

**Policy 103**  
**Rules and Regulations**  
**Code of Conduct**  
**02/01/2008**

**Scope:**

This policy applies to all members and employees of the fire department. This applies to full time, part time, paid on call, and volunteer members and employees of the fire department.

**Purpose:**

The purpose of this policy is to enhance the professionalism of Hiawatha Fire & Rescue by defining the minimum acceptable code of conduct for its members.

**Background:**

As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and utilizes the department's resources in an appropriate manner.

All Hiawatha Fire & Rescue members have the responsibility to:

- A. Perform their duties to the very best of their ability and in a manner that is efficient, is cost effective, and meets the needs of the public;
- B. Demonstrate integrity, honesty, and ethical behavior in the conduct of all department business;
- C. Conduct all dealings with the public, city employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the department;
- D. Treat the public and other members fairly and equitably, without regards to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the department's business.

**General:**

1. Officers 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 and resources are consistent with the department's policies and practices.
2. All members shall report to a chief officer any substantial life changes such as change of address, job change, change in hours of work, and birth of a child.
3. Members shall read and become familiar with the department's rules, regulations, policies, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.
4. 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 the disruption of a superior's order likewise shall be deemed insubordination.

5. Members shall abide by federal and state laws, local ordinances and rules, as well as this Code of Conduct. Members shall not be required to obey orders that are illegal or in conflict with the Hiawatha Fire & Rescue rules and regulations.
6. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
7. Officers and acting officers shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
8. Inappropriate Behavior: The following are prohibited by members while at the station or involved in any departmental activity.
  - a. Unlawful behavior, gambling, unnecessarily noisy or quarrelsome conduct, lewd or indecent activity, and public displays of affection.
  - b. Possession of a firearm or other deadly weapon unless the member is an on-duty peace officer or otherwise authorized by the fire chief to carry such a weapon.
  - c. Threats or acts of physical violence against members of the public, department, or other agency members.
  - d. Abusive behavior, hazing, or harassment of other members or of the public.
  - e. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the department without the fire chief's authorization.
  - f. Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the department.
  - g. Making false statements in any official communication or in conversation with other department members or citizens.
  - h. Displaying insolence or indifference or evading during an emergency incident. Any member found to be guilty of this offence shall be relieved of duty immediately.
9. Sexual Harassment:
  - a. Unwanted or unsolicited verbal or physical harassment of Hiawatha Fire and Rescue members by any other member will not be tolerated. Officers shall promptly correct such behavior should it occur
  - b. If a member informs another member that his / her language or actions are offensive and such conduct continues, the member should immediately report the situation to a chief officer.

### **Enforcement**

1. The Chief may take disciplinary actions against a member who fails to adhere to this policy. Action may include, but is not limited to.
  - i. Return to probationary status
  - ii. Denial of work hours or pay per call status.
  - iii. Denial of Educational or Training opportunities
  - iv. Suspension.
  - v. Removal from the department.