

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

TITLE: Personnel Conduct & Performance

REVISED: 09/1/2007

POLICY: # 200.2

APPLIES TO: All Personnel

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POLICY STATEMENT

It is the policy of the Southern Stone County Fire Protection District that all personnel conduct themselves in a professional and ethical manner at all times when they are representing the Fire District during any function, whether in District or out of District. For the purpose of this policy, professional and ethical conduct is defined as conducting oneself in a manner that will not bring embarrassment to themselves or to the District and in a manner that is consistent with Fire District Values.

SECTION ONE

1.1 – COMPETENCY – A member shall maintain sufficient competency to properly perform the duties and to assume the responsibilities of the position. Efforts shall be directed and coordinated in such a manner as will tend to establish and maintain the highest standards of efficiency in carrying out the functions of the Fire District. The fact that a member was deemed competent at the time of acceptance shall not preclude a judgment of incompetency as the result of their performance of duty or capacity to fulfill the requirements of the assigned task(s). Such incompetence may be demonstrated by lack of knowledge of application of firefighting tactics; unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the member's rank, grade or position. Apart from or in addition to other methods of proof of incompetence, a written record of repeated disciplinary actions for minor infractions of rules, regulations manual, or directives will be considered prima facie evidence of incompetence.

1.2 – CRITICISM – A member shall not publicly criticize or ridicule the District, its policies or other members by talking, writing, or expressing any other manner, where the same is made with reckless disregard for its truth or falsity, which tends to impair the operation of the District.

1.3 – CONFLICTING ORDERS– A member who is given an order that is in conflict with a previous order or regulation shall respectfully call attention to such conflict. If the superior officer giving the order does not alter or retract the conflicting order, the subordinate shall not be held responsible for disobedience of any order therefore issued. When an order contrary to the provisions of any previous lawful order, regulation directive, manual, or Standard Operating Procedure is given to a member, the member shall comply with the order unless it is a violation of the law or places the member in immediate danger. The member shall, thereafter, submit a report stating the facts and circumstances to the Incident Commander as part of the report.

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1.4 – ABUSE OF POSITION–

A. Use of Official Position or Identification: A member is prohibited from using any position, official identification card, or badge for personal or financial gain or for obtaining privileges not otherwise available to him. A member may not:

1. Lend identification card or badge to another person
2. Reproduce the departmental badge or identification card

B. Use of Name, Photograph, or Title: The District shall not permit or authorize the use of its name, photograph, or official title which identifies the District or member in connection with testimonials or advertisements of any commodity or commercial enterprise, or for personal reasons, without the prior approval of the Chief or designee.

C. A Member Shall Not: Address a public gathering; appear on radio or television; prepare for publication any article; act as a correspondent to a newspaper or periodical; release or divulge investigative information; or any other matters of the department without the Chief's prior authorization. Only the Chief, IC or a designee shall be permitted to release information relating to the organization or operation of the District. The Fire Chief or designee shall be the only person authorized to release information pertaining to investigations and information not deemed confidential by law and which pertains to the investigation.

1.5 – ADDRESS, TELEPHONE NUMBERS, ETC. – It shall be the responsibility of the member to report such change of address and/or telephone numbers immediately on written report to the company officers or their delegated assistant.

1.6 – OFFICER RESPONSIBILITY – All officers of the District shall familiarize themselves with all Fire District regulations, fire prevention, state and local laws pertaining to fire fighting. They are responsible for insuring all members of their station are informed of such regulations and laws and kept abreast of updates/changes.

1.7 – PUBLIC RELATIONS – The importance of a good relationship with the public cannot be overly emphasized. The Chief or designee shall be responsible for determining sound principles of public relations to be followed by all members of the District. Each member shall, at all times, dress and act in a manner that displays and is conducive to good public relations.

SECTION TWO – DISCIPLINE

2.1 – INSUBORDINATION – A member shall promptly obey and execute any and all safe and lawful orders of a superior officer. This will include orders relayed from a superior officer by

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another member of the District. The disobedience of any order or abusive language or conduct toward a superior officer, shall be insubordination.

2.2 – USE OF ALCOHOL - Members shall adhere to Policy 200.5, Section 6.

2.3 – USE OF TOBACCO – Personnel shall refrain from the use of tobacco in the vicinity of District apparatus while attending any public event. Personnel shall utilize designated tobacco areas during such events. If the property on which the event is being held has a tobacco policy, District personnel will comply while on the property. No uses of tobacco products are allowed in any district building, except in approved designated areas. No smoking will be allowed in any district vehicle at any time.

2.4 – USE OF DRUGS– A member SHALL NOT use drugs, narcotics or hallucinogens except when prescribed by a physician or dentist. Refer to Policy 200.5, Section 7.

2.5 – CRIMINAL ACTS – Any of the following may be considered cause and justification for the suspension or dismissal of any member of the District:

A. For conviction of any felony crime or Class A or B misdemeanor against the laws of Missouri, or the laws of the United States or for habitual conviction of misdemeanors.

B. All convictions will have disciplinary action as determined by the Chief, which may include, but not be limited to, cancellation of authorization to drive all apparatus, revocation of blue light permit, and/or suspension.

C. For unnecessary use of force to citizen or member of the District.

2.6 – KNOWLEDGE OF RULES –

A. Upon acceptance into the Fire District, each member shall review a copy of the District Policies and Standard Operating Procedures within 90 days. The member and the Chief or Assistant Chief will sign Attachment 1 (Certification of Policies) acknowledging the understanding of the Policies and SOPs. Attachment 1 will then be filed in the member's records.

B. Any and all changes and/or additions of new or existing rules and/or regulations will be given to all members when effective. They shall be required to sign Attachment 1, which will be maintained in a permanent file.

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2.7 – VIOLATION OF RULES – A member shall not commit an act or omit an act contrary to good order and discipline of the District or constituting a violation of any of the provisions of the Policies and SOPs of the Fire District. A member shall not consider ignorance of the Policies or SOPs an excuse or justification for any violation of such. All members shall be responsible for their own actions and they shall not attempt to shift the burden of responsibility for executing or failing to execute a lawful order away from them.

2.8 – DISCIPLINARY PROCEDURES – Disciplinary procedures will be in accordance with the Fire District Policies 700.

2.9– COMPLIANCE WITH DISTRICT POLICIES, SOPS, SPECIAL ORDERS, ETC – Each member shall comply with the Rules and Regulations, Special Orders and Policies of the District.

SECTION THREE – REPORTS

3.1 – REPORTS – It shall be a violation of these rules for members to fail to submit reports, to falsify information, or to withhold complete information from incident reports, whether verbal or written on any incident. Incident reports shall be complete in every detail, and submitted within 48 hours of incident.

3.2 – COMPANY RECORDS – The Incident Commander shall maintain an accurate record of proceedings of the incident and enter it in the incident report or record of all matters affecting the interest of the District and the administration.

3.3 – ACCIDENTS AND SICKNESS, REPORT OF – While in the District, members shall report to their Officer all accidents and sicknesses which:

- A. Occur in the line-of duty. Company Officers shall report verbally immediately to the Duty Officer within 24 hours of all accidents and sicknesses, complete and submit a District Accident Report which occurs in the line-of duty, which may affect said member's performance of duties.
- B. Occur other than in the line-of-duty, which will prevent or limit the member's ability to perform. Member should report any medications which have been prescribed by a physician and which could impair a member's judgment/ability to the Station Officer.
- C. The Fire Chief or designee is to be notified immediately of any line-of-duty accidents and/or off-duty major illness or accidents.

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3.4 – FICTITIOUS ILLNESS OR INJURY REPORTS/DECEPTION – A member shall not feign illness or injury, falsely report an illness or injury in the line of duty, or otherwise deceive or attempt to deceive any official of the District as to the member’s condition of health.

3.5 – POSTING OF ORDERS, DIRECTIVES, BULLETINS, ETC. – All written orders, directives, bulletins and other material coming from the Office of the Chief shall be sent to each station or member of the District as applicable. All postings shall be removed from board after 60 days.

SECTION FOUR – TRAINING

4.1 – TRAINING PROGRAMS FOR THE FIRE DEPARTMENT PERSONNEL – All departmental training programs, methods, subjects, exercises, drills and firefighting techniques shall be conducted under the direction of the Training Officer or designees and in accordance with methods and procedures approved by the Training Division of the Fire District. District Officers shall not be permitted to alter or change training methods or firefighting techniques or procedures, which have been approved as District standards for training.

4.2 – IN-SERVICE TRAINING – Battalion Chiefs shall see that the company officer and acting officers devote as much time as practical to in-service training classes on firefighting and related subjects as prescribed by the Training Chief. The Training Chief will schedule District training so that all stations receive the same training monthly in an effort to remain consistent.

4.3 – PRE-FIRE PLANNING – It shall be the duty of the Station Officers to see that each member is familiar with specialty structures (schools, apartments, commercial building) or any monitored sprinkler systems. The Divisions of Training or Prevention shall insure that all personnel are familiar with the Fire District connections or sprinkler systems within our jurisdiction and provide direction when it is asked for.

4.4 – SAFETY – A high degree of safety SHALL be implemented and emphasized at ALL times, in all activities. All unsafe conditions, procedures and activities in the District shall be reported the Duty Officers in writing for evaluation and corrective action. All safety procedures will follow the Standard Operating Procedures for Training.

SECTION FIVE

5.1 – CARE OF DISTRICT VEHICLES, BUILDINGS, AND GROUNDS – The Station Officer shall be responsible for the proper care and cleanliness of District buildings, grounds and

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vehicles at the assigned station.

5.2 – PARKING AND/OR STORAGE OF POV AND EQUIPMENT ON FIRE DISTRICT GROUNDS/BUILDING – Privately owned vehicles and equipment shall not be permitted to be stored in any District building or grounds without prior approval by the Fire Chief or designee.

5.3 – OPERATION OF VEHICLES – All members shall operate an official vehicle of the Southern Stone County Fire Protection District in a careful and prudent manner, and shall obey all laws of the State, City, County and Southern Stone County Fire Protection District orders pertaining to such operation. A member shall at all times set a proper example of vehicle operations for other persons.

5.4 – BLUE LIGHTS – Only authorized members approved by the Chief or Assistant Chief may run blue lights and/or sirens on District vehicles. The Standard Operating Procedures and Missouri State Law will regulate the use of blue lights and sirens. The Fire Chief or his designee will issue a blue light and siren permit to individuals upon completion of the Basic Firefighter class upon inspection of their vehicle, emergency equipment and proof of liability insurance. (Liability insurance must be maintained on all vehicles that a blue light and siren card has been issued to.)

5.5 – TWO-WAY RADIO USE – Upon arrival at an incident, the IC will relay all necessary information to Dispatch. After completion of assignment the IC should clear the scene. NOTE: Two-way radios are NOT to be used in place of phones.

5.6 – USE OF DEPARTMENT EQUIPMENT – A member shall utilize District equipment in accordance with established District procedures and shall not abuse, damage or lose District equipment. District equipment is not for personal profit or use. All equipment must stay within the response area for which it was assigned unless given the proper authority.

5.7 – LOSS OR DAMAGE OF ISSUED EQUIPMENT – Lost or damaged equipment should be reported to the Station Officer and Duty Officer verbally and in writing.

5.8 – PROTECTIVE EQUIPMENT – All firefighters shall wear personal protective equipment as approved by Fire District standards, when fighting fires, performing hazardous duties, or engaging in training activities that provide hands on training or where the District requires protective equipment.

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5.9 – RIDING OF FIRE DISTRICT VEHICLES – No one, with the exception of Fire District personnel, shall ride a fire apparatus or other emergency vehicle without the prior approval of the Chief or designee.

5.10 – CLEANING OF FIRE VEHICLES AND EQUIPMENT AFTER EMERGENCIES – Station Officers shall be responsible to see that Fire District vehicles, equipment and firefighting appliances are cleaned after use at fires, or emergency use, and that fire hose is loaded and washed without undue delay. Station Officers shall see that the work load is equally distributed among personnel at assigned stations.

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FAILURE to comply with any of the above Rules and Regulations can result in disciplinary action from the SSCFPD and/or the Board of Directors (see Policy 700 Disciplinary Procedures). These Policies and Procedures are designed to see that the SSCFPD runs and operates in a safe and professional manner to serve our community.

ATTACHMENT 1

I, _____, have read and fully understand the Policies,
(PRINTED NAME)
Procedures and Standard Operating Procedures of the Southern Stone County Fire Protection
District. I understand that this attachment will be placed in my personal records.

(MEMBER'S SIGNATURE)

(CHIEF/ASSISTANT CHIEF'S SIGNATURE)

(DATE)

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PERFORMANCE EVALUATIONS

Officers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the officer and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both officers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing twelve-month cycle, beginning at the calendar-year end. Performance evaluations will be done during November.

Performance evaluations will be done on a district approved Evaluation Record form. The completed form will be signed by the employee and the officer completing the evaluation. One copy goes to the employee and one copy goes in the employee's file.

The Board of Directors will conduct the performance evaluation for:

Fire Chief

The Fire Chief will conduct the performance evaluations for:

Assistant Chief
Deputy Chief
Fire Marshal
Office Manager

The Office Manager will conduct the performance evaluation for:

Office Assistant

The Assistant Chief will conduct the performance evaluation for:

Battalion Chief
Mechanic

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The Battalion Chiefs will conduct the performance evaluations for:

Lead Station Officers

Lead Station Officers will conduct the performance evaluation for:

All other members of their respective station