

**SUBJECT:** Professional Conduct: General**SECTION:** 106.01**REVISED:** MARCH 1, 2008**PAGE(S):** 2

## PURPOSE

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To assure professional efforts of this department and cooperative efforts between this department and the community.

## RULES

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- A. Employees shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, procedures, directives, or orders of the department.
- B. Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the department. Conduct unbecoming an employee shall include that which brings the department into dispute or reflects discredit upon the employee as a member of the department, or that which impairs the operation or efficiency of the department or its employees, such offenses need not be specifically defined or set forth in this manual.
- C. Employees shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the standards of the fire service profession. Employees shall not participate in any incident involving moral turpitude which impairs their ability to perform as a member of this department or causes the department to be brought into disrepute.
- D. Employees shall not permit unauthorized persons on official business.
- E. Employees shall not make any purchase or incur any liabilities in the name of the fire department except by direction of the Fire Chief.
- F. An employee shall not authorize the use of their name, photograph, etc., which identifies them as being affiliated with the City of Reading Fire Department or their official title in connection with testimonial or advertisement of any commodity or commercial enterprise, without official approval of the Fire Chief and Safety Director.
- G. No employee will use or attempt to use his official position, badge or credentials for personal or financial gain or to gain entrance to any event.

- H. No employee will use any city discount or tax exempt status for personal gain.
- I. Employees shall not conduct social or personal associations or relationships with another person, while on duty, where such would be subject to be considered as illicit, immoral, improper, or impairing the operation, efficiency or professional image of the department. This does not preclude associations which are required to be performed in connection with the performance of duty.
- J. No employee shall engage in argument regarding politics or religion which would be detrimental to the department.