



# POLICIES AND PROCEDURES

## MONTGOMERY COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

502

NO.

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OF 4

DATE

May 6, 1996

TITLE

CODE OF CONDUCT

DIRECTOR APPROVAL

### PURPOSE

- 1.0 To establish the rules to govern personal activities and conduct of DFRS personnel.

### APPLICABILITY

- 2.0 All DFRS personnel in the Fire/Rescue Occupational Series

### POLICY

- 3.0 It is the policy of the DFRS to ensure that all personnel maintain an exemplary standard of personal integrity and ethical conduct in their relationship with other employees, fire/rescue volunteers and the community.
- 3.1 All employees are to adhere to Departmental policies and procedures, County Administrative Procedures, Executive Orders, Montgomery County Personnel Regulations and Charter and to conform to all laws applicable to the Fire-Rescue-EMS Services and the general public.
- 3.2 Employees on duty will conduct themselves in a professional manner that is above question or reproach in relation to physical contact. A "hands-off" policy is to be followed at all times.

### RESPONSIBILITIES

- 4.0 All uniformed employees are responsible for obeying a supervisor's lawful order. Should a supervisor issue an order which conflicts with a previously issued order, policy or procedure, the employee should respectfully call attention to the conflicting order and if not rescinded by the supervisor, the last issued order will stand. The responsibility for the order will rest with the issuing supervisor.
- 4.1 Supervisors will not issue any order which they know would require a subordinate to commit any illegal, or unethical acts.
- 4.2 Employees will not obey any order which they know would require them to commit illegal, improper or unethical acts.
- 4.3 Employees must avoid placing themselves, or being placed in a situation where a "supervisory relationship" could occur as outlined in Section 5.15.



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4.4 Employees who are scheduled to work, such that they could be placed in a supervisor-employee relationship as outlined in Section 5.15, must advise the scheduling office and ask for an alternate assignment.

**CODE OF PERSONAL CONDUCT**

5.0 Employees will, at all times, conduct themselves in such a manner as to reflect favorably on the DFRS and Fire-Rescue-EMS Service in general. While this policy applies at all times, it is especially important when employees are wearing any portion of a fire department uniform that identifies the Department, have in their possession anything that identifies them with the DFRS or are on County or Corporation property.

5.1 All information on incidents, operations and investigations is confidential. Employees will maintain confidentiality of information concerning Department investigations, operations or other privileged information, such as confidential information regarding incidents. Employees are prohibited from using confidential information for private gain.

5.2 Employees will submit all required reports in accordance with established policy and procedures. The reports will be accurate, honest, complete and timely.

5.3 Employees will be courteous and discreet toward each other, volunteer personnel and the public, and maintain proper decorum and command of temper. Employees will not use violent, insolent or obscene language in public, or as otherwise restricted, while on duty.

5.4 Employees will not consume or be under the influence of any alcoholic beverage or have alcohol on the breath while on duty or while wearing any part of the uniform with the DFRS insignia. All employees are prohibited from operating a County or Corporation vehicle while under the influence of alcoholic beverages or with the odor of alcohol on the breath. Employees must not consume any alcoholic beverage on Corporation or County property at any time, unless officially sanctioned.

5.5 Employees will not use, on or off duty, any narcotic or controlled or dangerous substance unless prescribed by a physician.



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- 5.6 Individuals taking prescription or non-prescription medications, which may affect their job performance, will inform their supervisor as to the nature and scope of the medication's impact.
- 5.7 Employees will not authorize the use of their names, photographs, official titles, or insignia which identify them as employees of the DFRS in connection with testimonials or endorsements of any product or particular commercial enterprise without the written approval of the Director.
- 5.8 Employees must not participate in or gain from, a matter that involves a conflict of interest based upon; a) an ownership interest; b) the relationship of the employee to those who have an economic interest.
- 5.9 Employees will not take, tamper with or borrow without permission any DFRS or Corporation equipment or property or the personal property of another.
- 5.10 Employees will refrain from any "horseplay" while on duty.
- 5.11 Employees are responsible for the conduct of their guests at all times while on County or Corporation property. Unless approved by the Station Officer or as otherwise restricted by the Corporation, guests and visits must be limited to free time periods and not during scheduled activities or after 2300 hours.
- 5.12 All employees will treat County and Corporation property in such a manner as to maintain the property in good, clean and operating condition whenever possible.
- 5.13 No compensation, reward, gift or other consideration may be solicited or accepted by employees for personal benefit without special permission from the Director.
- 5.14 No employee will commit any act which constitutes conduct unbecoming a merit system employee. "Unbecoming" conduct includes, but is not limited to, any criminal, dishonest or improper conduct.
- 5.15 Personnel are not permitted to supervise another employee who is related to them by blood, marriage, or adoption. Additionally, personnel are prohibited from supervising another employee with whom they are involved in a "significant-other" relationship.



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5.16 Employees related by blood, marriage, or adoption, or those involved in "significant-other" relationships, are allowed to work together, at the discretion of the Department, where neither employee supervises the other.

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