

## **290 RULES OF CONDUCT FOR FIRE DEPARTMENT MEMBERS**

### **PURPOSE:**

The purpose of this policy is to establish the Florence Township Fire District No. 1's conduct standards for its members and employees.

### **SCOPE:**

This policy applies to all members of the Florence Township Fire District No. 1.

### **DEFINITIONS:**

1. **Suspension Day:** In the paid service, a day of suspension shall be defined as 8 hours regardless of the type of shift the employee is working. In the volunteer service, a suspension day shall be a 24 hour period wherein the member may not participate in any departmental activities.

### **POLICY:**

Every person serving Florence Township Fire District No. 1 is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive and mature way. Failure to do so will result in disciplinary action ranging from counseling to dismissal.

#### **All Personnel Shall:**

1. Follow written directives and Operation Manuals of Florence Township Fire District No. 1.
2. Use their training and capabilities to protect the public at all times, both on and off duty.
3. Work competently in their positions to cause all department programs to operate effectively.
4. Always conduct themselves to reflect credit on the department.
5. Supervisors will manage in an effective, considerate manner/subordinates will follow instruction in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order within the department both on and off duty.
7. Keep themselves informed to do their job effectively.
8. Be concerned and protective of each member's welfare.
9. Operate safely and use good judgment.
10. Keep themselves physically fit.
11. Observe the work hours of their position.
12. Obey the law.

13. Respect department equipment and property.

**Members Shall Be Subject to Discipline For:**

1. Failure to follow written directives and Standard Operating Procedures of Florence Township Fire District No. 1
2. Incompetence, inefficiency, or failure to perform duties;
3. Insubordination;
4. Inability to perform duties;
5. Chronic or excessive absenteeism or lateness;
6. Conviction of a crime;
7. Conduct unbecoming a fire department member and/or public employee;
8. Neglect of duty;
9. Misuse of public property, including but not limited to motor vehicles, computers, etc.;
10. Discrimination that effects equal employment opportunity (as defined in N.J.A.C. 4A:7-1.1), including sexual harassment;
11. Violation of Federal or State regulations concerning drug or alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and state and local policies issued thereunder; and,
12. Exhibiting unprofessional/negative demeanor to supervisors, subordinates, other members or the general public.
13. Engaging in open verbal aggression towards another member.
14. Other sufficient causes including:
  - a. Engaging in any activity that is detrimental to the department;
  - b. Engaging in a conflict of interest to the department or use of their position with the department for personal gain or influence;
  - c. Fighting;
  - d. Abuse of sick leave;
  - e. Theft;
  - f. Use of alcoholic beverages, debilitating drugs, or any substance which could impair a member's physical or mental capacity while on duty;

- g. Engaging in sexual activity on Fire District property or while on duty.
- h. Verbally or physically abusing, insulting, humiliating, intimidating, hazing or otherwise harassing any other person.

