


	<b>Standard Operating Procedures</b>	
	<b>SOP 6</b>	
	<b>Subject: Rules of Conduct</b>	
	<b>Approval Date: 05/2019</b>	
	<b>Date Created: 12/2014</b>	
	<b>Next Review: 05/2020</b>	
<b>Approved By: Fire Chief/Fire Marshal Brent Hahn</b>		

### 6.01 Purpose

The effective functioning of Kemah Fire Department (KFD) Personnel at all levels relies on the conduct of its staff. To ensure efficient operations and an elevated understanding of public relations all staff should conduct themselves in a reasonable manner and understand that they are always under the scope of the public. Every KFD Personnel shall constantly act within the Rules of Conduct.

### 6.02 Policy

- All Kemah Fire Department Personnel shall direct their efforts towards fulfilling the mission of the Kemah Fire Department. The following list of articles represents the personal conduct standards required of each Kemah Fire Department Personnel to fulfill that mission Rules of Conduct will include the following items:
- Every Kemah Fire Department Personnel is expected to conduct themselves in a highly self-disciplined manner and is responsible for regulating their conduct in a positive, cooperative, and mature manner.
- All Kemah Fire Department Personnel, while on-duty, shall devote their entire time and attention to the service of the Fire Department. They shall attend all emergency incidents to which they may be assigned and perform duties as ordered by the Fire Chief/Fire Marshal, Command Staff or Incident Command.
- All Kemah Fire Department Personnel shall abide by policies and procedures and written directives of both the Kemah Fire Department, Galveston County Water Control Improvement District #12 (GCWCID12) and the Emergency Service Board (ESB).
- Kemah Fire Department Personnel shall participate in all department training activities as directed, be thoroughly familiar with all equipment they may be required to use in performance of their duties, and perform related work as assigned or required.

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- Kemah Fire Department Personnel shall not engage in activities that are detrimental to themselves or the Kemah Fire Department.
- Kemah Fire Department Personnel shall not use alcoholic beverages, drugs, or substances which impair physical and/or mental capacity prior to or while on-duty.
- Kemah Fire Department Personnel reporting for duty under the influence of any medication, prescription or nonprescription, that may impede mental or physical reaction must report that information to the Shift Commander or Command Staff Personnel.
- Kemah Fire Department Personnel shall work competently in their positions to cause all Department programs to operate effectively.
- Kemah Fire Department Personnel shall be on time for duty or special assignments.
- Kemah Fire Department Personnel shall be held personally responsible for all Kemah Fire Department property issued to them. Any property that may be lost or damaged through abuse, carelessness, or neglect may be replaced at the expense of the Kemah Fire Department Personnel to whom it was issued.
- No advertising matter, posters, private notices, or other disfigurements shall be posted or permitted without the Kemah Fire Departmental approval. No article shall be displayed on Department premises for public sale.
- Kemah Fire Department Personnel shall not leave their place of duty without permission of the Shift Commander or Command Staff Personnel. Upon their return to on-duty status, they shall immediately notify the Shift Commander or Command Staff Personnel.
- When any Kemah Fire Department Personnel is assigned to a fill-in position, they shall exercise the full authority and responsibility of that position.
- All Kemah Fire Department Personnel will treat as confidential the official business of the Kemah Fire Department. They shall not impart or discuss with anyone any matters concerning the department or its Kemah Fire Department Personnel. An exception is with Shift Commander or Command Staff Personnel of the Department or under process of law.

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Revised by Joe Murray, Deputy Fire Marshal  
Approved by Brent Hahn, Fire Chief/Fire Marshal

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- No Kemah Fire Department Personnel shall make any purchase or incur any liability in the name of the Kemah Fire Department without permission of the Fire Chief/Fire Marshal.
- No Kemah Fire Department Personnel shall receive any fee nor solicit, demand, or suggest from any person or persons pay for services rendered in the performance of duty, except their salary, stipend or pension as paid by the City of Clear Lake Shores, City of Kemah, GCWCID12 or ESB.
- Kemah Fire Department Personnel are encouraged to participate in all fire department activities.
- All Kemah Fire Department Personnel reporting for duty or training, and while on-duty will be clean-shaven and neatly dressed in a proper and well-maintained uniform. Kemah Fire Marshal Personnel will follow additional requirements related to uniforms and equipment to be carried while on-duty. These additional requirements are cover within the Kemah Fire Marshal’s Policy Manual.
- All Kemah Fire Department Personnel shall ensure the cleanliness of the fire station to which they are assigned.
- All Kemah Fire Department Personnel are encouraged to communicate with one another as to activities, suggestions, problems, and status of fire department equipment that will ensure efficient operations.
- Kemah Fire Department Personnel shall not engage in any sexual activity while on-duty.
- All Kemah Fire Department Personnel shall keep themselves physically fit.
- Kemah Fire Department Personnel will not knowingly and willingly falsify any Kemah Fire Department record or report.
- No Kemah Fire Department Personnel shall remove, damage, or tamper with another Kemah Fire Department Personnel 's personal property or the property of the Kemah Fire Department.

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- No Kemah Fire Department Personnel shall display discriminatory or abusive behavior pertaining to politics, sex, religion, age, or ethnicity while on-duty or on Kemah Fire Department premises.
- Sexual harassment and sexual discrimination are prohibited. Actions, remarks or any outward display that is derogatory or discriminatory against any race or disability is prohibited. All Kemah Fire Department Personnel will be required to attend mandatory annual Sexual Harassment and Workplace Violence Training.
- The carrying or possessing of weapons, firearms or ammunition on or within KFD property, facilities or equipment, at any time is specifically prohibited. (Assigned Kemah Fire Marshal Personnel that are sworn Law Enforcement Officers are exempt from this article.)
- All KFD Personnel and their passengers when driving or riding in a Fire Department vehicle will wear seat belts.

***END OF SECTION***