

Organization

Book:	1 Organization
Chapter	VI Rules and Regulations
Subject	2 Code of Ethics
Code	1-VI-2
Revised	8/19/2003

2.01 Purpose

- a. To establish broad behavioral guidelines within which all employees and members are expected to conduct themselves while representing Jersey Village Emergency Services.
- b. To declare and define the moral obligations of all employees and members of the Jersey Village Emergency Services.

2.02 Policy

- a. Employees and Members will conduct themselves at all times in such a manner as to create respect for themselves, as public servants of the Jersey Village Emergency Services.
- b. Employees and Members will place public interest above individual, group, or special interests and will consider their employment or participation as an opportunity to serve the citizens of Jersey Village.
- c. Employees and Members will not discriminate because of race, color, religion, age, sex, handicap, political affiliation, or national ancestry.
- d. Employees and Members will not have any material, or financial interest in any private business or professional activity, which would be in conflict with their participation. Employees and Members will not engage in any business activity or professional activity that would appear to be in conflict with their participation or that would tend to impair independence of judgment or action in the performance of official duties.
- e. Employees and Members will not accept any personal gift, favor, service, money, or anything of value from the public, which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties.
- f. Employees and Members will at all times, when in contact with the public, be fair, courteous, respectful, and impartial.
- g. Employees and Members will refrain from using their position or participation for personal gain and will keep confidential all information not available to all citizens. The same shall apply to interdepartmental information not available to all employees and members of the department.
- h. Employees and Members will observe all work schedules as established by the department and will not deviate from them without prior approval.
- i. Employees and Members will not drink any alcoholic beverage or take any drug that might incapacitate an individual while on duty.

- j. Employees and Members shall have not consumed any alcoholic beverage within six (6) hours of reporting for an activity.
- k. Employees and Members will, when in public, clearly distinguish/identify between all statements and actions made as an individual and as a representative of the department.
- l. Employees and Members will, when requests are made upon the department by those not directly connected with the department (i. e. City Council, City Manager, Department Head, etc.), handle these requests as quickly as is practical and as accurately as possible. All requests made shall be brought to the attention of the Fire Chief.