

P O L I C Y A N D P R O C E D U R E S
B L O O M F I E L D G E N O A C I T Y
F I R E & R E S C U E

CONDUCT

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ACCEPTED BY:

Purpose:

This policy shall promote a safe and harmonious work place. The appropriate conduct for all members and employees will provide a comfort to all persons who are served by Bloomfield Genoa City Fire & Rescue (BGCFR). This policy shall be enforced strictly and fairly to all members and employees.

Policy:

All members and employees

1. Shall devote their time and attention to the best interest of the BGCFR. They shall at no time engage in any activities that may interfere with the efficiency of BGCFR.
2. Shall keep themselves thoroughly familiar with the BGCFR policies and procedures and shall conform to and abide by them.
3. Shall fully comply with Administrative Orders and Regulations.
4. Shall be punctual in reporting for duty at the time and place designated by their superior officer. Failure to report promptly at the time directed will be deemed neglect of duty and may be cause for disciplinary action.
5. Shall surrender to management, upon resignation or discharge, all property in his/her possession belonging to BGCFR.
6. Shall not reveal official business of BGCFR, except to those for whom it is intended or as directed by a Chief Officer or under due process of law. Members and employees of BGCFR shall release nothing to the press.
7. Shall not knowingly enter or cause to be entered any false information into any applications, records, reports, or books, required by the service or the State of Wisconsin.

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8. Operate safely and use good judgment.
9. Obey the law.
10. Shall not, while on or off-duty, discuss patient cases or other confidential information in public. Neither shall they discuss personnel problems with hospitals, fire departments, and media personnel, etc.
11. Shall treat their superior officers and coworkers with respect and be courteous in all ways.
12. Shall always try to work together and strive to obtain a high degree of cooperation with each other, also be concerned and protective of each others welfare.
13. Shall not drink alcoholic beverages while in uniform or on duty.
14. Shall not engage in political or religious discussion to the detriment of good discipline and shall not speak slightly of the nationality, color, creed, or beliefs of any person. However, the right of every member or employee of BGCFR to entertain his/her own political, religious or partisan opinion shall not be interfered with.
15. Shall not mark, mar, alter, or deface any printed or written notices. Neither shall they post any notices of a derogatory character relating to BGCFR, any division of BGCFR, another member or employee.
16. Shall be civil, orderly and courteous to the public. And at no time use coarse, intensive, abusive, violent or profane language or act in a hostile/threatening manner.
17. Shall be subject to discipline, suspension or dismissal for committing any of the following, but not limited to the following offenses:
 - a) The conviction of a crime.
 - b) Using intoxicants or controlled substances on duty.
 - c) Soliciting for and/or engaging in illicit sex acts.
 - d) Engaging in sexual intercourse while on duty.
 - e) Neglect of duty.
 - f) Disobedience or failure to comply with the policy and procedure manual as defined herein.
 - g) Absence from duty without leave, i.e. no show.
 - h) Acceptance or soliciting a bribe.
 - i) Falsification of reports, records or communications.

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- j) Rough or careless handling of BGCFR property.
 - k) Leaving shifts, trainings or calls without proper relief and or permission.
 - l) Dishonesty, moral turpitude or violence.
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- 18. Insubordination. Shall be responsible for the proper care of BGCFR property, whether fixed or movable and shall promptly report to their superior the loss of, damage to, or unserviceable condition of such property. Roughness and carelessness in the handling of such property shall not be tolerated and will be considered sufficient cause for disciplinary action. Any member or employee found guilty of the mutilation or destruction of BGCFR property, either through willfulness or negligence, shall be required to pay all cost of repairs or replacement thereof.
 - 19. Shall not accept any personal reward, fee or gift from any person for service rendered in the performance of duty.
 - 20. Shall not engage in any activity, which will interfere with the efficiency of BGCFR.
 - 21. Shall not be discourteous or disrespectful to any member of the public.
 - 22. Shall not while on or off duty, malign, impinge, degrade, or otherwise defame BGCFR or its members, employees, image, reputation or name.
 - 23. Shall not post or remove any posting in any station without permission of a Chief.
 - 24. Shall perform all other duties that may be required.