

## **BETHEL FIRE DEPARTMENT MOTOR VEHICLE RECORD (MVR) POLICY - SOG**

### **B-005**

#### **Purpose and Policy**

It is widely known in the risk management industry that motor vehicle reports (MVR), which detail a driver's past performance, provide a useful means of predicting future driving performance. Many industries are required by law to check the driving record of their drivers. While we are not required by law to perform this review, studies have shown that this is a valid source of determining driving behaviors and performance.

In addition, if a department vehicle is involved in an accident and the driver has a poor record, legal defense becomes difficult, no matter who is actually at fault, and the resulting publicity will reflect poorly upon this organization.

It therefore shall be the policy of this department that every member who may drive departmental vehicles in the course of their duties, maintain a motor vehicle record (MVR) meeting the requirements set forth in the table below.

It shall be the duty of the member to notify their superiors of any of the following changes in their status:

- Suspended or revoked license
- Change from Acceptable status to Borderline or Poor
- Change from Borderline to Poor

The standards for MVR's are as follows:

- All operators must be at least 18 years of age and have a current valid driver's license.
- No member may be added to the driver's list with a "Borderline" or "Poor" MVR graded by the table below **as minimum requirements.**
- Any driver whose grading falls into the "Borderline" category must have their driving record reviewed by an officer or board set up for such reviews.
- No one whose MVR grading is "Poor" may drive a department vehicle.

Any exceptions to these guidelines must be referred to senior staff officers for approval.

Number of Violations (Last 3 Years)	Number of At-Fault Accidents (Last three Years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

**Major Violations:**

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Driving while impaired
- Homicide, manslaughter or assault arising out the use of a vehicle
- Making a false accident report
- Driving with a suspended/revoked license
- Attempting to elude a police officer

**Minor Violations:** Any moving violation other than a major violation including:

- Speeding
- Failure to obey a traffic control device
- Driving with a suspended/revoked registration
- Driving an unregistered vehicle

The following will not count against the driver as a violation:

- Motor vehicle equipment, load or size requirements
- Improper failure to display license plates
- Failure to sign or display registration
- Failure to have driver's license in possession (if valid license exists)
- A minor violation in which the driver has been charged with an accident

**Final Statement**

In order to comply with federal requirements, members must complete a disclosure statement (sample attached) which will permit the department to obtain MVR's on a regular basis.

Since breach of this policy could place members and civilian motorists in danger, any member in violation of these procedures shall be subject to departmental action which could result in temporary or permanent loss of department vehicle driving privileges, suspension, or expulsion.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief

Printed Name: \_\_\_\_\_

**DISCLOSURE AND RELEASE**

**In connection with my application for employment (including contract for services) or membership with the *Bethel Fire Department*.**

**I understand that consumer reports, which may contain public record information, may be requested and obtained. These reports may include information related to my previous driving record including court actions, citations, license suspensions and revocations.**

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to obtain information as to the name, address and phone number of any agency providing such information and further, may request of that agency, upon proper identification, the nature and substance of all information in its files on me at the time of my request, including all sources of information as well as the recipients of any reports on me which that agency has previously furnished within the two (2) year period preceding my request.

This authorization shall remain on file and shall serve as ongoing authorization for the organization named above to procure Motor Vehicle Reports at any time during my employment, membership or contract period.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Driver's License Number)

\_\_\_\_\_  
(State)

**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**

