

**LAKEWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 400.01	PERSONNEL
DATE IMPLEMENTED: JUNE 14, 2017 DATE REVISED:	TITLE: CODE OF CONDUCT

PURPOSE:

This provision is established as a basic condition of membership in the Lakewood Fire Department. Members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the District and Department resources.

SCOPE:

All career and volunteer personnel.

I. DEPARTMENT CODE OF CONDUCT

All members have the following responsibilities:

1. To perform their duties to the very best of their abilities and in a manner that is efficient, is cost-effective and meets the needs of public;
2. To demonstrate integrity, honesty and ethical behavior in the conduct of all District and Department business;
3. To ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers and other individuals doing business or seeking to do business with the District or Department;
4. To ensure that all District and Department resources, including funds, equipment, vehicles and other property, are used in strict compliance with District and Department policies and solely for the benefit of the Department;
5. To conduct all dealings with the public, employees and other organizations in a manner that presents a courteous, professional and service-oriented image of the District or Department;

6. To treat the public and other employees fairly and equitably without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation or any other factor unrelated to the Department's business;
7. To avoid any behavior that could fall under the definition of misconduct in the disciplinary section of the District policy or regulations promulgated thereto; and
8. To report for duty at the appointed time and place fully equipped, fit and able to perform assignments.

Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions and the management of public funds are consistent with District and Department policies and practices.

II. OBEDIENCE TO ORDERS

- A. Members shall read and become familiar with District and Department rules, regulations, policies and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.
- B. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.
- C. Members shall abide by federal and state law, local ordinances and rules and District and Department general orders and rules of conduct. Members shall not be required to obey orders that are illegal or place a member in imminent peril of injury to his/her person or life.
- D. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
- E. Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
- F. Every officer, on and off duty, will be held responsible for enforcing District and Department rules. If a violation comes to an officer's attention, that officer shall immediately notify the member of the violation and take corrective action. Should an officer fail to report a violation of an order of District or Department rules, that officer shall be equally responsible for the violation.
- G. Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.

H. A member may appeal for relief from orders or instructions that the member believes to be illegal, unjust or improper.

III. PROFESSIONAL RELATIONS

- A. Department members shall exhibit courtesy and respect to all officers and active officers. While on duty, all officers shall be referred to by their appropriate rank.
- B. Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
- C. Members shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while on duty. Members are required to speak the truth at all times, whether or not under oath, in giving testimony in connection with official orders and in connection with official duties.
- D. Members shall not make false reports concerning any District or Department business or the personal character or conduct of any member.
- E. Members shall exhibit courtesy and respect to members of the public and other county employees.
- F. Members are required to give their name and rank whenever required by a member of the public.
- G. Should a member have a complaint against a member of the public, he shall forward the complaint in writing to the Chief.