Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.01

2. SUBJECT: ***Employee Responsibilities and Conduct***

3. POLICY: It is the Policy of Grant County Fire District 3 to conduct its affairs in a professional and effective manner. In keeping with this policy, employees are expected to conduct themselves professionally and with every effort to reflect the best image that represents the mission of the District. This Policy and Procedure is established to define that process

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. All District employees are expected to represent Grant County Fire District 3 to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and the District Fire Chief.

   B. Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established certain minimum standards of personal conduct. Among the District's expectations are:

      1. Basic tact and courtesy towards the public and fellow employees.
      2. Adherence to District policies, Mission and Vision Statements and Values, procedures, safety rules and safe work practices.
      3. Compliance with directions from supervisors.
      4. Preserving and protecting the District's equipment, grounds, facilities and resources.
      5. Providing orderly and cost-efficient services to its citizens.

   C. District Personnel are to diligently follow all Policies and Procedures applicable to their position or situation.