

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Rules of Conduct		Approved by: Chief Jeffrey R. Stien	
POL #13	Draft Date: 11/29/93 (SOG 41), 08/05/99 (POL), 11/14/02	Revision Date: 01/22/09, 04/05/09, 3/19/12	Effective Date: 3/19/12

Purpose: The following list of directives represents the conduct standards for members of the Mukwonago Fire Department.

Scope: All officers are responsible to assure that this policy is enforced and held accountable for their lack of communicating the situation and any necessary follow up as warranted.

Every member of the fire department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her conduct in a positive, productive and mature way. Failure to do so will result in disciplinary action.

A. Policies, Standard Operating Guidelines (SOGs), and Directives

1. It is the responsibility of all personnel to familiarize themselves with and shall follow the Policies and Standard Operating Guidelines (SOGs) of the Department.
2. Personnel shall carry out all written directives as assigned.

B. Position Responsibility

1. At a minimum, personnel shall be available to respond during the duty hours of their assigned position.
2. Personnel shall not use or be under the influence of alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capabilities.
 - a. Such conditions are not allowed while on Mukwonago Fire Department premises – on duty or off duty.
3. Considering the nature of the jobs of the Department, all personnel shall keep themselves physically fit.
4. All personnel shall operate safely and use good judgment. Care shall be taken with Department property.

5. Personnel shall not use any portion of the Department's property, equipment, name, or good will for personal gain. Use of the Department's property, name, or good will must be for the sake of fire prevention, the betterment of the Department, and/or firefighting activities.
6. Sexual activity of any nature will not occur in the Mukwonago Fire Department facilities or any municipal vehicle at any time. This includes parking lots, common areas (including training room, day room, dorm rooms, rest rooms, and laundry facilities), training grounds, surrounding property or other owned or leased facilities.
7. All personnel shall use their training and capabilities to protect the public at all times, both while engaged in Mukwonago Fire Department activities and while off duty.
8. All personnel shall work competently in their positions to cause all Department programs to operate effectively.
9. All personnel shall keep themselves informed in order to perform within their position effectively.
10. Members requiring a medical leave of absence shall be granted time off per the recommendation of a doctor. Members shall not abuse this medical leave of absence time.

C. Department Computer Use

1. The use of computers to access pornographic internet sites, downloading of illicit materials, or the use of chat rooms for illicit activities is expressly prohibited and will not be tolerated.
2. Downloading or installing of any computer programs without the written authorization of the Fire Chief is strictly prohibited.
 - a. Exception: Automatic updates of previously installed software will be permitted.
 - b. Personnel will be terminated immediately if found to be abusing the privilege of using the Department's computers.

D. General Conduct

1. All personnel shall obey the law while on duty and off duty.
 2. Supervisors will manage in an effective considerate manner.
 - a. Subordinates will follow instructions in a positive, cooperative manner.
 3. Personnel shall be concerned and protective of each member's welfare.
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4. Members of the Department shall conduct themselves in a manner that reflects positively on the Mukwonago Fire Department at all times.
 - a. Be civil, orderly, and courteous to the public, coworkers, and supervisors.
 - b. Do not use coarse, intensive, abusive, violent, or profane language.
 - c. Do not act in a hostile/threatening manner.
 - d. Do not fight.
 - e. Do not steal.
 - f. Any lewd/lascivious behavior is not acceptable.
5. Members will wear Mukwonago Fire Department apparel with pride in appropriate situations/locations.
 - a. Personnel shall not consume alcoholic beverages while wearing Mukwonago Fire Department identifying apparel.