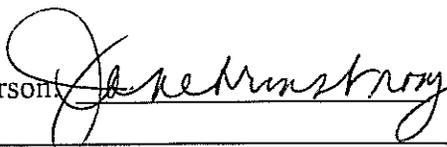


Scotts Valley Fire Protection District	Policy: 800
Subject: Rules of Conduct	ADOPTED: April 13, 2005

Policy 800: Rules of Conduct

1. All members shall familiarize themselves with, and be obedient to, the laws, policies, rules and regulations, standard operating procedures, and orders affecting the operations of the Scotts Valley Fire Protection District.
2. All members shall attend all fires or alarms to which they may be summoned and exert their greatest energy and best ability to perform their full duty.
3. All members shall keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without permission of their superior officer.
4. Members shall report to their superior officer the loss or finding of any district badge, identification card, book or equipment.
5. All members shall exercise precautionary measures to avoid injury to themselves and others in the performance of duty.
6. All members shall exercise precautionary measures to avoid unnecessary damage to, or loss of, district property.
7. All members shall practice economy in the use of supplies and metered services and see that waste is avoided.
8. All members shall accord obedience, respect, and courtesy to superior officers and those persons performing the duty of a higher rank.
9. All members shall be courteous and respectful in their dealings with the public.
10. All members shall immediately report to their superior officer any accident, injury or sickness occurring to themselves while on duty, no matter how trivial.
11. All members shall keep persons, uniforms and, for paid members, beds and lockers, in a neat and clean condition. Persistence in uncleanness or offensive habits will be just cause for disciplinary action.

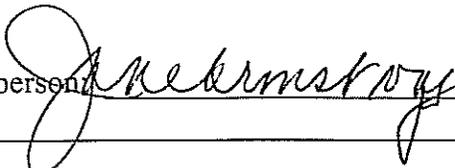
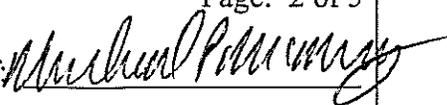
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12. All members must participate in drills and other district training activities on duty as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform such other work as may be required.
13. Outside of the district, or outside of the prescribed grievance procedures, no member or officer of the district shall make any derogatory statements or adversely criticize Scotts Valley Fire Protection District policy or activities of other members or officers.
14. Official matters of the District will be handled through the chain of command except as otherwise detailed in Policy 803: Open Reporting.
15. No member shall directly or indirectly solicit the influence or intercession of any person to effect his transfer or promotion. Requests for transfer shall be made through the chain of command.
16. No member shall solicit or accept the personal or financial aid of any subordinate to promote his private interest or those of any superior officer.
17. No member shall, as a member of the district, or by using the uniform, badge, or prestige of the district, attempt to influence the vote of any person for or against any candidate for public office.
18. No solicitations, speeches, distribution, posting or display of campaign literature, for or against any proposition or candidate for public office, shall be permitted on district buildings or property.
19. Members shall avoid loud or boisterous language and/or arguments in quarters or elsewhere while on duty.
20. In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act tending to bring reproach or discredit upon the Scotts Valley Fire Protection District or its members.

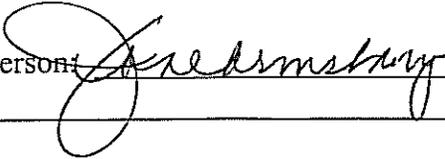
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Board Chairperson  Fire Chief 

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21. No member shall conduct himself/herself in such a manner, or be a party to any act, which would tend to impair the good order and the discipline of the district.
22. Members shall not use obscene, uncivil or boisterous language at fires, in quarters, or while engaged in activities where the district is represented. Engagement in altercations is prohibited.
23. No member shall be party to any malicious gossip, report or activity which would tend to disrupt district morale, or bring discredit to the district or any member thereof.
24. Members are expressly forbidden to engage in any boisterous conduct, "horseplay", or similar activities not occasioned by the requirements of their duty and which may result in injury or illness to anyone.
25. Members of the district shall not fail, neglect, or refuse to pay their just debts.
26. Members shall not gamble in quarters while on duty.
27. Member shall be punctual at all times. Tardiness will be reported to the fire chief immediately.
28. Members shall not manifest inefficiency or indifference in the performance of their duties.
29. Members shall not engage in any wrongful act or injurious exercise of authority.
30. No member shall willfully disobey any lawful order issued by any superior officer, nor shall he speak disrespectfully of or to any superior officer or any other member of the district.
31. Every officer and member, both paid and paid call, shall wear such protective clothing as is required when engaged in firefighting or other operations.
32. Members shall not sell, loan, give away or appropriate for non authorized use, any district property, nor shall they pilfer or be guilty of theft at fires or elsewhere.

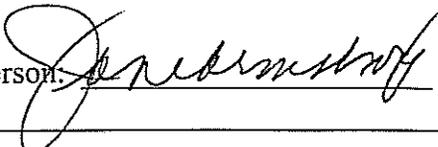
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33. The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any useful department record, book, paper, or document is prohibited.
34. No member shall state or imply that any utterance, public speech, or publications represents the official policy of the district, either directly or indirectly, without first obtaining the approval of the fire chief.
35. No member shall, on or off duty, use the uniform, badge, or prestige of the District for the purpose of personal gain. No member shall lend his name, as a member of the district, to any commercial or business enterprise; nor shall he approve or countenance the use of the name and the prestige of the Scotts Valley Fire Protection District for any such purpose.
36. Off-duty employment or activities of any paid members shall not consist of any job or activity that will bring reproach, discredit, or embarrassment to the Scotts Valley Fire Protection District. Such employment shall not impair the effectiveness or value to the Scotts Valley Fire Protection District of the member concerned. The efficiency of members when on duty shall not be adversely affected by such off-shift work or activity.
37. No officer of the Scotts Valley Fire Protection District shall make any decisions concerning hours of duty, type of service, or assignment to special details which give special consideration to a member for the benefit of his part-time employment or employer.
38. No member shall receive or accept for personal gain a reward, fee, or valuable gift from any person during the performance of duty. Food may be accepted with the approval of the officer in charge.
39. The following actions/behaviors are not tolerated:
 - Theft.
 - Use or possession of alcohol or illegal drugs in the workplace or while operating employer-owned vehicles or equipment.
 - Fighting or threatening violence in the workplace.
 - Sexual or other unlawful or unwelcome harassment.
 - Explosives, firearms, or other weapons in the workplace.
 - Unauthorized use of telephones, mail system, or other District-owned equipment.

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- Unsatisfactory performance or conduct.

Members who violate these rules of conduct are subject to disciplinary action up to and including termination.

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Board Chairperson: Jane Armstrong Fire Chief: Michael P. M. M. M.