

**LAKEWOOD FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 400.02	PERSONNEL
DATE IMPLEMENTED: JUNE 14, 2017 DATE REVISED:	TITLE: OFFICER CONDUCT AND RESPONSIBILITIES

**PURPOSE:**

As a basic condition of office, all officers shall have an obligation to conduct their duties in a manner that serves the public interest, that upholds the public trust, that ensures safe, efficient and harmonious operations and that fully informs all officers of their roles and responsibilities in their respective offices (positions).

**SCOPE:**

The within provision of conduct applies to all District and Department officers and are in addition to and supplement the general rules of conduct for all personnel.

**GENERAL:**

1. Officers shall be responsible for the full performance of duties delegated to them and shall require subordinates under their command to comply with all orders, policies, rules and regulations, practices and procedures of the District and Department and shall promptly report in writing any violation of this guideline to the Chief who shall report same to the Fire District Administrator.
2. Officers shall be vigilant and active in enforcing the policies, requiring strict compliance therewith and promptly correcting any irregularities. No officer shall tolerate any violation or evasion of rules.
3. Officers shall be just, dignified and firm in their dealings with subordinates and shall see that good and proper discipline is maintained among personnel of the District.
4. When, in his/her judgment, an offense committed by personnel under his/her command is sufficiently serious to warrant immediate action, an officer shall have the power to relieve such member of his/her duties. An immediate report of such action shall be made to the Chief who shall report same to the Fire District Administrator.
5. Officers shall decide promptly any question of doubt on the part of their subordinates relative to interpretation of regulations or orders, and in sudden emergencies prescribe the immediate action to be taken.

6. Officers shall be responsible for the correct notation of all verbal orders and directions having a general application and, at the time of relief, shall apprise one another of occurrences and happenings incidental to their responsibilities.
7. Officers shall make prompt verbal reports to their superior officers of any unusual occurrence concerning the District. All such occurrences are to be investigated at once and, when necessary, a report containing the facts of the case should be generated.
8. Officers shall preserve, until their purposes have been served, all orders, notices, communications and records pertaining to the operations of their respective office.
9. Officers shall be responsible for the completeness, accuracy, truthfulness and dispatch of all reports with which they are concerned. No reports or communications will be intercepted or unnecessarily delayed in transit.
10. In the conduct of the business of the District or Department, officers shall, if possible, personally and directly administer to the affairs with which they are concerned.
11. Officers shall take precautionary measures to prevent unnecessary risks to members of the District.
12. No officer shall interfere in matters of operation for which another officer of equal rank is responsible except with the latter's consent or by order of a superior officer.
13. The authority granted a subordinate officer shall become the right of a superior officer to exercise at his/her discretion.
14. No officer shall make any investigations, survey, report or professional remark in, into or concerning any matter or area which is properly under the jurisdiction of another fire agency or service, except as may be arranged for by the Chief.