

TRURO FIRE RESCUE

RULES & REGULATIONS

R&R #7 CONDUCT
EFFECTIVE 11-01-2000
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7.0 CONDUCT

Every member of the Department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive and mature way.

7.1 Prohibited Conduct

The following acts, actions or activities by Department personnel are prohibited.

7.1.1 Conduct Unbecoming a member

The commission of any specific act or acts of immoral, improper, disorderly or intemperate personal conduct which reflects discredit upon the member himself, upon his fellow members or upon the Fire Department.

7.1.2 Abuse of Department Property

Intentionally or negligently abusing, damaging or losing Fire Department property or equipment.

7.1.3 Use of Department Telephones

Department telephones are not to be used for the transmission of private messages, without the permission of the Commanding Officer.

Permission of the Commanding Officer is also required prior to making any official toll calls and the required department forms will be submitted on all such toll calls.

7.1.4 Use of Departmental Vehicles

Members shall not use any department vehicle without the permission of a Commanding Officer or drive any Department vehicle to which they have not been assigned except in an emergency. Department vehicles shall not be used for personal business or pleasure.

7.1.5 Discourtesy

Being rude, impolite, contemptuous or insolent to a superior officer, to a fellow member (s) or to a member of the public.

7.1.6 False information on Records

A member shall not make or submit any false or inaccurate reports or knowingly enter or cause to be entered into any Departmental books, records or reports, any inaccurate, false or improper information.

7.1.7 Feigning Illness or Injury

A member shall not feign illness or injury, falsely report himself/herself ill or injured, or otherwise deceive any superior officer as to the condition of his/her health.

7.1.8. Improper Associations

Members should avoid regular continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties and with the knowledge and approval of the Board of Fire Engineers.

7.1.9. Incompetence

A member shall maintain sufficient competency to perform his duty and to assure the responsibilities of his/her position. Incompetence may be demonstrated, but is not limited to the following:

- a. a lack of knowledge of the application of 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.
- d. Repeated poor evaluations or repeated infractions of the rules and regulations.

7.1.10. Incurring Department Liability

A member shall not incur a liability chargeable to the Fire Department without the prior knowledge and consent of the Fire Chief or OIC.

7.1.11. Insubordination

Failure or deliberate refusal to obey a lawful order given or issued by a superior officer or member in charge exercising his/her delegated authority.

7.1.12. Use of Intoxicating Beverages or Drugs

7.1.13. Department Letterhead

Members shall not use the Departmental letterhead for private correspondence or for sending official correspondence out of the Department without the permission of the Fire Chief or OIC.

7.1.14. Mailing Address

Members shall not use the Department as a mailing address for private purposes without the permission of the Fire Chief. At no time will the Department be used as a mail address for the purpose of a motor vehicle license or registration.

7.1.15. Neglect of Duty

Being absent from assigned duty without leave; leaving post or assignment without being properly relieved or failing to take suitable and appropriate Fire and/or Emergency Medical Services action.

7.1.16. Department Notices

Altering, defacing or removing without permission any posted notice on the Department bulletin boards. No notice shall be posted on the Department bulletin board or other Department property without the permission of the Fire Chief or OIC.

7.1.17. Dissemination of Official Information

Members 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 procedures.
- b. Access to Departmental files, records and reports shall be limited to those members authorized by the Board of Fire Engineers.
- c. Official records or reports shall not be copied, or removed from the Headquarters building, except in accordance with established Departmental procedures.
- d. The identity of any person giving confidential information to the Department or to any member thereof in the performance of his duties, shall not be divulged except with the prior approval of the Fire Chief.
- e. No information shall be released, given or issued to the news media or to any member of the press concerning Departmental operations, without the prior approval of the Fire Chief.

7.1.18. Personal Business

Members while on duty or while in uniform shall not conduct any personal business, purchase any intoxicating beverages or purchase and carry any conspicuous amounts of merchandise, unless required in the performance of duty.

7.1.19 A member shall not officially or unofficially recommend or suggest to the public the employment or purchase of any particular professional or commercial service or product, such as Fire Alarm companies.

7.1.20 Public Statements

No member shall make, publish or issue any derogatory, discreditable or disparaging public statements concerning the Department or its members, which might tend to undermine the efficiency of the Department operations and/or the morale of its membership.

7.1.21 Smoking While on duty

Conspicuous smoking in public view while on duty, in uniform, is prohibited.

7.1.22. Testimony in Civil Cases regarding Fire Department Operations

A member shall not testify in civil cases in any court unless legally summoned to do so or unless he/she shall have received permission or an order from the Fire Chief. When summoned to testify, he shall notify the Board of Engineers in advance.

7.1.23 Testimony for defendant in Criminal Cases regarding Fire Department Operations

A member shall not testify for the defendant in a criminal case in any court unless legally summoned to do so and in such cases he/she shall be testifying, inform the Fire Chief of the nature of the testimony he/she intends to given.

7.1.24 Undue Influence

A member shall not seek or gain the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer or advancement.

7.1.25 Wearing the Uniform

A member shall not wear any identifiable able part of his uniform outside the limits of the community unless while in the performance of official duty or with the permission of the Fire Chief.

7.1.26 Withholding Evidence

A member shall not fabricate, withhold or destroy any evidence of any kind.

7.1.27 Any and all business concerning the Truro Fire Department, whether operational and/or administrative, must be presented through the Chain of Command prior to being presented to anyone outside the Department.

7.1.28 Discrimination

No member shall discriminate against another member or in the performance of his/her duties, the general public, because of race, creed, color, national origin, sex or age.

7.2 STANDARDS OF CONDUCT From MGL Chapter 268A, Section 23

MASSACHUSETTS GENERAL LAW – CHAPTER 268A 23. Supplemental provisions; standards of conduct

- (a) In addition to the other provisions of this chapter, and in supplement thereto, standards of conduct, as hereinafter set forth, are hereby established for all state, county, and municipal employees.
- (b) No current officer or employee of a state, county or municipal agency shall knowingly, or with reason to know.
 - (1) Accept other employment involving compensation of substantial value, the responsibilities of which are inherently incompatible with the responsibilities of his public office;
 - (2) Use or attempt to use his official position to secure for himself or others unwarranted privileges or exemptions which are of substantial value and which are not properly available to similarly situated individuals;
 - (3) Act in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person. It shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority or, if no appointing authority exists, discloses in a manner which is public in nature, the facts which would otherwise lead to such a conclusion.
- (c) No current or former officer or employee of a state, county or municipal agency shall knowingly, or with reason to know:
 - (1) Accept employment or engage in any business or professional activity which will require him to disclose confidential information which he has gained by reason of his official position or authority;
 - (2) Improperly disclose materials or data within the exemptions to the definition of public records as defined by section seven of chapter four, and were acquired by him in the course of his official duties nor use such information to further his personal interest.
- (d) Any activity specifically exempted from any of the prohibitions in any other section of this chapter shall also be exempt from the provisions of this section. The state ethics commission, established by chapter two hundred and sixty-eight B, shall not enforce the provisions of this section with respect to any such exempted activity.
- (e) Where a current employee is found to have violated the provisions of this section, appropriate administrative action as is warranted may also be taken by the appropriate constitutional officer, by the head of state, county or municipal agency. Nothing in this section shall preclude any such constitutional officer or head of such agency from establishing and enforcing additional standards of conduct.

- (f) Upon qualification for office following an appointment or election to a municipal agency, such appointed or elected person shall be furnished by the city or town clerk with a copy of this section. Each such person shall sign a written acknowledgement that he has been provided with such copy.

7.3 REQUIRED CONDUCT

In addition to the specific duties of each individual rank and assignment, the following provisions are applicable to all members of the Department insofar as they are pertinent to their particular functions and responsibilities.

7.3.1 Furnishing Assistance

Members shall furnish Fire Department assistance to all persons making such request, consistent with their Fire Department duties and assignments. They shall assist and cooperate with all other Departments or agencies, provide them with any authorized information they are entitled to receive and submit a report on all such action taken.

7.3.2 Civil Suits for Personal Injuries

Any claims for damage to clothing or other personal property belonging to a member caused by the performance of duty shall be made in accordance with current department directives. Members shall not seek in any way, nor accept from any persons, money or compensation for damages sustain or expenses incurred by them in the line of duty without first notifying the Fire Chief in writing.

7.3.3 Departmental Communications

All members shall transmit all official communications promptly, accurately and completely to other members of the department as required and shall immediately inform their senior officer or member in charge of any matter of importance regarding the operation of administration of the department coming to their attention during their tour of duty, or otherwise. They shall call to the attention of their relieving member(s) any information regarding unresolved problems or problems that may arise during the next tour of duty.

7.3.4 Courtesy

All members shall be courteous and considerate to the public, to their superior officers and to their fellow members of the Department. They shall be tactful in the performance of their duties and are expected to exercise the utmost patience and discretion even under the most trying circumstances.

7.3.5 Attention to Duty

All members shall at all times be alert and vigilant in the performance of their duties and respond prudently but decisively when Fire and/or EMS action is required.

7.3.6 Devotion to Duty

All members, while on duty, shall devote their full attention to the service of the Department and to the citizens of the community. They shall remain awake and alert at all times while on duty.

7.3.7. Reporting for Duty

All members should report for duty prompt at the time and place required by their assignment or as otherwise directed by the Chief, Captain of Rescue or the member in charge. They shall be properly uniformed and suitably equipped, ready to immediately assume their duties. While on duty they shall avoid any activity not directly related to their Fire or EMS responsibilities and shall not absent themselves from duty without leave.

7.3.8. Home Address and Telephone

All members should have a telephone in their place of residence, or where they can be reached and shall report any change of telephone number or home address to the Fire Chief of such change. The home telephone number or home address of members shall not be given out to any one outside of the Department, without the authorization of a superior officer. In the event of an emergency request, the telephone number will be called with a notification to call the person making the emergency request.

7.3.9. Identification

All members shall properly identify themselves to any person requesting this information, while they are on duty, except when the withholding of this information is necessary for the performance of Fire operations, when it might jeopardize the physical safety of a Department member, or when authorized not to do so by proper authority. Fire officers required to do inspections and the like should carry an official identification card to be shown to the public upon lawful request..

7.3.10 Knowledge of the Community

Every member should familiarize his/her self with the geography of the community, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by his/her superior officers from time to time.

7.3.11 Leaving the Community

Whenever it is necessary in the performance of duty for an officer to leave the limits of the community and to enter another city or town, he shall inform his commanding officer or the dispatcher prior to leaving and again upon return. If an emergency prevents following this procedure, he must contact his commanding officer as soon as possible. In all such cases, a subsequent report will be submitted, in writing, for the attention of the Chief, to include the circumstances, the reasons for leaving the community.

7.3.12. Line-of-Duty Disability

Any injury, illness or disability incurred in the line of duty, shall be reported in writing by the member concerned to the Fire Chief, and this report will be properly investigated. Final disposition as to line-of-duty injuries, illnesses or disabilities shall be made by the Board of Fire Engineers after consultation with a physician. In each case of illness, injury or disability incurred in the line of duty, no member shall be returned to duty until his/her ability to be placed on full duty status is certified by proper medical authority and approved in writing by the Fire Chief.

7.3.12 Personal Protection

All members shall come to the immediate aid, assistance or protection of fellow members who, in the performance of their duties, require such aid and assistance.

7.3.13 Personal Appearance

All members shall be neat and clean in appearance while on duty, whether in or out of uniform, and they shall maintain Fire Department quarters, lockers, desks and vehicles used by them in a neat, clean and orderly condition.

7.3.14 Personal Relationships

All members shall be considerate and polite at all times to all Department personnel and maintain good relations with their superiors and their fellow members in a spirit of mutual concern for their common objectives.

7.3.15 Physical or Psychological Examination

A member shall submit to a physical, medical or psychological examination, at the expense of the Department, when so ordered by the Board of Fire Engineers.

7.3.16 Public Appearances

All requests for public appearances or speaking engagements by members on the subject of Department operations or policies shall be submitted to the Fire Chief for approval. Members who are approached directly for this purpose shall suggest that such request be forwarded directly to the Fire Chief.

7.3.17 Submitting Reports

All members shall promptly and accurately complete and submit all reports and forms as required by department procedures.

7.3.18 Truthfulness

A member shall truthfully state the facts in all reports as well as when he/she appears before any judicial, departmental or other official investigation, hearing, trial or proceeding. He/she shall cooperate fully in all phases of such investigations, hearings, trials and proceedings.