24 hours after release from the detention facility, shall be in writing, and shall give an accounting of the events leading to the arrest.
	5. No member, whether on or off duty, shall possess, use, sell or offer for sale, or manufacture any dangerous drug or other substance in violation of US or Arizona law. It shall be an exception to this rule that the member is in lawful possession of such substances as a part of a program of medical treatment prescribed by a licensed physician, or other person licensed to prescribe such substances as medication.
	6. No member shall report for duty in a condition impaired by any substance, regardless of whether or not the substance is a legally prescribed medication.
	7. Members shall comply with all lawful orders of supervisors and other approved authorities; perform all orders as requested and directed in a prompt and efficient manner; not unreasonably question or fail to perform work as requested. Refusal or failure to comply with such requirements shall be considered insubordination.
	8. Members who are given an otherwise lawful order which appears to be in conflict with an existing policy or a previous order given to the member shall respectfully inform the supervisor issuing the order of the apparent conflict. If the supervisor issuing the conflicting order does not alter or retract the conflicting order, the order shall stand. The supervisor issuing the conflicting order shall be responsible for the consequences of the order.
	9. Members shall provide complete and accurate information during administrative investigations when requested by any officer or member of an investigative committee.
	10. Members shall not violate any trust or confidence placed or accepted by them regarding personal matters, or any information that would be detrimental, embarrassing, or cause conflict with or to any member of the Department or to the Blue Ridge Fire District. This rule shall not be construed to prevent any member from cooperating with any internal investigation, as required by these rules.
	11. Members of the Blue Ridge Fire Department shall not criticize or ridicule the Department, the District, Members of the Board, its policies, its officers or other members by speech, writing, or other expression, when such speech, writing, or expression:
		1. Is insubordinate, defamatory, obscene, slanderous, or unlawful; and/or
		2. tends to interfere with the maintenance of proper discipline; and/or
		3. damages or impairs the reputation and/or efficiency of the District, Department or member.
	12. Members of the Blue Ridge Fire District shall conduct themselves in a professional and courteous manner at all times while on-duty or representing the District.
	13. Members of the Blue Ridge Fire District shall conduct themselves appropriately on/off-duty. The very nature of your employment and association to a public safety entity is on constant display. Disorderly conduct, Civil disobedience, Public intoxication, operating a motor vehicle or boat while under the influence of alcohol or other mind altering substances, theft, assault, possession and/or use of illegal substances, association with groups to cause civil unrest or violence, other illegal activity and actions that would bring discredit to the District shall not be tolerated and such actions or activities are subject to disciplinary action up to termination.
	14. A member of the Blue Ridge Fire District shall not engage in political campaign activities or display associated attire such as buttons, pins, decals, etc while on duty or on District property.
	15. No member shall willfully misrepresent any matter, sign any false official statement or report, perjure themselves, or give false testimony before any court, Grand Jury, board, commission, administrative hearing, or internal investigation directed by the Chief; nor shall any member intentionally falsify any District or Department record; nor shall any member willfully misrepresent or falsify any facts verbally or in writing.
	16. No member shall operate, or present him/herself to operate any District vehicle or their own vehicle on District business when not in possession of a valid Arizona Driver's License. All employees must obtain and maintain an appropriate and valid Arizona Driver's License. All Civilian employees must obtain and maintain a valid driver's license if their duties include operating a District vehicle or their own vehicle on District business for which they receive mileage reimbursement. Should the license of a member who is required to maintain one become invalid **for any reason** (suspension, revocation, expiration, etc.), the member shall report that fact to his/her immediate supervisor immediately, and in all cases within 72 hours of the time when the license becomes invalid, and shall not drive a District vehicle until his/her driving privilege is restored. The supervisor shall then report it to the Fire Chief or Assistant Chief. The member shall prepare a memorandum to the Fire Chief detailing the circumstances of the loss of his/her driving privilege. The Fire Chief shall consider the information and make a decision for disciplinary action, if indicated.
	17. No member shall operate any vehicle on District business in an unlawful, discourteous, or unsafe manner.
	18. No member shall violate any safety regulation. Any on-duty injury may be investigated by the Chief or Safety Officer or his/her designee. If it is found that an injury to the member or a co-worker was caused by negligence, or if the injury claim is found to be fraudulent, the member or co-worker may be subject to disciplinary action.
	19. Members shall be responsible to work safely at all times. Any member who suffers three (3) or more lost-time line-of-duty injuries in any five (5) year period shall be referred by his/her immediate supervisor for mandatory counseling with the Fire Chief or Safety Officer. If a member suffers more than five (5) lost-time on-duty accidents in any five (5) year period, he/she shall submit a written report to the Fire Chief detailing the events which led to each injury, and appear before the Fire Chief to offer explanation for his/her apparent failure to work safely.
	20. No member shall take for personal use a fee, gift, or other thing in the course of employment, when such fee, gift, or other thing is given by any person in the hope or expectation of receiving special privileges and/or favorable treatment.
	21. No member shall abuse lawful authority vested in him/her by virtue of his/her position or duties as a firefighter; nor shall enforce any provision of the Uniform Fire or Building Codes while off-duty unless a clear emergency exists; nor shall threaten to enforce such Codes, or perform/fail to perform any duty incumbent upon a firefighter of the Blue Ridge Fire District in retaliation for the actions of another. Such actions on the part of the member shall be deemed official misconduct. No provision of this rule shall be interpreted to prevent an off-duty member from reporting any violation occurring in his/her presence or view to an on-duty member charged with the responsibility to enforce such Codes or Ordinances.
	22. Members shall not have or use business cards pertaining to private commercial business that show the member's connection to the Blue Ridge Fire District.
	23. No member shall permit the use of their name in connection with their position with the BRFD or the name of the Blue Ridge Fire District or Department for commercial advertising purposes without the written permission of the Fire Chief.
	24. No member shall represent him/herself as a member of the Blue Ridge Fire District or Department for the purpose of obtaining favorable treatment by any person or organization.
	25. All members shall be careful to avoid actual, or the appearance of conflict of interest between their Fire Department employment and any off-duty enterprise or activity.
	26. Members shall not steal or damage the property of others or the Blue Ridge Fire District.
	27. No member shall mis-appropriate District funds, appropriate District property for personal use, or illegally dispose of or recklessly damage public property.
	28. Members shall not threaten or fight with any person while on duty or on District property.
	29. Members shall not gamble while on duty, in uniform, or on District property.
	30. Members shall not engage in sexual, immoral or other inappropriate activity while on duty or on District property
	31. Only authorized members shall be in possession of a weapon of any kind while on duty or on District property.
	32. Members shall not make long-distance phone calls charged to the Department unless authorized by the Chief or his/her designee.
	33. Members shall not make directory assistance "Information" calls from a District phone unless authorized by the Chief or his/her designee.
	34. Members shall not use remarks that degrade national origin, sex, color, creed, or belief of fellow members or the public in a manner as to be insulting or inciting to any member.
	35. Members shall not exhibit conduct which interferes with the proper cooperation of employees or impairs the efficiency of the department, or disrupts the working environment of its members.
	36. Members shall be courteous with their relationships to the public and each other, and shall avoid harsh, violent, profane and insulting language and manners.
	37. Members shall show respect for rank held by an officer of the Department and/or elected or appointed officials of the Blue Ridge Fire District.
	38. Members shall show respect for rank held by an officer of other public safety agencies including

 but not limited to: Fire Districts, State or Federal Fire agencies, Law enforcement, US military

 officers in uniform.

* 1. Members shall not use Fire Department storage facilities, food lockers, clothing lockers, desks, filing cabinets, etc. for the storage of any hazardous, noxious, or illegal substance (whether by force of law or these Rules and Regulations). All lockers, whether assigned or not, and irrespective of their locked/unlocked condition, are subject to inspection by supervisors without notice.
	2. No member shall neglect or omit any activity it is his/her duty to perform; nor shall any member be inept or incompetent in the performance of any required duty. Such activity, whether by act or omission, shall be considered neglect of duty.
	3. No member shall refuse to perform emergency work after working hours or remain on duty to maintain required staffing levels when directed to do so by a supervisor.
	4. Members shall not leave duty during any shift, detail, or assignment without notifying their supervisor and receiving proper approval. Members who are absent prior to receiving approval to take leave, or who are absent even though leave has been denied, or who are absent without contacting their supervisor regarding that absence will be considered absent without authorization, and may be subject to disciplinary action. Members may be dismissed after three (3) consecutive working days of absence without authorization.
	5. No member shall make use of Emergency Leave except for reasons authorized by the District; nor make a false claim for leave either orally or in writing; nor shall give reason for a leave request knowing that such reason is not wholly true.
	6. No member shall, during on or off-duty hours, engage in an employment, activity, or enterprise that is inconsistent, incompatible, or in moral, legal, or technical conflict with his/her duties, functions, and responsibility as an employee of the Blue Ridge Fire District..