

BENSLEY-BERMUDA VOLUNTEER RESCUE SQUAD

STANDARD OPERATING RULE

TOPIC: GENERAL RULES OF CONDUCT	S.O.R. # 1.4
Approved by: Barry Drumheller, Chief of Operations	Revised: 03/01/07 Replaces: 10/16/06

Purpose: To identify rules and regulations regarding the conduct of members.

Definitions:

None.

Policy/Procedure:

1. GENERAL RULES OF CONDUCT:

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively and harmoniously. The purpose of these rules is not to restrict member's rights, but rather to be certain that every member understands what conduct is expected and necessary.

Rules and regulations are designed to guide behavior within an organization. They are not intended to cover every case that may arise, but to help establish a base by which individuals will make acceptable decisions in areas that may not be specifically addressed.

a. Obedience to orders:

Members will obey any order lawfully issued by a supervisor or commander, not commit any act that constitutes a violation of any Squad rules, regulations, procedures, responsibilities, instructions or written directive, not aid, abet, or incite another in the violations of rules, duties, orders, policies, or procedures of the Squad and will not violate or conspire to violate county resolutions, state, or federal laws.

Members who are contacted, arrested, or charged with any criminal or traffic offense while on or off duty will immediately notify their supervisor and the Chief of Operations. In the event of improper action or breach of discipline, it is presumed that the employee or member was familiar with the rules, policies, procedures, responsibilities, instructions, and/or orders.

b. Abuse of authority:

Members will not use their Squad-related authority for personal gain, nor shall they use their position or status to avoid prosecution for any criminal activity, to include traffic violations.

c. Reporting violations:

Members shall, upon observing or otherwise becoming aware of another's violation as specified above in (a), will report such violations to their supervisor.

d. Performance of duty:

Members will faithfully perform their duties to the best of their knowledge, skills, or abilities at all times. Members will not engage in personal activities or business while on duty, which would cause them to neglect or be inattentive to duty. Members shall be punctual in reporting for duty, or any other time there is a specified report time.

e. Seat belt requirement:

Members and their passengers (including patients and family members) shall wear seat belts while in a Squad vehicle. The only exception to this will be

those times when patient care dictates the need to be unrestrained in the back of the ambulance.

- f. Respect for command staff, supervisory staff, other employees and citizens:
Members will treat supervisors and command personnel with the respect and courtesy due their rank. Members will treat other members with the respect and courtesy due them as fellow employees or members. Members will be courteous to the public. Members will control their tempers and not engage in argumentative discussion. They will not use coarse, violent, profane, or insolent language.
- g. Loitering:
Between the hours of 10 PM and 8 AM, members will not linger, or loiter in or about any office or structure of the Squad or other building associated with the Squad unless their duty requires it, or with the approval of the on-duty Captain. At all other times, members are welcome to visit the on-duty crew or conduct squad business at any of the stations, subject to restriction by the on-duty Captain or Command Staff.
While on duty, members will not loiter in or about any public or private place unless their specific presence is required.
- h. Departing from the truth:
Members will not willfully or knowingly depart from the truth in any manner, to include completing patient care reports and providing verbal care reports to medical or supervisory staff, or in connection with official duties except in the lawful performance of their assigned duties. Upon order of superior, members shall truthfully answer all questions specifically, directly, and narrowly related to their scope of employment and operation of the Squad that may be asked of them. Members will not make a false report either verbally or in writing.
- i. Appearance in uniform:
Members in uniform will strive to maintain a clean and neat appearance at all times, giving proper attention to personal hygiene and maintenance of the uniform so as not to bring discredit upon the Office. Employees or members will follow prescribed regulations for uniform and personal appearance.
- j. Use of alcoholic beverages:
Members will not drink alcoholic beverages while on duty, either in or out of uniform. Members will not drink alcoholic beverages while on Squad property. Members will not drink alcoholic beverages while off duty to an extent that renders them unfit to report for scheduled duty or results in the commission of an obnoxious or offensive act that might tend to bring discredit upon the Squad.
- k. Conduct unbecoming:
Members will conduct themselves both on and off duty in a manner that reflects most favorably on the Squad. Members will not engage in conduct prejudicial to good order and discipline. Members will not participate in any immoral, indecent, lewd or disorderly conduct. Members will not utter any disrespectful, mutinous, insolent or abusive language toward another member, supervisor, subordinate, staff officer, or citizen.
- l. Impartial attitude:
Members will maintain a strictly impartial attitude toward patients, family members of patients and the citizenry. Members will at all times consider it to be their duty to be of service to anyone regardless of race, color, age, creed, sexual orientation or gender.
- m. Appropriating property:
Members will not appropriate any lost, found, or Squad property for their own use.

- n. Failure to make reports:
Members will not fail to document information, nor will they alter or destroy information, relating to official business or the provision of patient care. Members will not fail to document information, nor will they alter or destroy information, relating to damage of Squad property. Members will not remove or destroy Squad records or reports without proper authority.
- o. Uniform restriction while off duty:
Members will wear their uniform only when required for duty or decorum. Members may wear their uniform in transit to and from duty or while attending other official functions that require the uniform. Off duty members who are in uniform will conduct themselves as if they were on duty.
- p. Use of telephones while driving:
Members will refrain from using telephones (for telephone conversations, sending/receiving messages, checking email, surfing the web or any other function of telephone or other enhanced telephone service) while driving a Squad vehicle.
- q. Adherence to quiet time:
Members will respect a quiet time between the hours of midnight and 0800. Members will place the radio into "night" mode and will refrain from excessive noise so as to provide a quiet sleeping environment.