



Pinion Pine Fire District

Standard Operating Procedure

Policy Title:	Performance & Behavioral Expectations		
Policy Number:	215.10	Created:	2003
Section:	Conduct	Revised:	2012

Purpose: *To outline the performance and behavioral expectations of fire district personnel*

Scope: *All Personnel*

- Paid employees are expected to be on time for work shifts and to notify the department if they will be late or miss work for illness or other emergencies.
- Paid employees are expected to cover their shift by working it or doing their own arrangements for coverage by swapping with another paid employee.
- Volunteer members are expected to spend at least 32 hrs a month in the district to remain on the roster. Members who miss this for 3 straight months without approval of the Fire Chief will be dropped from the fire district.
- Paid or volunteer members who are released from, or who resign from the district will turn in all uniforms, protective clothing, radio, pagers, hats or any other dept issued or dept paid for items within 10 days.
- Members must be in good standing to remain sponsored by the district in classes.
- Every member of the fire district is expected to operate in a highly self-disciplined manner and is responsible for the regulation of his/her own conduct in a positive and mature way.
- Every member of the fire district shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens. No member shall commit any act tending to bring discredit upon the fire district or its members.
- Be courteous and respectful in their contact with the public.
- Be properly attired at all times when representing the fire district, in accordance with the requirements as set forth by district policy.
- Accept responsibility for the performance of duties of a higher rank when assigned to act in such a position.
- As directed, accept assignments within the fire district, administer the duties thereof and maintain discipline, morale and efficiency.
- Accept the command of the senior employee when two or more members find themselves in a position which requires initiative action. The senior employee shall assume such command until relieved by an officer.



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- Operate through the chain of command in transaction of fire district business unless otherwise directed by standard operating procedures of the fire district, or as may be required to resolve an emergency situation.
- Keep in good physical condition.
- Attend all fires or emergencies to which the member may be dispatched or detailed, and exert the greatest effort to perform to the best of one's ability under all circumstances. Displaying neglect, inefficiency or indifference in the performance of any one's duties is sufficient for disciplinary action.
- Exercise proper precautionary measures to avoid injury. Report to an officer in charge of Fire Chief any accident, illness or injury occurring on duty.
- Submit to drug screening measures.
- Do not report to duty or respond to a page out if you have been drinking.
- Possess a current Arizona driver's license before driving any fire district vehicle.
- Never operate any fire district vehicle unless you have been authorized to operate that vehicle.
- Exclude unauthorized individuals from riding on fire apparatus.
- Wear appropriate protective clothing and equipment.
- Wear seatbelts in all fire district vehicles while the vehicle is in motion.
- Read and follow all SOP's of the fire district.
- Exercise due caution to avoid unnecessary damage, waste or loss of fire district property. Personnel shall not give away, sell, loan, appropriate or in any way dispose of any property belonging to the fire district without permission of the on-call duty officer.
- Accept no rewards or presents for services rendered in discharge of their duty.
- Promptly notify the duty officer of all matters coming to one's attention which affects the interest and welfare of the fire district.
- Become competent with all equipment that may be required for you to use in the performance of one's duties.
- Maintain a telephone number that you can be reached at and notify the fire district of any change in phone number or home address within 24 hrs.
- If you wear the uniform of work, you must be in complete uniform.
- **Do not wear the Fire District uniform any place that would cause the Fire District to be viewed in a negative light.**
- Maintain all certifications and licenses and skills necessary and required for one's position.