

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Rules of Conduct

POLICY NUMBER: 2280

2280.10

Purpose: To set forth rules of conduct to safeguard the interest of the District, the community at large and the employees and volunteers.

2280.20

Employees/volunteers are expected to conduct themselves in the manner prescribed by specific District rules and regulations and recognition of commonly accepted social and organizational standards.

2280.21

Observed infraction of rules of conduct are to be reported by any observer to their immediate supervisor or appropriate authority.

2280.22

Infractions of the rules of conduct shall be cause for corrective disciplinary action. The following list does not limit the District's right to take appropriate corrective action on other than obvious infractions that are not specifically included.

2280.30

Rules of Conduct Infractions:

2280.31

Unauthorized possession or use of firearms or explosives.

2280.32

Deliberate or careless damage to District or community property.

2280.33

Refusal to obey supervisor or other officers of proper authority.

2280.34

Inefficient or careless performance of duties, including failure to maintain reasonable standards of workmanship or productivity.

2280.35

Disorderly conduct such as fighting, practical jokes, horseplay, etc.

2280.36

Possessing, drinking or being under the influence of alcohol or drugs on duty or at any District operation.

2280.37

Falsifying employment applications or any District required documents.

2280.38

Gambling on District property.

2280.39

Loitering on District property.

- 2280.3/1
Unauthorized solicitation of District property.
- 2280.3/2
Smoking in violation of District, State or Federal controls.
- 2280.3/3
Theft.
- 2280.3/4
Falsifying payroll records.
- 2280.3/5
Working on unauthorized projects on District premises.
- 2280.3/6
Profanity or foul language.
- 2280.3/7
Failure to observe District and other traffic regulations.
- 2280.3/8
Immoral or indecent conduct.
- 2280.3/9
Sleeping on the job during working hours.
- 2280.3/0
Initiating, authoring, or sending threatening or anonymous letters regarding any employee/volunteer of the District or its activities.
- 2280.3/11
Insubordination.
- 2280.3/12
Use of abusive or threatening language to supervision or peer personnel.

2280.40
All District employees and volunteers shall devote their entire time and attention to the service of the District while on duty; shall attend such fires and medical emergencies which they may be assigned, detailed or called; shall ride on the apparatus or ambulance while responding to or from medical or fire emergencies unless otherwise directed.

2280.50
All employees and volunteers shall conform to and promptly obey all rules, regulations, and orders of the District Fire Chief or his designee(s).

2280.60
Employees shall read and become familiar with all District Ordinances, El Dorado County Service Area 7 (ambulances operations), District policies and procedures, rules relating to Fire District and/or Ambulance Service.

2280.70
Any employee who is detailed to perform duties of a higher grade than that which they

ordinarily hold shall be obeyed and respected.

2280.80

The conduct of an employee shall never degrade the public image of the Fire District. Employees shall not engage in any boisterous conduct that may result in injury or illness to anyone.

2280./01

Employees shall be responsible for the safe keeping and proper care of all District property. Any employee losing or damaging Department property, tools or equipment, shall make out a report in writing to his immediate superior officer.

2280./02

Employees shall not loan, sell, give away, or appropriate to their use, any District property. During fires and emergencies, all firefighters will strive to prevent pilfering of public and private property. Noted incidents will be reported to officer in charge. No authorized removal of District property.

2280./03

Employees shall report to immediate superior officer the loss or finding of any District badge, identification card, book or equipment. Unauthorized use of District badges or I.D. cards or permitting any other person to use badges or I.D. cards will result in disciplinary action.

2280./04

Employees shall, in matters affecting the policy and practice of the District, not give utterance by public speech or publication, or take any similar action either directly or indirectly without first obtaining approval of the Fire Chief.

2280./05

Employees shall not, on or off duty, use the uniform, badge, or prestige of the District for the purpose of personal gain or self-aggrandizement. Personnel shall be considered as having committed a serious offense by falsifying records, making misleading entries or statements with the intent to deceive, or permit willful mutilation of any District record, book, paper, or document.

2280./06

Any employee will, when relieved from duty under charges or leaving the service under any cause except annual vacation or leave of absence, promptly surrender to his/her superior officer all District property charged to him/her.

2280./07

Any anticipated absence must be reported 24 hours in advance. Any absence due to illness or injury must be reported as soon as possible to the District office. Failure to report and absence may result in disciplinary action.

2280./08

All on duty injuries or accidents must be reported to the immediate supervisor within 24 hours of the injury. An accident report must be filled out within 72 hours.

2280./09

Employees should notify the District office of any change of address or telephone number within 72 hours.

2280./10

Visiting hours for family and guests during weekdays will be 1700 hours to 2200 hours.

Holidays and weekends: 0800 to 2200 hours.

2280./11

Loud music, noise, or parties will not be tolerated at the stations; violation could result in disciplinary action.

2280./12

All employees and volunteers shall perform professionally and efficiently at all time. Working with others requires a special sense of purpose, so be courteous to others and be an understanding person.

2280./13

Emergency situations may be a new experience to someone not oriented to the fire ambulance service duties. What seems familiar to you may seem strange and bewildering to someone else. You should be understanding and patient even though it may be difficult.

2280./14

A patient's privacy is to be respected. Do not talk about patients or their conditions to anyone except in the line of duty.

2280./15

If a mistake occurs or a misunderstanding develops between crew personnel, take immediate corrective action without public discussion. Problems are to be worked out in private with counseling by the immediate supervisor, when required.