

**Adopted: November 10, 2009**

**Fire Chief Jim Spiegel**

## **GUIDELINES FOR APPROPRIATE CONDUCT**

As an integral member of the North Berrien Fire Rescue Department team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and personal life you refrain from any behavior that might be harmful to you, your co-workers, and / or the North Berrien Fire Rescue Department, or that might be viewed unfavorably by current or potential customers or by the public at large.

Whether you are "On Duty" or "Off Duty", your conduct reflects on the North Berrien Fire Rescue Department. You are, consequently, encouraged to observe the highest standards of professionalism at all times. Types of behavior and conduct that the North Berrien Fire Rescue Department considers inappropriate include, but are not limited to the following:

- Falsifying employment or other North Berrien Fire Rescue Department records.
- Violating the North Berrien Fire Rescue Department's discrimination and / or sexual harassment policy.
- Soliciting or accepting gratuities from residents, patients, victims, customers or clients.
- Excessive absenteeism or tardiness.
- Excessive, unnecessary, or unauthorized use of company supplies, particularly for personal use.
- Reporting to work intoxicated or under the influence of non-prescribed drugs, and/or illegal manufacture, possession, use, sale, distribution or transportation of drugs.
- Bringing or using alcoholic beverages on North Berrien Fire Rescue Department property or using alcoholic beverages while engaged in North Berrien Fire Rescue Department business, except where authorized.
- Engaging in any sexual activity while on duty.
- Using obscene, abusive, or threatening language or gestures.

North Berrien Fire Rescue Department is committed to providing a safe work environment. The North Berrien Fire Rescue Department prohibits and does not tolerate violent acts or threats against members, visitors, guests or other individuals within its facilities or during any Department-related activity. Violence may be described as verbal or physical threats, intimidation, and / or aggressive physical contact.

Prohibited conduct includes, but is not limited to the following:

- Intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury.
- Inflicting or threatening injury or damage to another person's life, health, well being, family or property.
- Abusing or damaging Department or member property.
- Using obscene or abusive language or gestures in a threatening manner.

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- Raising voices in a threatening manner.
- Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited.
- Theft of property from co-workers, customers, or the North Berrien Fire Rescue Department.
- Insubordination.
- Failing to maintain the confidentiality of the North Berrien Fire Rescue Department customer, client, patient, victim or resident information.
- Use their position with the North Berrien Fire Rescue Department for personal gain or to influence others in a way that may bring discredit to the North Berrien Fire Rescue Department.
- Abuse privileges granted by the administration.
- Loan, sell, or give away North Berrien Fire Rescue Department property without administrative permission.
- Make purchases in the name of the North Berrien Fire Rescue Department without permission of the administration.
- Failure to obey federal, state and local laws.
- Any conduct, whether on or off duty, which brings the Department or the North Berrien Fire Rescue Department into disrepute in the eyes of the public or which interferes with the ability of the Department or the North Berrien Fire Rescue Department to carry out its mission.

Types of behavior and conduct that the North Berrien Fire Rescue Department considers appropriate include, but are not limited to, the following:

- Follow all directives of the North Berrien Fire Rescue Department.
- Use your capabilities and training to protect the public at all times, both "On Duty" and "Off Duty".
- Work competently in their positions to cause all North Berrien Fire Rescue Department programs to operate at maximum effectiveness and efficiency.
- Supervisors shall manage in an effective, considerate manner.
- Subordinates will follow instructions in a positive, cooperative manner.
- Keep themselves informed to do their jobs effectively.
- Be concerned for, and protective of each member's welfare and safety.
- Operate safely and exercise good judgment and common sense.
- Keep themselves physically fit.
- Obey the law.
- Report the loss of, or damage to North Berrien Fire Rescue Department property immediately.
- Answer alarms in accordance with all regular and special schedules.
- Possess a valid driver's license and auto insurance.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the North Berrien Fire Rescue Department, based on violations either of the above or of any other regulations, you will be subject to disciplinary action, up to and including dismissal, as well as arrest and / or prosecution for violations of the law.