

# LOW RISK/LOW FREQUENCY

## HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

**GUIDELINE NO: 100.02**

**SUBJECT: RULES OF CONDUCT**

**APPROVAL:** Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

### **PURPOSE**

To provide a specific list of rules governing the conduct and behavior of every member of the Hudson Fire Department.

### **RESPONSIBILITY**

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this guideline.

### **GUIDELINE**

- A. Every member of the Hudson Fire 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. Failure to do so will result in disciplinary action ranging from counseling to immediate discharge, depending upon the seriousness of the offense and the number of offenses.
- B. The following list represents the conduct standards for members of the Hudson Fire Department.
- C. All Members Shall (This list includes, but is not limited to):
  1. Follow the Standard Operating Guidelines, Policies and written directives of both the Hudson Fire Department and the City of Hudson.
  2. Use their training and capabilities to protect the public at all times in accordance to departmental policies, standard operating guidelines and State Statutes.
  3. Work competently in their positions to cause all department programs to operate effectively.
  4. Provide accurate and complete information whenever such information is requested by an authorized person.
  5. Always conduct yourself to reflect credit on the department.
  6. Supervisors will manage in an effective and considerate manner. Subordinates will follow instructions in a positive and cooperative manner.
  7. Always conduct yourself in a manner that creates good order inside the department.
  8. Keep yourself informed to do your jobs effectively.
  9. Be concerned and protective of each member's welfare.
  10. Operate safely and use good judgment.

11. Keep yourself physically fit.
12. Observe the work hours of their position.
13. Obey the law.
14. Be careful of department equipment and property.

D. EMPLOYEES SHALL NOT (This list includes, but is not limited to):

1. Engage in any activity that is detrimental to the department.
2. Engage in unauthorized use, abuse or misuse of department facilities, equipment, supplies or property.
3. Engage in a conflict of interest to the department or use their positions with the department for personal gain or influence.
4. Disclose any confidential information or records.
5. Threaten, attempt or inflict bodily injury to another person.
6. Leave during a work shift without authorization or fail to notify a supervisor promptly of unanticipated absence or tardiness.
7. Engage in unauthorized removal of department or private property, equipment or supplies.
8. Use alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capabilities while on duty.
9. Make false or malicious statements concerning the department or any member.
10. Engage in any sexual activity while on duty.

These work rules cannot encompass all. Other rules are provided by statute, administrative code, City or Department Policy and administration procedures established by management. Violation of these rules may result in appropriate disciplinary action. Additional work rules may be established by management as circumstances require.

**Reference:** Risk and frequency classification information - <http://firefighterclosecalls.com/sopsog.php>