

# WEST SAND LAKE FIRE DISTRICT #1

## Members' Code of Conduct

Revised Date: March 30, 2021

**PURPOSE:** This document describes the general rules of conduct to be observed by all members of the West Sand Lake Fire Department.

**SCOPE:** This Code applies to all Officers, Members, and Commissioners of the Fire Department. Some of these provisions may apply to persons who, while not members of the organization at the time, may display patches, logos, vehicle placards and other means of identifying their association with the Fire Department.

**AUTHORITY:** This Policy/Guideline is established by the Board of Fire Commissioners of the West Sand Lake Fire District #1, who is responsible for its administration. The Constitution and By-Laws of the West Sand Lake Volunteer Fire Co. #1 may also apply to these provisions.

### **CODE OF CONDUCT:**

The West Sand Lake Fire Department is the lead emergency response agency for the West Sand Lake Fire District. It is of paramount importance, therefore, that our Department is viewed as being comprised of trained, caring, and confident professionals, ready to serve our community at any time. The following behaviors contribute to this image and, as such, shall be observed at all times:

1. Familiarization with all Policies, Guidelines, and Procedures followed by the Fire Department.
2. Successful completion of all training assigned to all Members by the Chief, and additional training that may be required to fill specific roles.
3. Attendance and participation in Fire Company monthly meetings, and any special meetings that may be called.
4. Attendance and participation in regularly scheduled drills, as well as other drills which may be organized and sanctioned by the Chief.

5. Familiarization of the geographic features of the Fire District, including its highways, roads, important landmarks, large occupancy buildings, and major water sources.
6. Responding to emergency calls in a timely manner, following procedures established by the Chief, exhibiting due regard to other highway users while traveling to the Fire Station.
7. While at the Fire Station, or at the scene of emergency calls or drills, conducting oneself appropriately, including:
  - a. Following all reasonable orders, commands, or requests given by the Chief, Line Officers, or more experienced Members.
  - b. Use of any gear, equipment, or apparatus assigned to the Member with all reasonable care.
  - c. Treatment of their fellow Members, Officers, patients, occupants of property, and observers with the utmost courtesy and respect.
    - i. Laws, rules, and regulations regarding patient privacy shall be strictly observed.
  - d. At the completion of emergency operations, ensure that all apparatus and equipment is cleaned and returned to service, supplies are restocked, and the Fire Department is fully prepared to respond to the next emergency.
  - e. Members shall not divulge information regarding any emergency to which the Fire Department is dispatched to members of other emergency service agencies, the general public, or the news media.
    - i. Members shall refer all requests for interviews and information to the Chief or, if so designated, a Public Information Officer.
8. At all other times, particularly while wearing Fire Department-issued apparel, traveling in a vehicle displaying Fire Department insignia, or otherwise identified as being part of this Fire Department, Members shall consider themselves to be representatives of the Fire Department, and conduct themselves accordingly:
  - a. Wear their Department-issued apparel proudly, keeping it clean and in good repair.
  - b. Present a neat and professional appearance.

- c. Refrain from using inappropriate language or behavior as much as possible.
  - d. Treat fellow Members, members of other departments, and the public with a spirit of respect and helpfulness.
  - e. Refrain from sharing information or commentary regarding emergency calls, policies, guidelines and procedures of the Fire Department, or the proceedings of Fire Company meetings with persons who are not Members of the West Sand Lake Fire Department.
    - i. Members shall take great care, when sharing sensitive information, that their conversations are not overheard.
  - f. Observe the Fire Department’s Social Media Policy when posting on online platforms or blogs.
  - g. Be aware of their surroundings; refrain from visiting locations or involvement in situations that may cast the Fire Department in a negative light.
  - h. Do not modify apparel or other items bearing the name(s) or logo(s) of the West Sand Lake Fire Department or its affiliated organizations in any way.
9. Members’ family members who are presented with Fire Department apparel, or otherwise may be associated with the Fire Department shall observe the above rules to the best of their ability.
10. Members who leave the Fire Department may retain apparel or other items that were presented to them during their term in the Department as mementos. However, the above rules shall apply when these former Members display these items in public.

**ENFORCEMENT:** Any and all violations of these rules shall be reported as soon as possible to the Chief, another Line Officer, or a Commissioner. These violations shall be investigated, and disciplinary action taken, in conformance with the Fire District’s Disciplinary Policy. In instances where the Fire Company may have jurisdiction, the provisions of its Constitution and By-Laws shall apply.

**REVISION HISTORY:**

Date	Action	Author
03/30/2021	Original Draft	Policy Committee

03/18/2021	Approval	BOFC
02/01/2023	NEXT REVIEW DATE	