



MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 101.04 VOLUME: 1

SUBJECT: Code of Conduct and Ethics

SIGNED: _____ DATE: 9/5/2012
Chris J. Mullins, Fire Chief

SCOPE AND PURPOSE: It has been said that “integrity without knowledge is weak and useless, and knowledge without integrity is dangerous and dreadful.” The purpose of this policy is to establish criteria that encourages department personnel to promote a culture of ethical integrity and professional conduct. The broad scope and intent of this policy is to preemptively mitigate and negate situations that may result in embarrassment to our department, lead to the waning of department credibility, and bring discoloration to our respected and honored profession.

CODE OF CONDUCT/ETHICS: As a minimum, all department personnel are expected to comply with all federal, state, and local laws, PBJC rules and regulations, and department policies and procedures. However, compliance with these requirements is the minimum standard of expected behavior. In an effort to reflect the highest level of ethical behavior and professionalism, and to guide department personnel toward the ethical execution of their daily lives within our chosen profession, the following code of conduct/ethics is adopted by the Mountain Brook Fire Department.

Department members are expected to:

- Give his/her best effort to make decisions that are consistent with high moral principles and in the best interest of protecting and enhancing the integrity, credibility, and the public's perception of our department.
- Always accept responsibility for his/her actions.
- Support the concept of fairness and value diverse thoughts and opinions.
- Not harass, intimidate, or threaten fellow department members or the public he/she serves, and accept the moral obligation to stop or report the actions of others who may engage in these behaviors.
- Not discriminate against any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, medical condition, or handicap.
- Not propose nor accept any form of personal reward or favor that may create a conflict of interest, or the appearance thereof, in order to secure special privilege, benefit, advancement, honor, gifts, or any personal gain for himself/herself, his/her family, acquaintances, or business interests.
- Be truthful and honest at all times and assume the responsibility to report instances of cheating and other dishonest acts that compromise the integrity of the department and our members.
- Exercise professionalism, competence, respect, and loyalty in the performance of his/her duties

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and use information, confidential or otherwise, gained by virtue of his/her position only to benefit those he/she is entrusted to serve.

- Avoid situations that would adversely affect the credibility or public perception of the department and always conduct himself/herself, on and off duty, in a manner so as to not reflect discredit on himself/herself nor the department.
- Refrain from financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by his/her official position or have the potential to create the perception of impropriety with his/her primary responsibilities as a member of the department.
- Meet wellness, fitness, and safety guidelines required to perform his/her duties and be respectful and conscious of each member's safety and welfare.
- Not engage in activities involving alcohol or other substance use or abuse that can impair his/her mental state or the performance of his/her duties and compromise safety while on duty.
- Recognize that he/she serves in a position of public trust that imposes stewardship in the honest and efficient use of uniforms and publicly owned resources, including facilities, vehicles, equipment, etc. He/she also assumes the responsibility to ensure that these resources are used judiciously and that they are protected from misuse and theft.
- Use social networking, electronic communications, or other media technology opportunities responsibly and in a manner that complies with HIPPA and does not convey discredit, dishonor, nor embarrass the department, department members, the fire service, and the public. He/she understands that failure to resolve or report inappropriate use of this media equates to condoning the behavior.
- Conduct his/her personal affairs in a manner that does not improperly influence the performance of his/her duties, or bring discredit to the department.