



# ADMINISTRATIVE POLICY

11001\*\*

(12-17-12)

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## CONDUCT, GENERAL

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- 11001.1 Purpose:  
To describe the rules regarding general conduct.
- 11001.2 Scope:  
The personnel of the Ventura County Fire Protection District shall be governed by the rules of conduct as outlined in this policy at all times.
- 11001.3 Responsibility:
- 11001.3.1 All Personnel:  
It is the responsibility of all personnel to conduct themselves in a manner consistent with this policy.
- 11001.3.2 All Officers and Supervisors:  
It is the responsibility of all officers and supervisors to see that subordinates conduct themselves in a manner consistent with the rules stated in this policy. It is also the responsibility of all officers and supervisors to take appropriate action if subordinates do not conduct themselves in a manner consistent with this policy.
- 11001.4 Policy:
- 11001.4.1 In matters of general conduct, personnel shall be governed by the laws, rules, regulations, and policies of the State of California, the County of Ventura, and the Ventura County Fire Protection District, and by the ordinary and reasonable rules of behavior, and shall commit no act while on or off duty, tending to bring discredit upon the District or its personnel. Personnel shall not conduct themselves in a manner that may be construed, by a reasonable and prudent person, as unbecoming of a VCFPD employee, while on or off duty.
- 11001.4.2 Personnel shall avoid arguments while on duty.
- 11001.4.3 Personnel shall not gossip, spread rumors, or do anything by word or action, to cause unrest or dissention among the membership of the District.

11001.4.4 Personnel shall not gossip about another employee of the District to the detriment of such employee.

11001.4.5 Personnel shall understand and familiarize themselves with their duties and the responsibilities of their assignment.

11001.4.6 Personnel shall treat the public with courtesy and respect at all times.

11001.4.7 Personnel shall not be employed in or connected with any business or occupation that will impair proficiency or bring adverse criticism upon the District.

11001.4.8 Personnel shall not use the uniform, badge, I.D. card, or prestige of the District for the purpose of personal gain.

11001.4.9 Personnel shall not lend the name of the District or their own name, as a member of the District, to any enterprise without the approval of the County Fire Chief.

11001.4.10 Personnel shall not lend, give away, or appropriate for their own use, District or other public property, without the written approval of the County Fire Chief or designee.

11001.4.11 Personnel shall govern their personal conduct and attitude in order to live and work harmoniously with coworkers.

11001.4.12 Personnel shall familiarize themselves with, understand, and abide by the policies, procedures, and standing orders of the District.

11001.4.13 Personnel will follow, to the best of their ability, lawful and safe orders and directives issued by their supervisors or superior officers.

11001.4.14 Personnel shall not use obscene, uncivil, or boisterous language; or engage in an altercation at the scene of an emergency incident, any county facility, or any place where the District is represented.

11001.4.15 Personnel shall not gamble while on duty.

11001.4.16 Personnel shall not report for duty, be on duty, or drive Fire District vehicles while under the influence of any intoxicating liquor, drug, or compound. Personnel shall not partake of any intoxicating liquor, drug, or compound while on duty, or have in their possession, in quarters, or cause to be brought into quarters, any intoxicating liquor, drug, or compound. Necessary medicines used as prescribed by a licensed physician are excepted.

11001.4.17 Personnel shall not conduct personal business affairs while on duty.

11001.4.18 Personnel shall not distribute nor advertise County/District telephone numbers in the course of conducting personal business affairs.

11001.4.19 Personnel shall not be in possession of firearms or illegal weapons while on duty or on County property without the express written permission of the County Fire Chief.

11001.4.20 Personnel shall not use any District communications device or media for a personal business activity, or for the dissemination of any information that might cause dissention or might be offensive to any other member, department, or organization. This includes, but is not limited to, the use of telephones, electronic mail, FAX machines, computers, electronic devices or intra-District mail.

11001.4.21 In addition to the above, personnel shall not engage in any type of conduct which could be construed as cause for the imposition of disciplinary action as set forth in Sec. 2105 of the Ventura County Personnel Rules and Regulations and/or Sec. 1345-1.4.13.1 of the Ventura County Civil Service Ordinance.