



## CODE OF CONDUCT SOG

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

### PURPOSE

The objective of this procedure is to provide members with the code of conduct expected from members of the Stoney Point Fire Department.

### GUIDELINES

### CODE OF CONDUCT

As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public's trust and protects the department's resources. To this end, all members have the responsibility to;

- Perform their duties to the very best of their abilities and in a manner that is efficient, is cost-effective and meets the needs of the public.
- Demonstrate integrity, honesty and ethical behavior in all department business.
- Ensure that personal interest do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers and other individuals doing business or seeking to do business with the department.
- Ensure that all department resources, funds, equipment, vehicles and other property are used in compliance with department policies solely for the department's benefit.

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- Conduct all dealings with the public, SPFD employees, members and other organizations in a manner that presents a courteous, professional and service-oriented image.
  - Treat the public and other employees fairly and equitably without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation or any other factor unrelated to the department's business.
  - Avoid any behavior that could fall under the definition of misconduct.
  - Report for duty at the appointed time and place fully equipped, fit, and able to perform assignments.

Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel action, and the management of public funds are consistent with department policies and practices.

#### **OBEDIENCE TO ORDERS**

1. Members shall read and become familiar with the department's Rules and Regulations and Standard Operation Procedures. No plea of ignorance will be accepted as an excuse for any violation.
2. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.
3. Members shall abide by Federal and State law, City of Fayetteville Ordinances and Department Standard Operating Guidelines as they apply to rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the department's Rules and Regulations.
4. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
5. Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
6. Every officer will be held responsible for enforcing the department's Rules and Regulations. If a violation comes to an officer's attention, that officer shall immediately notify the member of the violation and take corrective action. Should an officer fail to report a violation of an order or a violation of the department's Rules and Regulations, that officer shall be equally responsible for the violation.

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7. Should a member receive an order that conflicts with a previous order, the member shall notify the officer that issued the conflicting order and shall be governed by the officer's subsequent order.

8. Any member who is given an order they believe to be unjust, improper, or contrary to a general order or rule of the department or a Federal, State, or COF or SPFD policy should respectfully decline to obey the order and shall state the reason for doing so. The member shall request that the supervisor of the person issuing the order be contacted for instructions if the person issuing the order does not rescind or alter the original order.

### **INAPPROPRIATE BEHAVIOR**

1. The following activities are prohibited by members while on duty.

- Unlawful behavior, gambling, quarrelsome conduct, lewd or indecent activity.
- Possession of a firearm or other deadly weapon on city property.
- Threats or acts of physical violence against the public, coworkers, other department members or SPFD employees.
- Sexual activity to include the possession or use of printed or audiovisual material that is sexually offensive.
- Abusive behavior, hazing, or harassment of coworkers or members of the public. Horseplay, practical jokes, and other disruptive behavior are also prohibited.
- Alteration or modification of vehicles, apparatus, buildings, computers or items of equipment owned or operated by the department without the Fire Chief's authorization.
- Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of one's duty. In addition, no member shall be required to make a donation to any person or organization as a condition of employment.
- Campaigning for or against any person running for political office.
- Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the department or its members.
- Recommending or endorsing specific products, trade names, or businesses.
- Conducting personal business or performing any activity for which the member will receive any form of compensation from anyone other than the Stoney Point Fire Department Inc.
- Permanently parking or storing personal vehicles, trailers, campers, tractors, boats, etc. on department property. Vehicles with commercial advertizing on them shall be parked away from the station and shall not be readily visible to the roadway.
- Making a false statement, oral or written about one's immediate supervisor, intending to destroy discipline and good order.

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- Performing any act or making any statement, oral or written about one's co-workers intending to destroy good morale, good order, or good working relationships with co-workers.
- Displaying insolence or indifference or evading duty during an emergency or nonemergency incident. Any member found guilty of this offense shall be relieved of duty immediately.
- All members shall devote all of their time to the business of the fire department. Part-time businesses cannot be transacted while on duty.
- Outside employment of personnel during off-duty hours shall not interfere with their fire department duties and all full and part time employees must have 8 hours of rest prior to reporting for regular scheduled duty.

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