



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

Members of the department are held to the highest standard of conduct. This policy establishes that standard.

All members are responsible for following this policy.

POLICY

Members shall conduct themselves as described in the *City of Russellville Personnel Policies and Procedures Manual*, "Standards of Conduct", and *Russellville Civil Service Commission Rules and Regulations*.

Code of Ethics:

Members shall adhere to the following code of ethics published by the United States Fire Administration: I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following:

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse on duty that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate, threaten or otherwise abuse (including shouting, profanity, etc.) fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.

Approved

Fire Chief

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- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior

Conduct

All employees shall exhibit a professional and courteous manner while on duty.

Any violation of 101.04 will be considered conduct unbecoming. Conduct unbecoming of an employee of the Russellville Fire Department will be subject to strict disciplinary action.

Employees shall refrain from altercations and disorderly conduct.

Members of the Russellville Fire Department will conduct themselves in a self-disciplined manner that will reflect positively upon themselves and the department.

Members of the Russellville Fire Department will be subject to all federal laws, state statutes, and city ordinances.

Performance of Duty

Employees shall perform their duties promptly, efficiently, and in a quiet manner.

Employees shall always act in a diligent and expeditious manner when performing duties, both on the incident scene or around the fire station.

Employees shall serve with a sense of compassion and empathy to the public.

Drugs and Alcohol

Employees are strictly prohibited from using, possessing, or being under the influence of drugs or alcohol while on duty.

Employees are subject to random drug testing according to City of Russellville Personnel policies and procedures.

Employees shall not possess or use any controlled substance on or off duty; except with the approval and guidance of a licensed physician with a prescription.

While off-duty, employees shall not consume alcoholic beverages to the extent their behavior would bring discredit upon themselves or the department.

Gambling

Employees shall not engage in gambling activities while on duty.

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Uniforms

Employees, while on duty, shall wear the regulation uniform in accordance with that specific procedure, and shall keep themselves in a clean and well-kept appearance.

Employees shall not use their uniform for personal gain.

Orders from Superior Officers

Obedience to orders of officers shall be faithfully and promptly observed. Failure to promptly carry out orders shall be deemed insubordination on the part of the employee so ordered.

Personal Vehicles

Personal vehicles shall not be parked where they prohibit or disrupt access to the fire apparatus bays.

Employees are to park in the designated parking areas at their assigned fire station.

Station Security

Quiet hours are from 10pm to 6:30am. Fire stations will be secured and lights turned off in areas where there is no activity. The last member to retire for the evening will see that all doors are secured and lights turned off.

Employees shall not use fire stations or department property for personal gain.

Station Living

Employees are to be respectful towards other employee's personal property and privacy. This includes a prohibition on unwanted photos or videos.

Employees shall not use the station, apparatus, or fire department property for personal gain.

Approved

Fire Chief

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