

ESCAMBIA COUNTY FIRE-RESCUE*Standard Operating Guidelines***1110.003****General Conduct**

Implemented:01/09/03

Revised:10/31/17

Patrick T Grace, Fire Chief

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PURPOSE:

Firefighters are looked upon as leaders within a community. As such, they must be obligated to maintain a high standard of moral character, work ethic, and personal appearance. Firefighters must always be cognizant of their surroundings and conduct themselves in a manner that reflects favorably upon themselves, their co-workers, and their organization.

OBJECTIVE:

To provide personnel with guidelines that define the proper general conduct, duty responsibilities, and prudent actions of all ECFR personnel, whether on or off duty.

SCOPE:

All Personnel

GENERAL CONDUCT

Personnel shall at all times be attentive to their duties and, by their alertness and observation, demonstrate their interest in their work. They shall act with dignity and maintain a bearing conducive to an effective and efficient organization.

The lack of honesty, self-motivation, emotional stability, sound judgment, diligence, alertness, decisiveness, power to observe, initiative, energy, ability to work with others or the public, or unsatisfactory performance of duties shall be considered as evidence of incompetence.

Personnel shall not conduct themselves in an immoral, indecent, lewd or disorderly manner. They shall not be guilty of misconduct, conduct unbecoming, or acts that discredit or reflect unfavorably upon the organization, its personnel, or leadership.

All personnel shall exercise a level of proper composure in the performance of all duties.

All personnel must be safe, effective, and efficient in the performance of their duties.

While on duty, all personnel shall be alert and remain at their assigned position or post until properly relieved.

Members shall keep their superior officers and ECFR administration informed of their correct home address and telephone number, to ensure accurate data is available in FH Web.

Personnel should not disseminate potentially sensitive or controversial information concerning the internal affairs of the organization to outside agencies or individuals without consulting the Fire Chief through the chain of command.

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Personnel shall promptly report, through their chain of command, any information they possess, observe, acquire, or secure regarding fires of questionable nature.

Personnel will not accept money, gifts, or other valuable articles from the public in return for expected favoritism or increased levels of service.

Personnel will be respectful and courteous to the public, co-workers, and personnel from outside organizations.

Personnel must give their name and rank, upon request, while performing any duties under the auspices of ECFR, unless they are being threatened or under duress.

Personnel shall not display an indifferent or uncooperative attitude towards the public or co-workers in the performance of his/her duties and responsibilities.

Personnel shall be neat and clean when on duty, except when duties or assignments obviously prevent such cleanliness. All personnel will maintain clean and appropriate personal hygiene for the comfort and protection of themselves and co-workers while on duty.

Personnel that witness, or have knowledge of other personnel deliberately disregarding rules, regulations, policies, or guidelines governing the administration and operations of ECFR, shall report such information immediately through the proper chain of command.

Any messages received, verbal or written must be promptly and accurately delivered to the person concerned.

All personnel will promptly and thoroughly obey all orders received from a superior officer that are not in conflict with any law, ordinance, department rule or order, or compromise the safety of themselves, other personnel, or the public.

Officers who knowingly fail to recognize or address violations of County or ECFR rules, regulations, policies, or guidelines shall be guilty of insubordination.

Officers shall ensure that all personnel they supervise are thoroughly briefed on County and ECFR rules, procedures, policies, and guidelines, especially following any additions or revisions to such articles.