

**Vashon Island Fire & Rescue
Policies and Operating Guidelines**

Policy:	GENERAL DUTIES AND RESPONSIBILITIES OF DISTRICT PERSONNEL	
Number	Effective Date	Approved and Issued:
2042	01/04/00	01/04/00

1.0 **REFERENCE**
Code of Conduct

2.0 **POLICY**

2.1 It shall be the duty and responsibility of all District personnel to:

- 2.1.1.** Be familiar with, and be obedient to, the laws, ordinances, rules and regulations, SOG's and orders affecting the operation of the District.
- 2.1.2.** Respond to all fires and alarms to which they are assigned, detailed, or summoned, and to work at their greatest energy and ability to perform their job under all circumstances.
- 2.1.3.** Keep themselves in readiness to perform their job and not absent themselves from their job or place of assignment without specific permission from their supervisor.
- 2.1.4.** Exercise precautionary measures to avoid injury to themselves and others while on the job.
- 2.1.5.** Drive District vehicles in a safe and responsible manner.
- 2.1.6.** Be responsible for the safekeeping and proper care of all District property in their charge.
- 2.1.7.** Practice economy in the use of supplied and metered services and see that waste is avoided.
- 2.1.8.** District personnel shall observe all safety standards governing their work, and will notify their supervisor of all unsafe conditions.
- 2.1.9.** Accord obedience, respect, and courtesy to supervisors and staff.

- 2.1.10.** Avoid profane or vulgar language or gestures, and immoral or unlawful conduct.
- 2.1.11.** Be courteous and respectful in their dealing with the public, employees, and volunteers.
- 2.1.12.** Promptly notify their immediate supervisor of any inability to report for their job at the time required.
- 2.1.13.** When assigned to act in higher rank or supervisor, accept responsibility for the performance of duties of that position.
- 2.1.14.** Immediately report to their supervisor any accident, sickness, or injury occurring to them while on the job, no matter how trivial.
- 2.1.15.** Keep clean, neat, and well-groomed. Persistence in uncleanness or offensive habits will be just cause for disciplinary action.
- 2.1.16.** Promptly notify their immediate supervisor of all matters coming to their attention which affect the interests and welfare of the District.
- 2.1.17.** Participate in drills and other District training activities as directed and perform related work as directed.
- 2.1.18.** All personnel shall conduct themselves in a manner that will bring credit, honor and distinction upon the District. In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior and shall commit no act tending to bring reproach or discredit upon the District or its members on and off the job.
- 2.1.19.** No member shall on or off duty, use the uniform, badge, insignia or prestige of the District for personal gain.
- 2.1.20.** No member shall lend his or her name, as a member of the District, to any political, commercial or business enterprise; nor shall they approve or countenance the use of the name and the prestige of the District for any such purpose.
- 2.1.21.** No member shall receive or accept a reward, fee, gift or any other thing of value from any person for services incident to the performance of duty, except with permission of the Fire Chief or designee.
- 2.1.19.** No member shall release or cause to be released any District information, investigation or similar District business to the public without first receiving

approval of the Fire Chief or designee. Failure to conform to this guideline will result in immediate disciplinary action and possible termination.

2.1.20 Uniforms or any apparel with the District insignia or markings shall be worn only while on duty, traveling to or from duty or attending to official District business. Uniforms or any apparel with the District insignia or markings shall not be worn in any tavern, bar, pub, or similar establishment unless on official business. Failure to conform to this guideline will result in immediate disciplinary action.

2.1.22 When attending non-District functions representatives of the District shall adhere to the Code of Conduct at all times.

3.0 DEFINITIONS

NA

4.0 RESPONSIBILITIES

NA

5.0 GUIDELINES

NA

6.0 ADDITIONAL REFERENCES

NA

7.0 APPENDIX

NA