

I. INTRODUCTION

- A. Purpose: To set forth the behavior norms that the Los Angeles County Fire Department (Department) expects from all employees.
- B. Scope: These standards apply to all employees and pertain to both on- and off-duty conduct.
- C. Administrator: The Deputy Fire Chief of the Leadership and Professional Standards Bureau shall be responsible for the content, revision, and annual review of the Standards of Behavior.

D. Definitions:

Business Day: Monday through Friday, excluding holidays.

Reporting Requirements: Employee's next work day or within one business day, whichever comes first.

II. RESPONSIBILITIES

- A. All employees are responsible for reading these Standards of Behavior and for adhering to them.
- B. All supervisors are responsible for:
 - 1. Reviewing the Standards of Behavior with each new employee within 30 calendar days of employment in the Department or within 30 calendar days after transfer to a new assignment.
 - 2. Reviewing the Standards of Behavior with employees on an annual basis.
 - 3. Reporting any possible violation of the Standards of Behavior to their next level of management pursuant to reporting requirements.
- C. All managers are responsible for:
 - 1. Ensuring that the Standards of Behavior are available for review in each administrative site.
 - 2. Gathering relevant information regarding reportable violations pursuant to Firefighters Procedural Bill of Rights (FBOR), if applicable.
 - 3. Reporting any possible violation(s) of the Standards of Behavior to their next level of management pursuant to reporting requirements.

III. POLICY

- A. In carrying out their official duties and responsibilities, all employees shall:
1. Abide by and conform to the County's and Department's rules, regulations, policies, and procedures.
 2. Abide by and comply with FBOR and/or Peace Officers Bill of Rights, if applicable.
 3. Perform all assigned duties and responsibilities.
 - a. Abide by Department safety procedures.
 - b. Exercise good judgment.
 4. Maintain all licenses and certificates that are required by the Department or by classification standards, and report any suspension of a license or certificate to their immediate supervisor pursuant to reporting requirements.
 5. Carry out any lawful order issued by a supervisor.
 6. Pursuant to reporting requirements, report to their immediate supervisor any unusual occurrence, or other matter that may adversely affect the operation of the Department, or any violation of County or Department rules, regulations, policies, and procedures.
 7. Pursuant to reporting requirements, report to their immediate supervisor any arrest by a law enforcement agency, whether misdemeanor or felony charges, and any conviction.
 8. Secure and protect Department property, vehicles, equipment, and items of identification against damage or loss.
 - a. Report any damage or loss according to Department procedures.
 - b. Not lend, give away, or appropriate for personal use any Department property, equipment, or items of identification without proper authority.
 - c. Drive or operate Department vehicles in a safe and efficient manner.

9. Deliver to the proper authority any monies or valuables which come into their possession through the performance of official duties.
10. Not use their employment or standing in the Department in any commercial or private enterprise for the purpose of personal gain without specific authorization; not accept rewards, fees, or gifts except as authorized by the Fire Chief.
11. Treat all persons in a respectful and courteous manner while on duty.
 - a. Not use coarse, profane, or insulting language.
 - b. Not threaten, defame, or demean any individual.
 - c. Not subject any person to any kind of harassing behavior.
12. Be truthful in written and oral Department communications.
 - a. Not falsify any report or record.
 - b. Provide full and accurate information when requested by a supervisor.
13. Not smoke within any Department facility.
14. Not engage in political campaigning while on-duty or in uniform.
15. Not make public statements or provide information to residents, community groups or the press regarding Department matters, other than those affecting public policy, without specific authorization.
16. Conform to the Department grooming and uniform standards, and maintain appearance appropriate to the work location.
17. Report for duty on time each scheduled work day and remain at the designated area unless specifically authorized to leave.
 - a. Provide notice in accordance with Department procedure regarding any absence or late arrival.
 - b. Provide documentation regarding unscheduled absences after receiving a notice of Absence Certification.
18. Maintain current address, telephone, and emergency information with the Department and report any changes pursuant to reporting requirements.

19. Not report for duty under the influence of drugs or alcohol, nor report for duty while taking prescribed medication that may impair performance or safety.
 20. Not use any drug or controlled substance illegally, whether on- or off-duty.
 21. Not bring or use firearms or other weapons on Department premises unless authorized to do so by the Fire Chief.
 22. Not bring discredit or embarrassment upon the Department through on- or off-duty behavior.
- B. When in an off-duty or non-Department capacity, employees shall not engage in conduct which impairs, or potentially impairs, their performance of Department duties or which brings discredit to the Department.
1. Specifically contrary to this standard for Fire Fighter series employees are:
 - a. Acts of dishonesty or theft.
 - b. Destruction of property or arson.
 - c. Domestic violence or offenses against children.
 - d. Assaults against another person.
 - e. Illegal use/possession of drugs.
 - f. Belligerence with law enforcement.
 2. Off-duty conduct by other employees may similarly be deemed contrary to this standard dependent upon their duties and responsibilities.