

# Hurricane Fire & Rescue

Hurricane, WV

## Administrative Guidelines

<b>Subject</b>
<b>Guideline Number</b>
<b>Adopted</b>
<b>Effective Date</b>
<b>Pages</b>

Code of Ethics
800.104
March 1, 2007
April 7, 2007
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**Purpose:** The purpose and intent of this policy is to declare the standards of ethical conduct, which the public expects and requires of its public officials.

**Scope:** All department personnel.

**Responsibility:** All personnel are responsible for insuring the code of ethics is complied with.

### General

Clear, effective communication of these standards is crucial to the success of achieving such standards. Hurricane Fire & Rescue recognizes the right to protect the public trust against abuse. It is essential that the members of the department maintain the trust of the public. The purpose of the Code is to ensure that the officers and members conduct themselves independently and impartially, not using their offices or positions for unauthorized private (personal) gain.

It is not the intent of this policy to prevent any officer or member from following any pursuit, provided provisions of this policy are satisfied.

It is the intent of this policy to prevent the officers, members, or independent contractors from taking retaliatory action against any member or citizen who reports violations of this policy on the part of the department, its officers, its members, or independent contractors that create a substantial and specific danger to the public's health, safety or welfare.

## Statement of Specific Policy

1. Gifts: No department officer or member will solicit or accept anything of with a value of greater than \$25 - including a gift, loan, and reward, promise of future employment, favor, or service - that is based on any understanding that the vote, official action, or judgment of the officer or member would be influenced by such gift.
2. Unauthorized Compensation: No officer or member or his/her spouse or minor child will accept any compensation, payment, or thing of value which, with the exercise of reasonable care, is known or should be known to influence the official action of such officer or member.
3. Doing Business With One's Agency: No member acting as a purchasing agent or acting in his/her official capacity or officer acting in his/her official capacity, will, directly or indirectly, purchase, rent, or lease any realty, goods, or services for the department from a business entity in which his/her spouse, or child is an officer, partner, director, or proprietor, or in which his/her spouse, or child (or any combination of them) has a material interest. Nor will an officer or member, acting in a private capacity, rent, leases, or sell any realty, goods or services to the department.
4. Misuse of Position: No officer or member will corruptly use or attempt to use his/her official position or any property or resources within his/her trust, or perform his/her official duties, to obtain a special privilege, benefit or exemption for himself/herself or others.
5. Disclosure or Use of Certain Information: No officer or member will disclose or use information not available to the general public and gained by reason of his/her position for his/her personal gain or benefit or the gain or benefit of any other person or business entity.
6. Voting Conflicts: No officer will participate in any matter which insures to his/her special private gain, the special gain of any principal by whom he/she is retained, any business associate or relative without first disclosing the nature of his/her interest in the matter. "Relative" for the purposes of this subsection only will mean father, mother, son, daughter, husband, wife, father-in-law, mother-in-law, son-in-law, and daughter-in-law. Such disclosure, indicating the nature of the conflict, will be made in a written memorandum filed with the Board of Directors. A copy of such memorandum, which will become a public record upon filing, will immediately be provided to other members of the department and will be read publicly at the Board meeting prior to the consideration of the matter. For purposes of this paragraph, the term "participate" means any attempt to influence the decision by oral or written communication whether made by the officer or at his/her discretion.

Control of Policy

Any employee violating any of the provisions of this policy is subject to discipline up to and including dismissal in accordance with the department's disciplinary policy.

Ethics questions relating to membership or official duties should be directed to the Board of Directors.