

TUALATIN VALLEY FIRE AND RESCUE  
STANDARD OPERATING GUIDELINE  
NUMBER 8.7.13

Approved: 09/30/05

SUBJECT: CODE OF ETHICS AND CONDUCT

PURPOSE: To establish policy guidelines pertaining to employee and volunteer behavior and conduct relating to public official ethics.

POLICY: In accordance with Chapter 244 of the Oregon Revised Statutes (ORS) regarding government standards and practices, the following serves as a guideline regarding the ethical conduct of District members. Further, recognizing that a) the behavior of public officials is monitored closely by citizens; b) firefighters and those affiliated with the firefighting profession are generally held in high public regard; and c) in the course of performing their daily job duties, firefighters and those affiliated with the firefighting profession are often provided open access to people's homes, property, and bodies at vulnerable times, the District expects that members shall conduct themselves, both on and off duty, in a manner which shall not bring discredit to the member or the District.

AUTHORITY & RESPONSIBILITY: The interpretation and administration of this policy shall primarily be the responsibility of the Executive Officer and the Human Resources Department. All members are expected to comply with the guidelines set forth herein. All supervisors are responsible to ensure that the conduct, actions, and behavior of themselves and their reports fall within the guidelines set forth in this policy. Members having questions regarding the interpretation and/or application of this policy should direct such questions to the Executive Officer, followed by the Director of Human Resources

## POLICY

### I. Definitions

- A. Conflict of Interest: Any action, decision, or recommendation by a member acting as an agent of the District which results in personal benefit or avoidance of any personal detriment for the member, his/her relatives, or any business with which the member or a relative of the member is associated.
- B. Business with which the person is associated: Any private business or closely held corporation of which the member or the member's relative is a director, officer, owner or employee, or agent in which the person or his/her relative owns or has owned stock worth \$1,000 (\$100,000 in a publicly held corporation) or more at any point in the preceding calendar year.
- C. Honoraria: Payment or something of economic value given in exchange for services upon which custom or propriety prevents the setting of a price. Examples

may include speeches or other services rendered in connection with an event at which the member appears in an official capacity. Consideration agreed upon in advance is not honoraria.

- D. Gift: Something of economic value given to a District member or member's relative without consideration of equivalent value. Gifts include the full or partial forgiveness of indebtedness, which is not extended to others who are not District members on the same terms and conditions. Gifts in this definition do not include:
1. Campaign contributions.
  2. Gifts having a value of \$25 or less or an aggregate value of \$50 or less from any single source in any calendar year. No gifts, however, may be accepted when the purpose of the gift is to entice business from the member or the District.
  3. Gifts from family members.
  4. Per Diem given in consideration of anticipated expenses when participating in an event which bears relationship to the individual's position and when appearing in an official capacity, subject to the reporting requirements listed within this policy.
  5. Honoraria given in consideration of services provided while off-duty.
  6. Giving or receiving of food or beverage if it is consumed by the individual in the presence of the purchaser or provider thereof. An exception is made in cases where food or beverage is consumed at the work site.
  7. Entertainment experienced in the presence of the purchaser or provider when the value of the entertainment does not exceed \$100 per person in any single calendar year.
- E. Relatives: spouse or children, parent or sibling of the public official and/or spouse, or as defined in ORS 244.020(16).
- F. On-duty: Time for which the employee is receiving compensation from the District. For purposes of this SOG, this may also include uncompensated time during which the employee is in District uniform.
- G. Off-duty: Time for which the employee is not receiving compensation from the District.

- II. As public officials, all District members are expected to comply with the Code of Ethics as outlined within ORS 244.040. Specifically, employees shall adhere to the following:
- A. No member shall use or attempt to use his/her position to obtain financial gain or avoidance of financial detriment for the member or the member's relative that would not otherwise be available but for the member's position, other than salary, honoraria, reimbursement of expenses, etc., as otherwise allowed. Examples of such may include, but not be limited to, the following:
    - 1. Use of District owned property: Except as provided in SOGs 1.8.3 Use of District Electronic and Communication Devices, 1.15 Internet Usage and Access, 8.8.5 Use of District Owned Property, and 8.8.13 Staff Vehicle Acquisition, Assignment and Use, any personal use of District owned property is prohibited.
    - 2. District personnel resources: Use of District personnel resources to conduct personal or non-job-related functions is prohibited.
    - 3. Use of work time: The time during which a member works and for which the member is paid should be dedicated to work-related activities. Except where duly and appropriately authorized, all time should be directed toward performing job-related responsibilities during working hours.
  - B. Honoraria: Members shall be eligible to receive honoraria for duties performed off-duty, for other agencies and organizations within state guidelines. Examples may include honoraria for invitations to speak at functions when the invitation is based on the employee's position with the District.
  - C. Gifts: Members shall not accept, either directly or indirectly, any gift or gifts except as provided in section I.D. above.
  - D. Confidential Information: A member shall not attempt to further his or her personal gain (or that of a relative or other member of household) by using confidential information gathered by reason of the member's position with the District.
- III. Chief's "Bull's-Eye"

All District members are expected to act in a manner reflecting the values depicted within the Chief's "Bull's Eye." Specifically, members shall adhere to the following:

- A. Professionalism: Demonstration of competence, respect, and concern for the customers members come in contact with. On the District's Internet website, it is identified as "Comportment – looking like professionals and displaying conduct

that brings credit to the organization and the fire service while on-duty and off-duty.”

- B. Customer Service: Described on the District’s Internet website as “Whether it’s a true emergency incident or a situation where a citizen has simply exhausted his/her resources, members should exceed the expectations of every citizen with whom they come in contact.”
- C. Safety and Performance: Described on the District’s Internet website as “Safety is a top priority at Tualatin Valley Fire & Rescue - everyone who comes to work goes home from work! A safe work environment only occurs where the highest levels of competency and craftsmanship exist. Our customers deserve the highest standards of performance and reliability since we are their only choice when the call 911.”

IV. Board Policy Section 4.2 - Member Conduct And Responsibility

- A. Members are expected to abide by the Board of Directors’ Policy which states, in part:
  - 1. Use time during working hours, and time on authorized leave, for the purposes intended.
  - 2. Maintain relationships with the community and not use such relationships for private advantage.
  - 3. Make every effort to avoid off-duty behavior which will negatively affect public perception of the organization.
  - 4. Distinguish between personal views and those of the District to avoid misrepresentation of the District.
  - 5. Perform in accordance with the member's current job description and directives from supervisory authority and to achieve performance goals.
  - 6. Refrain from disseminating or disclosing confidential, proprietary, or sensitive information received in the course of duty.
  - 7. Refrain from any use of drugs or alcohol which may impair performance during the workday, operating under provisions detailed in the District’s Substance Abuse policy.

V. Specific Expectations On-Duty

- A. Fully comply with all SOGs and other work rules.

- B. Perform to the full extent of the Chief's Bull's-Eye.
- C. Present yourself with honesty and integrity in all your actions.
- D. Utilize the "straight face" test prior to engaging in questionable behavior – consider how your actions may reflect on the members involved and the District.

VI. Specific Expectations Off-Duty

- A. Adhere to all regulations and laws
- B. While off-duty but in uniform (e.g., in transit to a public education or recruiting event, while traveling to and from work, etc.) members conduct should be at the same standard as if s/he was on-duty. Additionally, no purchase or consumption of alcohol while in uniform is allowed.
- C. Consider whether the behavior could effect the public's perception of the District, or if the public trust would be impacted.

VII. Reporting Requirements

- A. Conflict of Interest: In any case where the member has an economic interest that may create a conflict of interest in their employment with the District, or where a relative or member of the household may possess such an interest, the member shall report such information to the Executive Officer or, in the case of the Fire Chief to the President of the Board of Directors.
- B. Gifts: In any situation where the member received a gift and the value or circumstances were beyond the limitations described in I.D. above.
- C. Honoraria: All honoraria received as a result of performing a function as a result of the member's position with the District should be reported to the Chief Financial Officer.

VIII. Ethics Code Enforcement

The District trusts its members to understand and abide by this policy in both letter and spirit. Members are expected to act responsibly and ethically in their relations, interactions, and the way they conduct business. Members are expected to abide by the elements of this policy and all related state regulations as they pertain to ethical conduct of public officials.

In cases where members are found to violate this policy, appropriate action shall be taken to ensure compliance. Appropriate corrective action shall be taken as a result and remedies shall be enacted to address all violations and conflicts of interest. In cases of

gross misconduct or willful violation of this policy, members shall be subject to corrective action (as per SOG 8.7.10) up to and including termination of employment or affiliation.

APPROVED

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JEFFREY D. JOHNSON  
FIRE CHIEF