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| HALIFAX FIRE DEPARTMENT R&R ARTICLE 4 | CONDUCT |
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1. All officers and firefighters shall be addressed and referred to in a respectful manner. Derogatory or inflammatory statements towards another member will not be tolerated.
2. All members shall promptly notify the Officer in Charge of any of the following of which they have personal knowledge or of which they are in any way connected:
 - a. Defects in apparatus, equipment or other Department property or damage to same.
 - b. Loss or damage to any equipment while going to, working at or returning from and an incident.
 - c. Loss of any personal firefighting equipment assigned to them.
 - d. Accidents or collisions due to Department operations or caused by an act or negligence of department employees, especially when resulting in loss of life, injury to persons, or damage to property.
 - e. All injuries received while in the performance of duty as a member of the Halifax Fire Department.
3. All objects of value and or money recovered or found by Fire Department members at the scene of an incident, shall immediately be brought to the attention of the Incident Commander. If possible, items of value should be left where they are found, however if they are in an unsafe environment, they may be removed to a safe area. When members return valuables to the rightful owner, there shall be more than one member present, and a Police Officer present if possible. This information shall also become a part of the Incident Report.
4. Members of the Halifax Fire Department shall be responsible for their conduct, either on duty or off duty and shall avoid any act or action that will dishonor or discredit the Fire Department and its members.
5. Members shall not be permitted to be in any part of the Fire Department uniform when involved in the consumption of alcohol.
6. Members of the fire Department, either on duty or off duty, shall be prohibited from: gambling, improper or offensive language, disorderly conduct, quarreling, fighting or assault, abuse of alcohol or controlled substances, degrading or belittling another person, sexual harassment,

tending to minor children, within the confines of the Station or on Fire Department property.

7. Any violations of these Rules and Regulations or any Standard Operating Procedure, Guideline or orders shall constitute an offense punishable by verbal warnings, written warnings, suspension from duty, demotion in rank or dismissal from the Fire Department.
8. Every member of the Halifax Fire Department is expected to function in a self disciplined, professional manner and is responsible for their own conduct in a positive, productive and mature manner. Failure to do so will result in disciplinary action.

PROHIBITED CONDUCT: The following examples of prohibited conduct, although not inclusive, are prohibited by members of the Halifax Fire Department while on duty and in uniform and may apply while off duty and not in uniform:

1. Conduct unbecoming a member: The commission of any specific act or acts of immoral, improper, disorderly or intemperate personal conduct which shall serve to discredit the member, fellow members or the Halifax Fire Department.
2. Criminal Conduct: The commission of any felony, misdemeanor, or the violation of the criminal laws and statutes of the Town of Halifax, the Commonwealth of Massachusetts, or the United States, and any other jurisdiction.
3. Department Property, Abuse of : Negligently abusing, misusing, damaging or losing property belonging to the Fire Department or the Town of Halifax.
4. Department Telephone, Use of: Department telephones are to be used for official Department business only, unless authorized by the Chief.
5. Department Vehicles, Use of: Fire Department vehicles shall be used for official Department business only, unless authorized by the Chief.
6. Discourtesy: Being rude, impolite, contemptuous or insolent to a fellow member of the Department or a member of the general public.
7. False Information on Records: A member or employee shall not make or submit any false or inaccurate reports or knowingly enter or cause to be entered into departmental books, records, reports or logs, any inaccurate, false or improper information.
8. Feigning Illness or Injury: A member shall not feign illness, injury, or falsely report ill or injured.

9. Incompetence: Members shall maintain sufficient competency to perform their duties and to assume the responsibilities of their position. Incompetence may be demonstrated, but not limited to the following:
 - a. A lack of knowledge of the application of Fire Laws required to be enforced.
 - b. An unwillingness or inability to perform assigned tasks.
 - c. The failure to conform to work standards established for the member's rank, grade or position.
10. Incurring Department Liability: A member shall not incur a liability chargeable to the Halifax Fire Department without prior knowledge and consent of the Chief.
11. Insubordination: Failure or deliberate refusal to obey a lawful order given or issued by a superior officer.
12. Intoxicating Beverages or Drugs, use of: A member or employee:
 - a. Shall not, while on duty, consume any intoxicating beverage.
 - b. Shall not, while on duty, use any narcotic, controlled substance or other toxic drug except at the direction of a physician for a specific health purpose, and then only after informing the Chief of same.
 - c. Shall not report for duty, or recall, while under the influence of intoxicating beverage or under the influence of any narcotic drug or controlled substance.
 - d. Shall not, while off duty and while wearing any identifiable part of the uniform of the Halifax Fire Department, drink any intoxicating beverage in public view or in any place accessible to the public.
 - e. Shall not bring, place or keep, or permit to be brought, placed or kept, in any Fire Department building, vehicle or property, any intoxicating beverage or any narcotic drug or controlled substance.
13. Department Letterhead: Members and employees shall not use the Fire Department Letterhead for private correspondence or for sending official correspondence out of the Department without the permission of Chief.
14. Mailing Address: Members and employees shall not use the Fire Department as a personal mailing address for private purposes, without permission from the Fire Chief. At no time will the Fire Department be allowed to be use as an address for the purposes of any form of licensing or registration of any type.
15. Neglect of duty: Being absent from assigned duty without leave, leaving post or assignment without being properly relieved, failure to take appropriate action when any fire, EMS, or other incident requires Fire Department attention or service.
16. Department Notices: Altering, defacing or removing any posted Fire Department notice without permission from the Chief.

17. Confidential Information, Dissemination of: Members and employees shall treat the official business of the Fire Department as confidential and shall conform to the following guidelines:
- a. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established departmental policies.
 - b. Access to departmental files, records and reports shall be limited to those members and employees authorized by the Chief.
 - c. Official records, files and reports shall not be copied or removed from the Fire Department unless authorized by the Fire Chief.
 - d. The identity of any person giving confidential information to the Fire Department or to any member thereof in the performance of their duties, shall not be divulged except with the prior approval of the Chief.
 - e. No information shall be released, given or issued to any form of media concerning the operations of the Fire Department, the members of the Fire Department, or the evidentiary aspects of any Fire Investigations without prior approval of the Chief.
18. Public Statements: No member or employee shall make, publish, or issue derogatory, discreditable or disparaging public statements concerning the department or its members, which might tend to undermine the efficiency of department operations and/or the morale of its membership.
19. Personal Business: Members, while on duty and in uniform, shall not conduct any personal business, purchase any alcoholic beverages, illegal drugs, or purchase and carry any conspicuous amounts of merchandise unless required in the performance of duty, without permission of the Chief.
20. Carrying of Weapons: No member of the Halifax Fire Department shall be allowed to have on their person or in their possession any firearms, clubs or weapons that may be used for any purpose, lawful or otherwise, during the performance of their duties. The only exception to this will be the allowance of approved knives used in the performance of duty as a member of the Halifax Fire Department.
21. Sexual Harassment: All members and employees shall be required to follow the Sexual Harassment Policy prescribed and issued by the Town of Halifax.