

CLEARFIELD FIRE DEPARTMENT

CODE OF CONDUCT

PREFACE

The Department's philosophy in approach to service delivery, personnel relations, and member conduct is contained in the Department By-laws. The specific rules and regulations contained in this Code of Conduct are intended to support the Department By-laws.

The intent of this Code of Conduct is to establish personnel rules and regulations for all members.

All members of the Fire Department can access a copy of this Code of Conduct through the officers, and it is each member's responsibility to be completely familiar with the contents. This Code of Conduct will be reviewed periodically for necessary revisions.

This Code of Conduct cannot, nor is it expected to, provide a solution to every question or problem which may arise in an organization designed and established to render emergency services. It is not designed, nor intended, to limit any member in the exercising of his/her judgment or initiative in taking the action that a reasonable person would take in extraordinary situations which are bound to arise in the fire service.

All members of the Fire Department shall be held accountable for their actions and be subject to disciplinary action ranging from counseling to suspension, according to the nature and degree of the offense, for any violation of this Code of Conduct.

RULES OF CONDUCT

All members shall direct their efforts towards fulfilling the mission of the Clearfield Fire Department. The following list of directives represents the personal conduct standards required of each member to fulfill that mission.

Article 1 Every member is expected to conduct himself/herself in a highly self-disciplined manner, and is responsible for regulating his/her conduct in a positive, cooperative and mature way.

John J. Wilson, Jr. James R. Seay Michael J. Mezany

- Article 2** All members, while on-duty, shall devote their entire time and attention to the service of the Fire Department. They shall attend all emergency incidents to which they may be assigned and perform duties as ordered by an officer.
- Article 3** Members shall participate in all Department training activities as directed, be thoroughly familiar with all equipment they may be required to use in performance of their duties, and perform related work as required.
- Article 4** Members shall not engage in activities that are detrimental to themselves, the Department, or equipment.
- Article 5** Members shall not use alcoholic beverages, illegal or debilitating drugs, or substances which impair physical and/or mental capacity, while on any emergency, or special event, On Department equipment, or on any borough property.
- Article 6** Members reporting for duty under the influence of any medication, prescription or non-prescription, that may impede mental or physical reaction must not participate in any incident or training, other than classroom training.
- Article 7** Members shall work competently in their positions to cause all Department programs to operate effectively.
- Article 8** Members shall use their training and capabilities to protect the public at all times, both on and off duty.
- Article 9** Members shall be held personally responsible for all Department property issued to them. Any property which may be lost or damaged through abuse, carelessness, or neglect must be replaced at the expense of the member to whom issued.
- Article 10** No advertising matter, posters, private notices, or other disfigurements shall be posted or permitted without approval.
- Article 11** Members shall not leave their post without permission of their officer and shall report to said officer and said officer will initiate all actions necessary to follow accountability procedures/guidelines immediately upon their return.
- Article 12** When any member is assigned to a position, he/she shall exercise the full responsibility of that position.

John J. Wilson *James R. Long* *Michael J. Magany*

- Article 13** All members will treat as confidential the official business of the Department. They shall not impart or discuss with anyone any matters concerning the Department or its members, except to officers of the Department or under process of law. Members will make every effort to protect patient privacy in accordance with state and federal laws.
- Article 14** No member shall make any purchase or incur any liability in the name of the Department without permission.
- Article 15** No member shall receive any fee nor solicit, demand, or suggest from any person or persons, pay for services rendered in the performance of duty.
- Article 16** Members shall participate in all company activities when possible.
- Article 17** All members reporting for special events will be neatly dressed in a proper and well-maintained uniform, when a uniform has been issued to him / her.
- Article 18** All members shall insure the cleanliness of their assigned apparatus, personal protective equipment, and station areas upon returning from an emergency or event.
- Article 19** All members are to communicate with an officer as to activities, suggestions, problems, and status of their respective units.
- Article 20** Sexual and other harassment is strictly prohibited. (See attached policy).
- Article 21** All members shall attempt to keep themselves physically fit.
- Article 22** Members shall not abuse department property, and will be responsible for reporting any damages that they have discovered or caused.
- Article 23** Members will not knowingly falsify any Fire Department records.
- Article 24** No member shall remove, damage, or tamper with another member's personal property or the property of the Department.

John Wilson Jr *James R Gray* *Michael J. Meyer*

Article 25 No member shall display discriminatory or abusive behavior pertaining to politics, sex, religion, age, sexual preference, diversity, or ethnicity while on Fire Department premises, or on an emergency or at events.

Article 26 Any actions, remarks, or any outward display that is derogatory or discriminatory against any race or disability is prohibited.

Article 27 Seat belts will be worn by all members and their passengers when driving or riding in a Fire Department vehicle.

Article 28 All personnel on any driver's list will attend all driver's meetings and driver's training.


Article 29 All drivers will use spotters while operating any piece of apparatus in reverse, on scene or backing into the station.

I have read, understand, and agree to the above Code of Conduct (pages 1 thru 4 including pages 1 thru 3 of the attached Policy Against Sexual and Other Harassment.)

I have received two copies of the Clearfield Fire Department Code of Conduct, one to be signed and returned to the Department Secretary, and the other to be retained by me.

Member signature: _____ **Date:** _____

CODE of CONDUCT COMMITTEE



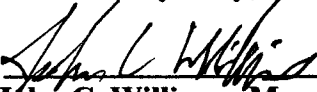
John J. Wilson, Jr. , Chairperson



Michael Mayersky, Member



James R. Gray, Member



John C. Williams, Member