

1000.03	Code of Conduct Standard Operating Procedure	
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This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: ADM 3.1 Code of Conduct
Applicable HI Statutes:

I. PURPOSE

Members of the Hawai'i Fire Department are expected to act in a professional and courteous manner in all aspects of employment. This order will go over what those expectations encompass.

II. APPLICABILITY

1. The Code of Conduct procedure is in place to reinforce the way in which the members of the Hawai'i Fire Department are to act.

III. PROCEDURES

1. Always conduct themselves, in a manner that reflects positively on themselves, their department and the fire service in general.
2. To develop and nurture a relationship with the citizens of Hawai'i Island, colleagues, and other agencies to provide fire prevention, education, emergency medical services and suppression.
3. Accept responsibility for their actions and for the consequences of their actions.
4. Support the concept of fairness and the value of diverse thoughts and opinions.
5. Avoid situations that would adversely affect the credibility or public perception of the Hawai'i Fire Department.
6. Be always truthful and honest and report instances of cheating or other dishonest acts that compromise the integrity of the fire service, amongst our members or out in the public eye.
7. Conduct their personal affairs in a manner that does not improperly influence the performance of their duties or bring discredit to their organization.
8. Be respectful and conscious of each member's safety and welfare.
9. Recognize that we serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment, and that these are protected from misuse and theft.
10. Exercise professionalism, competence, respect, and loyalty in the performance of their duties and use all forms of information, confidential or otherwise, gained by virtue of their position, in a manner which follows Policies and Procedures, General Orders Standard Operating Guidelines, and Rules and Regulations.
11. Conform to all City, County, and State ethics laws.
12. Never discriminate based on race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
13. Never harass, intimidate, or threaten fellow members of the service or the public and stop

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- or report the actions of other firefighters who engage in such behaviors.
14. Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass their organization, the fire service, and the public. Understand, that failure to resolve or report inappropriate use of this media equates to condoning this behavior.
 15. During Investigations, they will make truthful responses to the questions posed to them and recognize that if they make false statements, they may face disciplinary action in accordance with progressive discipline.