

**BETHEL FIRE DEPARTMENT**  
**GENERAL CONDUCT GUIDELINES - SOG**

**A-007**

**PURPOSE**

To outline the basic standards of general conduct expected of Fire Department members.

**POLICY**

- A. All Fire Department members are expected to operate in a highly self-disciplined manner.
- B. Members shall abide by the standards of personal conduct outlined within the policy.

**RESPONSIBILITY**

Every member of the Bethel Fire Department is responsible to regulate his or her own conduct in a positive, productive, and mature way.

**ALL MEMBERS SHALL**

- A. Follow the Operations Manual and written directives of both the Bethel Fire Department and the Town of Bethel.
- B. Use their training and capabilities to protect the public at all times, both on and off duty.
- C. Work competently in their positions to cause all department programs to operate effectively.
- D. Always conduct themselves to reflect credit on the department.
- E. Be managed in an effective, considerate manner and follow instructions in a positive, cooperative manner.
- F. Always conduct themselves in a manner that promotes good order inside the department.
- G. Keep themselves informed to do their jobs effectively.
- H. Be concerned and protective of each member's welfare.

- I. Operate safely and use good judgment.
- J. Keep themselves physically fit.
- K. Observe the work hours of their position.
- L. Obey the law.
- M. Be careful of department equipment and property.
- N. Be civil and respectful to their officers and to each other and to the public.

### **MEMBERS SHALL NOT**

- A. Engage in any activity that is detrimental to the department.
- B. Engage in a conflict of interest to the department or use their position with the department for personal gain.
- C. Be under the influence of alcohol, debilitating drugs, or any substance that could impair their physical or mental capabilities while on duty, in training, or during any other departmental activity.
- D. Fight.
- E. Steal. This also includes department gear issued to other members.
- F. Be permitted to make derogatory remarks to anyone about any member or officer of the department, which might subject them or the department to ridicule. Any such matter should be brought to the attention of the Fire Chief.
- G. Make racist or inflammatory remarks about anyone.
- H. Make a false official report or make a false statement or gossip about a member of the Fire Department or the business of the Department to the discredit or the detriment of any such member of the department or the department as a whole.
- I. Subject anyone to sexual harassment of any type, regardless of gender.
- J. Maliciously damage or deface departmental property.

Failure to observe and act in the manner listed above will result in a verbal warning for the first-time smaller offenses. The second such disregard for these rules will result in a written warning and possible suspension for a time to be determined by the chief of the department. The third warning

will result in suspension pending a final review by the chief of the department and subsequent dismissal and termination of employment.

For the offenses of stealing, fighting, willful damage and destruction of departmental equipment of the equipment of mutual aid companies, and use of alcohol and/ or drugs will result in an immediate suspension from the department and a review by a board of officers of higher rank, with the Chief of Department serving as the final say which then may result in the issuance of a written warning or immediate termination. In any event, only one (1) written warning will be given and the second offence, even of a different nature that is discussed above, will result in immediate termination.

### **FINAL STATEMENT**

The intent of this SOG is to establish basic behaviors for all members of this department. It is expected that all members will adhere to and abide by these guidelines. The image of the fire department and the trust it must have and maintain with the community at large and the town leadership is of the utmost importance. Following these rules will allow that to occur and to be maintained.

### **APPROVED**

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**Chief Bethel Fire Department**

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**Date**

