



## Conduct

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Taylors Bridge Fire Department, Inc.  
Standard Operating Guidelines

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## 1.0 Purpose

- 1.1. Defines the general conduct of all Taylors Bridge Fire Department members.

## 2.0 General Department

- 2.1. Attend all fires or emergencies to which they may be dispatched or detailed, and exert their greatest effort to perform to the best of their ability under all circumstances. Neglectful inefficiency or indifference of members in the performance of any of their duties is sufficient cause for disciplinary action.
- 2.2. Exercise precautionary measures and good judgment to avoid injury to themselves and others while on duty.
- 2.3. Give any necessary information and instruction to those designated to act in their places.
- 2.4. Accept responsibility for the performance of duties of higher rank when assigned to act in such position.
- 2.5. As directed, accept assignment within the Department, administer the duties thereof, and maintain discipline, morale and efficiency therein.
- 2.6. When two or more members who are not officers find themselves in a position that requires initiative action, accept the command of the senior member who shall assume such command until relieved by an officer or acting officer.
- 2.7. Operate through their commanding officers in the transaction of department business, unless otherwise directed by standard operating guidelines of the Department or as may be required to resolve an emergency situation.
- 2.8. Consult with and report in writing to their officers when making recommendations for changes, alterations of improvements in procedures or operations of equipment. All such recommendations shall be forwarded to the chief with the approval or disapproval of intermediate officers noted thereon.
- 2.9. Keep themselves in good physical condition that all assignment requests might be performed at an acceptable level.



### 3.0 General Conduct

- 3.1. Be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and no member shall commit any act tending to bring discredit upon the Department of its members.
- 3.2. Be courteous and respectful in their contacts with fellow firefighters and the public.
- 3.3. Be properly attired at all times when representing the Department.
- 3.4. Pay their just debts.
- 3.5. Neither solicit nor receive any monetary contribution from any other member, while on duty, without the purpose of such solicitation or contribution being first approved in writing by the Fire Chief, excepting that this rule shall not apply to collections, payments or contribution which a member has authorized pursuant to any existing law; nor food funds, flowers, children=s fundraising, retirement gifts or items of a similar nature.

### 4.0 Conduct, Public Relations

- 4.1. Neither lend, sell, give away, nor appropriate for their own use any public property, nor pilfer or be guilty of theft at fires or elsewhere.
- 4.2. Maintain complete and accurate information to establish clearly the legal status of their dependents in the event of the member's disability or death.
- 4.3. Engage in no occupations or activities which are inconsistent with or detrimental to their duties of service with the Department.
- 4.4. Accept no reward, fee or valuable gift from any person for services incidental to the performance of duty, except with authorization of the Fire Chief.

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## 5.0 General Policy

- 5.1. In accordance with departmental policies, all members shall be assigned service on a basis of merit and qualifications for particular duties. Discrimination on the basis of race, sex, color, national origin or religious creed is strictly prohibited. No member shall be discriminated against by any other member for compliance with this rule. Any violation of this rule shall be reported to the Fire Chief by one of the following procedures:
- 5.2. The member affected shall make a report in writing through channels and such report shall be forwarded promptly by all levels of command; or
- 5.3. The member affected may request a hearing in the matter by the Officers Board or officer appointed and authorized by the Fire Chief to conduct such hearings.
  - 5.3.1. No member shall circulate any questionnaire, poll, or petition relating to any Department policy for signature by any member without the prior written approval of the Fire Chief.
  - 5.3.2. No member shall furnish information relative to Department policy, practices, or business affairs to persons not connected therewith, except as provided for in these rules or as authorized by the Fire Chief.
  - 5.3.3. Each member shall when called upon to give evidence, make depositions, testify before any court, officer, competent tribunal, grand jury, and any board convened by the Fire Department, which is properly constituted according to law or by these rules, shall fully, clearly and without reservation, state all facts pertaining to the case or matter under consideration or investigation.
  - 5.3.4. No solicitation speeches, or distribution, posting or display of campaign literature for or against any candidate for public office, or for or against any ballot measure, shall be permitted on or in Department property or facilities.
  - 5.3.5. The Flag Code adopted by the National Flag Conference, Washington, D.C., where applicable, shall govern departmental flag etiquette. The United States flag shall be displayed from Department buildings in the manner prescribed.



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- 5.3.6. No member shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest or would tend to impair independence of judgment or action in the performance of official duties. "Personal" as distinguished from "financial" interest includes but is not restricted to an interest arising from friendly, blood or marriage relationships, close business or political relationships.
- 5.3.7. It is a job requirement that each member possesses and maintains a valid North Carolina driver's license.