

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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GENERAL ADMINISTRATION

SOP#: GA 2.00

Title: Code of Ethics

Effective Date: 04/01/2009

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Fire Chief's Signature



City Manager's Signature

CODE OF ETHICS

I. PURPOSE

To establish broad behavioral guidelines within which all employees are expected to conduct themselves while working for the City of Poquoson.

To declare and define the moral obligations of all members of the Poquoson Fire/Rescue Department.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. APPLICATION

All career and volunteer personnel

III. POLICY

As a basic condition of membership and employment, all members have an obligation to conduct their official duties in a manner that serves the public interest, uphold the public trust, and protect the department's resources. To this end, all members have the responsibility to:

- Perform their duties to the very best of their abilities and in a manner that is efficient, cost-effective, and meets the needs of the public.
- Demonstrate integrity, honesty, and ethical behavior in all department business.
- Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the department.
- Ensure that all department resources, funds, equipment, vehicles, and other property are used in compliance with department policies, solely for the departments benefit.
- Conduct all deals with the public, city employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image.
- Treat the public and other employees fairly, courteously, respectfully, impartially and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the department's business. In his/her job capacity, each employee works to prevent and eliminate such discrimination in providing service, assigning work schedules, and in executing all personal action.
- Avoid any behavior that could fall under the definition of misconduct in the disciplinary section of the City of Poquoson Personnel Policy Manual.
- Report for duty at the appointed time and place, fully equipped, fit and able to perform assignments.

- Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel action, and the management of public funds are consistent with the department's policies and practices.
- Personnel will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens of Poquoson.
- Personnel will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties.
- Personnel will refrain from using their position for personal gain and will keep confidential all information not available to all citizens that is required by virtue of their position in the organization.
- Personnel will not drink any alcoholic beverage or take any drug that might incapacitate an individual while on duty.
- All personnel are expected to adhere to certain recognized principles and practices in the conduct of their public lives. These principles are embodied in the Code of Ethics, Section 37 of the City of Poquoson Personnel Policy Manual.