

Conduct and Behavior

1015.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1015.2 POLICY

Best Practice

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1015.3 PROFESSIONAL CONDUCT

Best Practice

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming of a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in hazing or bullying; offensive, obscene or uncivil language; verbal or physical altercations or threats thereof; or conduct which might cause injury to another person.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

1015.4 INTERACTION WITH THE PUBLIC

Best Practice

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination.

1015.5 COURTESY TO MEMBERS

Best Practice

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination.

Toms River Fire Department

Policy Manual

Conduct and Behavior

1015.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Best Practice

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful, is prohibited.

1015.7 CONFORMANCE TO LAWS

Best Practice

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1015.8 DEROGATORY OR MALICIOUS STATEMENTS

Best Practice

Members should not be a party to any malicious gossip, report, or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers, and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1015.9 POLITICAL ACTIVITY

Best Practice

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department (N.J.S.A. 11A:2-23; N.J.A.C. 4A:10-1.2; N.J.A.C. 5:1-7.1; N.J.A.C. 5:1-7.2).

1015.10 SEXUAL ACTIVITY

Best Practice

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos, or any other content of a sexual or provocative nature.

1015.11 ILLEGAL GAMBLING

Best Practice

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

Toms River Fire Department

Policy Manual

Conduct and Behavior

1015.12 GIFTS AND GRATUITIES

State

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the Department or the Township.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor (N.J.S.A. 40A:9-22.1 et seq.).

1015.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Best Practice

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Bureau for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1015.14 ABUSE OF POSITION

Best Practice

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Administrator or Board designee.

Members should not authorize the use of their names, photographs, or official titles that identify them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Administrator or Board designee (N.J.S.A. 40A:9-22.1 et seq.).

1015.15 PUBLIC STATEMENTS AND APPEARANCES

State

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Administrator or Board designee (N.J.S.A. 40A:9-22.1 et seq.).