

Fauquier County Department of Fire Rescue

RULE & REGULATION

No. 104



Code of Ethics

Effective Date: May 30, 2017

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Revision Date:

Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

A handwritten signature in black ink, appearing to read 'Darren L. Stevens', is written over a light blue rectangular background.

PURPOSE

To establish behavioral guidelines within which all members of the Fauquier County Department of Fire Rescue are expected to conduct themselves while working for the department and to declare and define the moral obligations of all members of the department.

SCOPE

This regulation applies to all Fauquier County Department of Fire Rescue personnel (career, administrative and part time).

I. RESPONSIBILITY

It is the responsibility of supervisors to administer this policy and ensure all personnel are aware of these guidelines and abide by them. It is the responsibility of all personnel to conduct themselves in accordance with this policy.

II. PROCEDURE

- A. Personnel will conduct themselves at all times in such a manner as to create respect for themselves as public servants and foster a professional image for the department.
- B. Personnel will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the residents and visitors of the county.
- C. Personnel shall be committed to and supportive of diversity within the Department, County Government and the community. Personnel will not discriminate on the basis of race, color, religion, age, sex, handicap, political affiliation, national ancestry, sexual preference or economic standing. In his/her job capacity, each member shall work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.
- D. Personnel shall be committed to and supportive of diversity within the various workgroups of the department. The roles, duties and responsibilities of uniformed, civilian and part time personnel of the department shall be recognized, upheld and

Desire to Serve

Ability to Perform

Courage to Act

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supported. Each person shall recognize that all members of our organization have an obligation to the success of our mission and must be supportive of the role each member plays within our organization.

- E. Personnel will not have any material or financial interest in any private business or professional activity that would be in conflict with their job responsibilities while on duty. Personnel will not engage in any business or professional activity that would appear to be in conflict with their job responsibilities or that would impair independence of judgment or action in the performance of official duties.

- F. Personnel, while on duty, shall remain focused on conducting official business of the county and department. The business of other entities that personnel may be employed by while off duty shall have the prior approval of the fire chief and shall not create distractions that impact the performance of their official duties with the county.

- G. Personnel will not accept any personal gift, favor, service, money, or anything of value from the public that might reasonably tend to influence or might reasonably be inferred to influence the impartial discharge of duties or which violates county human resource policies.

- H. Personnel will at all times, when in contact with others, be fair, courteous, respectful, and impartial.

- I. Personnel shall not use their position for personal gain and will keep confidential all information not available to all citizens that is acquired by virtue of their position in the organization.

- J. Personnel will keep confidential all inter and intra-departmental information not available to all personnel that is acquired by virtue of their position in the organization.

- K. Use of department telephones will be allowed for local calls as long as personnel are reasonable (as determined by their supervisor) in their use. Use of department telephones for unofficial long distance calls will not be permitted without prior approval.

- L. Personnel will observe all work/duty schedules as established by the department and will not deviate from them without prior approval.

- M. Personnel will not drink any beverage or take any drug that might impair or incapacitate themselves while on duty.

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- N. Personnel shall not consume intoxicants while off-duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that the ability to perform on duty is impaired. In addition, personnel shall not wear the department uniform, or identifying parts thereof, while consuming or purchasing intoxicants on or off duty.
- O. Personnel will, when in uniform or attire identifying themselves as a Fauquier County Fire Rescue employee, clearly distinguish and identify between all statements and actions made as an individual and as a representative of the department.
- P. When outside requests are received by department personnel, (i.e. citizens, county board of supervisors, county administrator, media, etc.), they will be processed expeditiously. When necessary, these requests shall be brought to the attention of the next higher official within the department for rapid processing and/or proper routing.
- Q. Personnel shall conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the department and the county. Conduct unbecoming a member shall include that which brings the department or the county into disrepute or reflects discredit upon the employee or the department or that, which impairs the operation, or efficiency of the department or the employee. Legitimate “whistleblower” and protected free speech activities are not restricted by this policy.
- R. Personnel shall not feign sickness or disability, or attempt to deceive a supervisor concerning his/her or an immediate family member’s physical, mental, or emotional condition.
- S. Except for the Armed Forces Reserve, Coast Guard and National Guard components, personnel shall not affiliate themselves with organizations which, in any way, prevents its members from rendering proper and efficient service to the department.
- T. Uniformed personnel of the department are always subject to duty. They shall, at all times, respond to the lawful orders of superior officers and other proper authority. Proper action must be taken whenever required. Uniformed personnel assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.
- U. When questioned by competent authority, personnel shall give complete and honest answers to any question related to the performance of their official duties or their fitness for duty.
- V. All department personnel shall follow these policy statements as stated herein and failure to comply will result in the appropriate level of discipline.