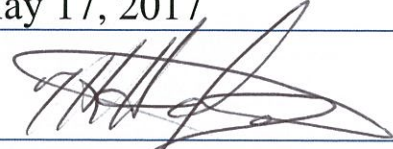

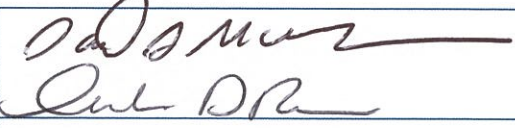

	<b>Standard Operating Guideline: PERSON 1</b>	
	Subject:	Rules of Conduct
	Effective Date:	October 1, 2012
	Revision Date:	May 17, 2017
	Approval:	
	EMS Representative:	
	Fire Representative:	
Career Representative:		
Director:		

**Purpose** Rules of Conduct are necessary for Fire / EMS staff to provide quality service to the citizens of Franklin County. Providers must be prepared to respond to emergency calls at all times. Quality service is dependent on personnel that provide EMS, Fire, Animal Control and Emergency Management service in a safe and reliable manner as these functions in, and of themselves are often hazardous. Teamwork is necessary to insure that all hazards are handled safely without subjecting providers to further risk.

**I. General**

- A. All employees shall at all times abide by the rules contained in the County of Franklin, Employee Manual.
- B. All members of the Franklin County Department of Public Safety shall conduct themselves in a professional manner at all times when representing the department.
- C. Any confrontation or discussions involving the actions of members of the department shall not be discussed or handled in a public venue.
- D. Members of any agency may file a complaint to their immediate supervisor regarding the conduct of any member.
  - 1. Upon receipt of the complaint, the supervisor shall initiate an investigation into the matter.
- E. Members will not use or be under the influence of drugs, alcohol, or other intoxicating substances while representing the department. Supervisors that suspect any on duty employee of being under the influence of alcohol and/or any illegal drug shall have the authority to require the employee to submit to immediate drug and alcohol testing. Drug

tests will also be required as a condition of employment for new employees.

- F. Employee harassment, sexual or otherwise, of other employees of this department will not be tolerated. Complaints received regarding such conduct shall be handled in accordance to County policy, State, and Federal Laws.
- G. Any member who leaves a department under suspension or is terminated shall not be eligible for membership in any other Franklin County Public Safety Department.
- H. Employees must report to their assigned duty post (i.e. station, administrative or animal control) and be prepared to respond by the beginning of the shift. All leaves will be granted in accordance with the County personnel manual unless otherwise stated.
  - 1. *Sick Leave:* The member requesting leave will notify their supervisor as soon as possible, no later than one hour prior to the beginning of a shift, which they will not be able to report to work due to an illness. Employees who become ill while on duty will notify their supervisor prior to leaving.
  - 2. *Annual / Vacation / Compensatory Leave:* All request for annual or vacation leave must be made in writing and no less than two weeks prior to the requested day off. This will be completed in the current scheduling software.
- I. Members of this department who do not report for scheduled duty or are late for their assigned shift will be considered to have violated this guideline. Their Supervisor will be notified electronically or in writing of any violation of this policy.
- J. Disciplinary action shall be brought against any employee who does not report on time and fit for duty.
  - 1. Disciplinary actions shall be in accordance with the Franklin County Human Resources Policies and Procedures manual.
- K. Electronic mail (email) is an official method of communication. Employees should make every effort to check their email inbox at the beginning and end of each shift for official notices.

## II. Personnel Responding to Call

- A. Only authorized personnel may respond to emergency calls. Those personnel are employees of the Department of Public Safety, volunteer members of any department recognized by Franklin County ordinance, or other departments requested to provide mutual aid.
  - 1. Students may ride-along for training purposes provided a ride-along waiver is submitted. Such requests shall be made in writing and approved by the Operations Captain, Division Chief of Operations or Director of the department.
  - 2. Employees and Volunteer members who are precepting students or *conducting*

other training are responsible for all aspects of patient care and fire suppression.

3. Responding apparatus shall notify dispatch when responding to each call.

B. Personal Vehicles

1. Volunteer providers using personal vehicles to respond to emergency calls do so at their own risk.
2. Personal vehicles that are utilized shall be titled to the responding volunteer operating the vehicle and shall be operated in accordance with state law.
3. Personal vehicles used to respond to any emergency scene shall be parked in a manner to not restrict traffic flow. Any impoundment fees incurred as a result of improper parking shall be the responsibility of the operator.
4. The County of Franklin shall not be responsible for damages that occur to any personal vehicle while responding to or on the scene of any call.