

Scope: Admin
Career
Volunteer
BOFC

Truckee Meadows Fire Protection District

POLICY
Code of Conduct
P301.0

References:

Initiated: 07/25/2025

Revised: Date

INTENT:

Truckee Meadows Fire Protection District (District) is committed to serving the community and fostering a healthy, positive, and productive work environment where all individuals are treated fairly and with respect, dignity, and civility. This policy recognizes that the District's most valuable assets are its employees and reflects the District's commitment to ensuring everyone is treated fairly and with dignity, respect, and civility.

This policy outlines the District's expectations for its employees, officials, and representatives in their interactions with the public and each other, reflecting the core values set forth in the District's Statement of Values.

As figureheads and representatives of the District, the Board of Fire Commissioners (BOFC) agree to exemplify the values and conduct set forth in this policy.

Persons appointed by the BOFC to boards shall exemplify the values and shall adhere to the conduct set forth in this policy and may be removed for failure to do so.

While on duty, all District employees and representatives are expected to conduct themselves in a manner consistent with the Statement of Values and this Code of Conduct. Off duty conduct may also constitute a violation of this Code of Conduct if the conduct bears upon an employee's fitness to perform their job duties or if there is a nexus between the conduct and the employee's job.¹

POLICY:

A. Truckee Meadow Fire and Rescue Statement of Values

1. The Board of Fire Commissioners has adopted the following Statement of Values:

a. Selfless

i. We strive to put the needs and welfare of our community first.

¹ This policy is not meant to be an exhaustive statement of the District or its employees' rights and duties under applicable law. In addition, changes to applicable state and federal laws or regulations may require the District to modify or supplement the policy.

- b. Efficient
 - i. We are committed to progressive thinking, effective change, and continuous improvement to benefit those we serve.
- c. Respectful
 - i. We believe that demonstrating respect for every individual and trusting them to be accountable builds a confident, empowered team and strong relationships within our community.
- d. Valiant
 - i. We are determined to face not only difficult situations but every day with courage and resolve.
- e. Integrity
 - i. We look for opportunities to serve and empower our employees to act and do the right thing.
- f. Compassion
 - i. We respect the diversity of our community by showing empathy and providing compassion.
- g. Ethical
 - i. We are fiscally and operationally truthful with each other and the community.

B. Code of Conduct

The following list constitutes a portion of the disciplinary standards of the District. This is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for specific action or inaction that is detrimental to operations of the District.

1. Responsibility to the District
 - a. Adhere to all District policies, operating procedures, guidelines, orders and written directives.
 - b. Act in a manner that reflects credit upon and creates order within the District.
 - c. Be concerned and protective of each employee's welfare.
 - d. Avoid any activity which is detrimental to the District or which discredits the District.
 - e. Refrain from conflicts of interest and using one's position for personal gain.
2. Honesty & Integrity
 - a. Employees and representatives shall be accurate, sincere, and truthful in all communications.
 - b. Maintain honesty in all dealings with the District, the public, colleagues, and each other, recognizing it as the foundation of public trust.
 - c. Employees shall not engage in false or misleading statements.
 - d. Employees shall not willfully falsify records or reports, including by omission.
 - e. Employees shall not engage in the unauthorized or willful disclosure of confidential information.

1 3. Respect & Professionalism

- 2 a. Treat others with dignity, respect, and politeness.
- 3 b. Attempt to resolve conflicts at the lowest level in a respectful and straightforward
- 4 manner.
- 5 c. Interact with all colleagues and the public in a courteous, polite, and professional
- 6 manner that reflects District values, free from harassment or discrimination. This
- 7 includes, but is not limited to, refraining from discrimination against individuals based
- 8 on race, color, religion, sex (including pregnancy), sexual orientation, gender identity
- 9 or expression, age, disability, or national origin.
- 10 d. Manage subordinates in a considerate manner, ensuring they follow instructions
- 11 cooperatively (Supervisors).
- 12 e. Employees shall not create or endorse a hostile working environment.
- 13 f. Promote a Positive Work Environment – No Bullying
- 14 i. Refrain from bullying or intimidating others.
- 15 ii. Avoid rude, disrespectful, or offensive language.
- 16 iii. Refrain from threatening or intimidating behavior.
- 17 iv. Do not spread gossip, rumors, or intentionally exclude individuals from work-
- 18 related activities.
- 19 g. *Examples of bullying may include, but are not limited to, the following:*
- 20 i. Using language toward another individual which can be considered rude,
- 21 disrespectful, disparaging, belittling, insulting or offensive.
- 22 ii. Behavior which can be perceived as threatening or intimidating.
- 23 iii. Work-related harassment, such as excessive and unwarranted micromanaging,
- 24 imposing unrealistic deadlines, or a proven uneven distribution of workload.
- 25 iv. Spreading gossip or rumors about an individual or persuading others to turn
- 26 against the individual.
- 27 v. Intentionally excluding an individual from a relevant work-related activity or
- 28 intentionally impeding an employee from successfully performing their job duties.
- 29

30 4. Duty & Service to the Public

- 31 a. Commit to upholding superior professional, ethical, and moral standards in every
- 32 interaction, whether with the public or within the workplace.
- 33 b. Embrace the responsibility to respond to emergencies, to work as a team, and to
- 34 cooperate within the organization and the community.
- 35 c. District employees and representatives are accountable for their conduct at all times.
- 36 i. This includes both on and off duty actions and behaviors that relates to job
- 37 duties, impacts the District's operations, or negatively affects our public service
- 38 commitment and standing within the community.
- 39 d. Use training and capabilities to protect the public at all times.
- 40 e. Employees and other representatives of the District will not speak on behalf of the
- 41 District or give the perception that they represent the District through any
- 42 communication platform, unless authorized to do so.

1 5. Workplace Conduct

- 2 a. Report for duty as assigned and observe designated work hours.
3 b. Work competently to ensure the effective operation of all District programs.
4 c. Keep informed to perform job duties effectively.
5 d. Maintain physical fitness to perform duties effectively.
6 e. Operate safely and use good judgment.
7 f. Care for District equipment and property.
8 g. Obey federal law, state law, regulations, District and county ordinances.
9 h. Follow the chain of command.
10 i. Employees shall not willfully or negligently damage or destroy District property.
11 j. Be responsible for the conduct of crew members and completion of assignments
12 while on duty (Supervisors).

13
14 6. Fairness & Impartiality

- 15 a. Listen, understand, and perform duties without prejudice or favoritism.
16 b. Employees shall accept and value differences and refrain from negative judgment
17 based solely on those differences.
18 c. The District, as an organization and a community, is strengthened by a diversity of
19 experiences, backgrounds, preferences, perspectives, and talents.
20 d. The ability to embrace diversity promotes and enhances our progress.

21
22 7. Other Prohibited Conduct

- 23 a. Engaging in fighting, stealing, or abusing sick leave.
24 b. Reporting to duty under the influence of alcohol or drugs.
25 c. Using alcohol, debilitating drugs, or any substance that could impair physical or
26 mental capacities while on duty.
27 d. Using any medication that may adversely affect mental functioning, motor skills, or
28 judgment.
29 e. Engaging in sexual activity while on duty.
30 f. Engaging in conduct or other activity which is incompatible with conditions of
31 employment or the values of the District.
32 g. Engaging in unbecoming conduct which affects the efficiency of the District, affects
33 the employee's personal efficiency, disrupts harmony, affects the employee's
34 personal efficiency, or discredits the District.
35 h. Engaging in disgraceful personal conduct which impairs job performance.
36 i. Misrepresentation of official capacity or authority.
37 j. Engaging in political activity during hours of employment for the purpose of
38 improving the chance of a political party or individual seeking office.

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40 **C. ADMINISTRATION OF POLICY**

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42 1. Responsibility

- 43 a. Every supervisor and leader within the District is responsible for the administration of
44 this Code of Conduct within their respective areas of responsibility.

1 2. Enforcement Process

- 2 a. The District is committed to upholding this Code of Conduct.
- 3 b. If you believe that this Code of Conduct has been violated, you may file a complaint
- 4 with your direct supervisor, through the chain of command, or Human Resources.
- 5 c. An investigation will be conducted regarding the content of your complaint, and
- 6 appropriate action will be taken.
- 7 d. This is an internal policy that applies to officials and employees of the District and is
- 8 not intended to be used or relied upon by members of the public.
- 9

10 **D. Consequences of Violating the Code of Conduct**

- 11
- 12 1. Violations of this Code of Conduct will be taken seriously and may result in disciplinary
- 13 action, up to and including termination of employment.

APPROVED BY:

Jamie Rivera

Jamie Rivera (Aug 25, 2025 13:13:02 PDT)

IAFF Local 2487 / Date

Min J. Smith

Fire Chief / Date

08/12/2025

Revision History:

Date	Description	Page # and Line #
07/25/2025	Revised and rewritten to replace existing policy P201.0 Conduct and Expectations.	n/a