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## Conduct and Behavior

### 1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

### 1017.2 POLICY

It is the policy of this District that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

### 1017.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member includes, but not limited to, conduct discrediting the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All District members are expected to behave consistent with this policy while on and off-duty.

### 1017.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful in the performance of their duties. They should control their tempers, exercise reasonable patience and discretion and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane or insolent language or gestures and should not express prejudice concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (Government Code § 12940 et seq.).

### 1017.5 COURTESY TO MEMBERS

Members shall be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane or insolent language or gestures and shall not express prejudice concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability or other medical condition, genetic information, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (Government Code § 12940 et seq.).

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### **1017.6 CONFORMANCE TO LAWS**

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

### **1017.7 DEROGATORY OR MALICIOUS STATEMENTS**

Members shall not be a party to any malicious gossip, report or activity which would tend to disrupt District morale or bring discredit to the District or any member thereof. Member questions concerning District policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

### **1017.8 POLITICAL ACTIVITY**

Members shall not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

### **1017.9 SEXUAL ACTIVITY**

Members shall not engage in any sexual activity while on-duty. This includes but is not limited to, use of any electronic device to communicate, receive or send messages or photos, or any other content of sexual or provocative nature.

### **1017.10 ILLEGAL GAMBLING**

Members shall not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether District-issued or owned by the member.

### **1017.11 GIFTS AND GRATUITIES**

Members shall not solicit or accept any gift, including money, tangible or intangible personal property, gratuity, favor, entertainment, hospitality, loan, promise, service or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the District.

If it may reasonably be inferred that a person, a business or an organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

### **1017.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

Members who are approached with monetary donations following major disasters shall direct the donor to a District Division Chief for instruction on proper ways to donate.

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At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

### **1017.13 ABUSE OF POSITION**

Members shall not use their official position, official identification cards or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members shall not authorize the use of their name, photograph or official title that identifies them as District members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

### **1017.14 PUBLIC STATEMENTS AND APPEARANCES**

Unless otherwise permitted by law, Members shall not reveal their District employment or in any way identify themselves as representing the District while addressing public gatherings, appearing on radio or television programs, preparing any articles for publication, acting as correspondents to a newspaper or periodical, releasing or divulging investigative information or any other information relating to the District, without receiving prior approval from the Fire Chief.