





# NORTHERN WAKE FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURES

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| <b>TITLE:</b> Code of Ethics | <b>SECTION/TOPIC:</b> PERSONNEL   |
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| <b>REVISION DATES:</b>       | <b>APPROVED BY:</b><br><br>Gary Vickerson <br><hr/> <b>PRESIDENT – BOARD OF DIRECTORS</b><br><br>Tim Pope <br><hr/> <b>FIRE CHIEF</b> |

### I. PURPOSE

- A. This Standard Operating Procedure provides a Code of Ethics for both the officers and firefighters of the organization.

### II. SCOPE

- A. This Standard Operating Procedure applies to all personnel within the Northern Wake Fire Department.

### III. PROCEDURE

#### Code of Ethics – Officers

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity.

In so doing, I will help foster a continuing positive public perception of the fire service.

Therefore, I pledge the following:

- Recognize that we serve in a position of public trust that imposes responsibility to use publicly owned resources effectively and judiciously.
- Keep in mind our obligation not to seek advantages or favors for ourselves, friends or family.
- Use information gained by virtue of our positions only for the benefit of those we are entrusted to serve.
- Conduct our personal affairs in such a manner that we cannot be improperly influenced in the performance of our duties.
- Recognize and avoid situations wherein our decisions or recommendations may have an impact on our personal financial interests.
- Seek no favor and accept no form of personal reward for influence or official action.

- Engage in no outside employment or professional activities that may impair or appear to be in conflict with our primary responsibilities as fire officers.
- Handle all personnel matters on the basis of merit.
- Carry out policies established by elected officials or policy makers to the best of our ability, even when they are contrary to our recommendations.
- Refrain from financial investments or business that conflicts with, or is enhanced by, our official positions.

#### Code of Ethics - Firefighters

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity.

In so doing, I will help foster a continuing positive public perception of the fire service.

Therefore, I pledge the following:

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.

- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public.
- I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.