



CODE OF CONDUCT

IN ADDITION TO THE DISTRICT'S CODE OF CONDUCT POLICY, WHICH CAN BE ACCESSED THROUGH THE VAIRKKO PLATFORM (POLICY 200.202.00), ALL PROBATIONARY FIREFIGHTERS ARE EXPECTED TO ACT IN ACCORDANCE WITH THE FOLLOWING CODE OF CONDUCT GUIDELINES. FAILURE TO ADHERE TO THESE GUIDELINES WILL BE TAKEN INTO CONSIDERATION DURING REVIEW OF YOUR PROBATIONARY PERIOD PERFORMANCE.

I. CHAIN OF COMMAND

- A. THE CHAIN OF COMMAND SHALL BE FOLLOWED AT ALL TIMES WITH THE EXCEPTION OF ANY ISSUE INVOLVING DISCRIMINATION OR HARASSMENT WHICH SHALL BE REPORTED IMMEDIATELY TO THE DEPUTY CHIEF OF THE SHIFT YOU ARE ASSIGNED.
- B. ANY ISSUE, CONCERN, OR CONDITION REQUIRING THE ACTION OF THE DISTRICT SHALL BE ADDRESSED IMMEDIATELY THROUGH YOUR IMMEDIATE SUPERVISOR ON THE SHIFT THAT YOU ARE ASSIGNED. *EXAMPLE: PERSONNEL CONFLICT INVOLVING YOUR LUNCH BEING EATEN BY ANOTHER MEMBER.*
- C. ANY ISSUE, CONCERN, OR CONDITION THAT AFFECTS YOUR PERFORMANCE SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF YOUR IMMEDIATE SUPERVISOR OR INSTRUCTOR FOR THE DAY. *EXAMPLE: YOU ARE INJURED OR ILL AND CAN NOT COMPLETE A TRAINING EVOLUTION OR YOUR TOUR OF DUTY.*

II. RESPECT

- A. RESPECT SHALL BE SHOWN TO ALL TRAINING STAFF AND VISITING INSTRUCTORS.
- B. RESPECT SHALL BE SHOWN TO ALL CIVILIANS AND CLASSMATES.
- C. DISRESPECT OR ABUSIVE LANGUAGE SHALL BE CONSIDERED INSUBORDINATION.
- D. ALL OUTSIDE INSTRUCTORS AND DISTRICT PERSONNEL SHALL BE ADDRESSED COURTEOUSLY AND PROFESSIONALLY EITHER BY RANK OR BY "SIR/MA'AM".

III. TEAMWORK/EFFORT

- A. YOUR BEST EFFORT AND ATTENTION TO DETAIL AND/OR INSTRUCTION IS EXPECTED AT ALL TIMES.
- B. YOU SHALL WORK WELL AS PART OF A TEAM. IN MANY SITUATIONS, BOTH IN TRAINING AND IN THE FIELD, YOUR SUCCESS WILL BE DETERMINED BY THE TEAM'S SUCCESS.
- C. YOU ARE EXPECTED TO HELP YOUR TEAM MEMBERS WHEN NEEDED.

IV. ATTENDANCE/TARDINESS

- A. ATTENDANCE OF 48HR. PER MONTH IS MANDATORY.
- B. TARDINESS WILL NOT BE TOLERATED. IF YOU ARE UNABLE TO START SHIFT ON TIME IT MUST BE REPORTED TO AND APPROVED BY THE DEPUTY CHIEF OF THE SHIFT YOU ARE ASSIGNED TO PRIOR TO THE SHIFT. FAILURE TO MAINTAIN PUNCTUALITY OR TO COMMUNICATE WITH YOUR DEPUTY CHIEF AHEAD OF TIME OCCURRING ON MORE THAN 2 OCCASIONS WILL RESULT IN DISCIPLINARY ACTION THAT WILL NEGATIVELY IMPACT YOUR PROBATIONARY PERIOD PERFORMANCE REVIEW.
- C. "NO-CALL/NO-SHOWS" ARE UNACCEPTABLE AND DISCIPLINARY ACTION WILL BE TAKEN ON THE FIRST OCCURRENCE.

V. CHEATING

- A. CHEATING OF ANY KIND WILL NOT BE TOLERATED AND WILL RESULT IN DISCIPLINARY ACTION.

VI. INSUBORDINATION

- A. DISOBEDIENCE OF ANY ORDER ISSUED BY AN OFFICER, INSTRUCTOR, OR MEMBER ACTING IN THAT ROLL WILL NOT BE TOLERATED AND WILL RESULT IN DISCIPLINARY ACTION ON THE FIRST OCCURRENCE.

VII. APPEARANCE

- A. ALL PROBATIONARY FIREFIGHTERS SHALL ADHERE TO THE DISTRICT'S "UNIFORM USE" POLICY (POLICY 500.210.00).
- B. IN ADDITION TO THE GUIDELINES OUTLINED IN POLICY 500.210.00, ALL PROBATIONARY FIREFIGHTERS SHALL KEEP THEIR SHIRT TUCKED IN DURING THE "WORKDAY HOURS" AND WHEN INTERACTING WITH THE PUBLIC DURING ALARMS, PR EVENTS, AND TRAININGS.
- C. HATS SHALL BE WORN THE WAY THEY WERE MANUFACTURED TO BE WORN, THIS MEANS BILLS FACE FORWARD.
- D. UNIFORMS SHALL BE CLEAN AND NEAT IN APPEARANCE AND SHOE SHALL BE SHINED.
- E. PPE SHALL BE KEPT CLEAN AND IN A USABLE CONDITION.
- F. GYM WEAR SHALL BE SHIRTS THAT ADHERE TO THE DISTRICT'S "UNIFORM USE" POLICY AND NON-REVEALING SHORTS OR PANTS WITH APPROPRIATE FOOTWARE.

VIII. SUBSTANCE USE AND/OR ABUSE

- A. ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS SHALL NOT BE PERMITTED ON DeSOTO RURAL FIRE PROTECTION DISTRICT PROPERTY. PROBATIONARY FIREFIGHTERS SHALL BE DISMISSED ON THE FIRST OCCURRENCE.
- B. YOUR SUPERVISOR SHALL BE MADE AWARE OF ANY PRESCRIPTION OR OVER-THE-COUNTER DRUGS BEING USED THAT MAY AFFECT YOUR PERFORMANCE OR SAFETY ON DUTY.
- C. ALL PROBATIONARY FIREFIGHTERS SHALL ADHERE TO THE DISTRICT'S POLICIES ON "TOBACCO AND VAPING USE" (POLICY 200.240.00), "DRUG AND ALCOHOL USE" (POLICY 500.200.00), AND "DISTRICT SPONSORED AND DISTRICT RELATED EVENTS – ALCOHOL USE" (POLICY 200.310.00).

IX. DISCRIMINATION AND HARASSMENT

- A. THE DeSOTO RURAL FIRE PROTECTION DISTRICT DOES NOT CONDONE NOR TOLERATE INCIDENTS OR CIRCUMSTANCES OF DISCRIMINATION, HARASSMENT, OR SEXUAL HARASSMENT.
- B. PROBATIONARY FIREFIGHTERS SHOULD REPORT IMMEDIATELY TO THEIR SUPERVISOR ANY KNOWLEDGE OR OCCURRENCE OF ANY FORM OF DISCRIMINATION, HARASSMENT, OR SEXUAL HARASSMENT THEY HAVE EXPERIENCED OR WITNESSED.
- C. INTIMIDATION, HARASSMENT, THREATS, RETALIATION, AND COERCION TOWARD ANY MEMBER FOR REPORTING ALLEGED ACTS OF DISCRIMINATION, HARASSMENT, OR SEXUAL HARASSMENT OR FOR FILING A COMPLAINT FOR SUCH SHALL NOT BE TOLERATED.
- D. PROBATIONARY FIREFIGHTERS SHALL ADHERE TO THE DISTRICT'S POLICIES ON "ANTI-DISCRIMINATION" (POLICY 200.200.00), "ANTI-HARASSMENT" (POLICY 200.205.00), AND "PREVENTING AND REPORTING VIOLENCE" (POLICY 200.220.00).

X. PERFORMANCE EXPECTATIONS

- A. PROBATIONARY FIREFIGHTERS SHALL REPORT FOR ALL TRAINING SESSIONS, PR EVENTS, ALARMS, AND/OR OTHER DISTRICT FUNCTIONS WELL HYDRATED, PHYSICALLY, AND MENTALLY PREPARED FOR THE ASSIGNMENT.
- B. ALL PROBATIONARY FIREFIGHTERS SHALL MEET OR EXCEED THE MINIMUM STANDARDS IDENTIFIED BY THE DISTRICT FOR SKILLS AND TASKS REQUIRED BY THE DISTRICT.
- C. ALL PROBATIONARY FIREFIGHTERS SHALL BE EVALUATED FOR COMPETENCY ON A SELECTION OF SKILLS BEFORE GRADUATING THEIR ORIENTATION PHASE OF TRAINING.

XI. PERSONAL ACCOUNTABILITY

- A. EACH PROBATIONARY FIREFIGHTER IS RESPONSIBLE FOR HIS/HER OWN ACTIONS.
- B. EACH PROBATIONARY FIREFIGHTER IS RESPONSIBLE FOR IMMEDIATELY REPORTING ANY INJURY OR ILLNESS TO THEIR SUPERVISOR.
- C. EACH PROBATIONARY FIREFIGHTER IS RESPONSIBLE FOR MAINTAINING ALL PPE AT AN OPERATIONAL LEVEL AND SHALL PROMPTLY REPORT ANY PROBLEMS WITH EQUIPMENT TO THEIR SUPERVISOR.
- D. EACH PROBATIONARY FIREFIGHTER IS RESPONSIBLE FOR THE SAFE KEEPING OF THEIR PROBATIONARY FIREFIGHTER TASK BOOK. LOSS OR SIGNIFICANT DAMAGE TO THE BOOK SHALL REQUIRE THE PROBATIONARY FIREFIGHTER TO RESTART FROM THE BEGINNING.

XII. OPERATIONAL ACCOUNTABILITY

- A. ALL PROBATIONARY FIREFIGHTERS SHALL ADHERE TO THE DISTRICT'S ADOPTED POLICY FOR "PERSONNEL ACCOUNTABILITY" (POLICY 700.160.00).
- B. ALL PROBATIONARY FIREFIGHTERS SHALL MAINTAIN CREW INTEGRITY AT ALL TIMES.

XIII. SAFETY AND PROFESSIONALISM

- A. ALL PROBATIONARY FIREFIGHTERS SHALL ADHERE TO THE DISTRICT'S POLICIES ON "PERSONAL PROTECTIVE EQUIPMENT USE" (POLICY 700.105.00), "SCBA USE" (POLICY 700.110.00), "GENERAL SAFETY RULES" (POLICY 700.115.00), AND "SEATBELT USE" (POLICY 700.135.00).
- B. ALL PROBATIONARY FIREFIGHTERS SHALL CONDUCT THEMSELVES IN A PROFESSIONAL MANNER AND COMPLETE ALL ASSIGNMENTS TO THE PROFESSIONAL DEGREE OF COMPLETION THAT THEY WOULD EXPECT FOR THEIR OWN FAMILY.