

PURPOSE

It is the policy of the Peoria Fire Department that employees shall, at all times, conduct themselves in a professional and courteous manner, and exhibit only that conduct that would exemplify the department to both the community and other Fire and Emergency services organizations. This policy outlines the expectations for conduct for all Fire Department personnel.

POLICY

All Fire Department personnel, regardless of position, rank, or compensation, shall be provided a copy of this order, and will be responsible for their familiarity and compliant with all provisions contained therein.

Employees, regardless of rank or position, shall be responsible for the completion of their assigned duties and will be held accountable to their supervisors for the satisfactory performance of those duties and compliant with the Fire Department Standard Operating Procedures (SOP) and the City of Peoria Personnel Administrative Regulations (PAR).

All employees will abide by the Fire Department Rules of Conduct, SOP and PAR's for their respective job classifications.

PEORIA FIRE DEPARTMENT CODE OF CONDUCT

The employees of the Peoria Fire Department are committed to standards of conduct to ensure performance is professional and reflected in the operation and performance of the department. As such, the employees of the Peoria Fire Department commit to:

- Always remember we exist to serve the public with Strength, Honor, and Compassion.
- Treat the public and fellow employees with dignity, respect and understanding and assist the public in a prompt and courteous manner.
- Comply with all requirements pertaining to conflict of interest, ethics and public employment and to maintain the highest standards of integrity, honesty and impartiality in the performance of all duties under their respective job classifications.
- Abide by all federal and state laws, rules and regulations, local ordinances, City of Peoria and Fire department policies.
- Follow the department chain of command on fire department issues and concerns.

GENERAL RULES

All Peoria Fire Department employees shall comply with the following:

- Protect life and property and enforce applicable fire codes as adopted by the City.
- Will not solicit, accept gifts of any value or monies as rewards for performance of assigned duties, accept gratuities or use the position to seek personal gain or favors of any kind.
- Alcohol/Substance Abuse: The City of Peoria has adopted a drug free workplace policy (PAR Section 2). Employees, on or off-duty, will not intentionally abuse any

controlled substance ("Controlled Substance" defined as any substance prohibited under federal or state law or regulation) or legal substance that would impair them to such a state that would bring discredit on the department. Note: impairment includes the smell of an intoxicating beverage on employees' breath that would constitute reasonable cause to administer an intoxilyzer or other medical test for the purpose of conducting an administrative investigation. Employees, on or off-duty, readily recognizes that excessive consumption of alcohol, a controlled substance or legal substance violates state law on driving while intoxicated and may result in the loss of a job requirement.

- Employees, while in uniform or wearing any identifiable part of the Peoria Fire Department uniform, regardless of rank or position, will not taste, drink or purchase alcoholic beverages nor will they consume beverages that approximate the appearance or smell of an intoxicating beverage.
- Employees will not report to duty while impaired to any degree by the use of alcohol, a controlled substance or legal substance.
- Employees will not use or possess for use any controlled substance, narcotic or dangerous drug in violation of any federal, and state or local law. Employees may possess controlled substances, narcotics or dangerous drugs for official fire and emergency services use only.
- Those employees that are licensed by this state as healthcare providers should recognize that the off-duty use of a controlled substance or a legal substance in violation of its prescription may constitute grounds for action against their license. Such actions against their license may constitute a loss of job requirement under the City of Peoria's PAR's Section 60. Additionally, the off-duty use of a controlled substance or the misuse of a legal substance prescribed may result in the employee being unfit to perform their duties as a medical provider.
- Any employee using a prescribed medication that affects the employee's performance will immediately notify their supervisor.
- Employees shall be granted all protections under the Americans with Disabilities Act and the Arizona Civil Rights Laws. In working with employees who are taking medications that may impact their performance of essential job functions, supervisors shall be aware of the confidentiality and non-discrimination provisions of these laws.

ATTENTION TO DUTY

- Employees will maintain a professional approach to their duties at all times.
- Employees will not sleep or lounge while on-duty and in public view.
- Employees shall not engage in any sexual activity while on duty, on City of Peoria property or in a City of Peoria vehicle. This behavior is prohibited and *will not be tolerated* by the department or the City of Peoria. Any employee who violates these guidelines will be subject to appropriate discipline up to and including dismissal.
- Employees are to utilize their duty time to enhance our mission of Public Safety to protect life and property.

LIMITATIONS OF CONDUCT

- Employees shall limit any personal business to that which in no way interrupts the delivery of the fire department and community service, as well as the productivity of the individual employee.
- Employees will not leave their assigned duties, post or job assignment without proper relief and supervisory approval.
- All Fire Department employees shall observe the work hours of their assigned positions.
They shall call in an absence to Telestaff by 0600 before the scheduled shift day. After 0600, members should contact the on-duty Battalion Chief. No other form of call-in is acceptable.
 - Employees who experience an extenuating circumstance (i.e. injury, serious illness, family illness, etc.) should notify their immediate supervisor and Shift Battalion Chief immediately.
- All Fire Department employees shall advise their supervisor of any situation or circumstance that the Peoria Fire Department or the City of Peoria would be reflected as discreditable or would affect performance.
- Employees are prohibited from using any tobacco product(s) while in the public view in accordance with Administrative Procedure 02-02.
 - Smoking or use of any tobacco products is prohibited in all City buildings and vehicles including Fire apparatus.
 - Employees using tobacco are responsible for cleaning up any residue or litter from City facilities and/or equipment.
- Employees will not engage in games of chance, including lotteries and raffles, except with the approval of the Division Manager.
 - No Fire Department employee will release any confidential information, investigation or circumstance to any person or organization unless that person or organization is authorized to receive such.
 - Off-duty personnel will take appropriate action to protect life and property during emergency incidents.
- Use of City of Peoria equipment or vehicles:
 - Employees will utilize City owned or department issued equipment for its intended purpose and refrain from personal use of the equipment for non-work related activities.
 - Employees will not abuse City equipment and will immediately report any damages or losses of City equipment to their supervisor. Any employee responsible for damage to City property may be required, at the sole discretion of the Fire Chief, to repair or replace such equipment, if it has been reasonably determined that the loss was the result of the employee's conduct. Employees committing such acts may also be subject to disciplinary action.
 - City vehicles will be operated in conformance with the Arizona Motor Vehicles Laws, including during emergency responses. The operator of any City vehicle will exercise reasonable care and prudence in the operation of the vehicle at all times.

- Fire Department employees will not make false statements, reports, or cause to be recorded in any report, performance evaluation or logbook any false or misleading statements.
- Fire Department employees shall not participate in political activities (both partisan and non-partisan), including but not limited to political management, political affairs or political campaigns, while in uniform or on duty, other than to cast their vote. (Pursuant to City PAR Section 59)
- Discrimination – Fire Department employees should recognize that the Fire Department and the City of Peoria is committed to a culturally diverse work place.
- Employees shall not discriminate or harass other employees or the public on the basis of race, sex, ethnic background, disability, national origin, religion or sexual orientation.
- Public Appearances – All Fire Department personnel shall wear the appropriate uniform designated by the Battalion Chief for all public appearances and provide the citizens of the City with accurate information and shall greet everyone with a professional manner.
- All Fire Department employees who are recognized by City of Peoria Charter may join a labor organization for the purpose of engaging into collective bargaining with the City for items such as wages, benefits and working conditions.
- Fire Department employees pursuant to the City of Peoria Charter may participate in an employee organization for the purpose of meeting and conferring on certain employment issues. Employees shall not solicit membership or otherwise conduct employee organization activities during working hours, except as provided in the Memorandum of Understanding between the City and employee organization.
- Fire Department employees shall not make public appearances in which the Peoria Fire Department, its employees or departmental policies will be the topic of discussion without obtaining prior authorization from the Fire Chief.
- Fire Department employees will not engage in any conduct unbecoming of a professional fire fighter or licensed emergency medical services provider while on or off-duty. Conduct unbecoming is limited to, and defined as any violation of State or Federal law, regulation, City or County ordinance, department policy or procedure.
- All Fire Department employees will show courtesy and respect for fellow employees within the Department:
 - To promote trust and to allow those being recorded the opportunity to fully focus their attention on the topic of discussion, on-duty employees of this Department will only audio/video record the statements of another Department/City employee after advising the second or subsequent person in the conversation that their statements are being recorded. This declaration must be made each time a new person becomes



9/29/04

Approved: _____

Robert McKibben, Fire Chief

Date

RECEIPT OF TRAINING AND PRINTED MATERIAL

I, _____ hereby acknowledge that I have received training on **Rules of Conduct** by _____ and received a copy of the Fire Department Policy regarding this subject on _____,

Signature of Employee and Date

Signature of Supervisor and Date

Copy to: Employee Training File
 Individual Employee