**Boulder County Hazardous Materials Team**

Code of Conduct

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| Guideline Number | 1010 |
| Approved By | Board of Directors |
| Date | 12-3-19 |
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**Scope:**

This guideline applies to all members of the Boulder County Hazardous Materials Team (BCHMT).

**Purpose:**

The purpose of this SOP is to provide a guideline ensuring that all members of the BCHMT maintain the highest level of integrity and ethical conduct that is in-line with the members agency.

**Guideline:**

All members of the BCHMT must effectively work as a team to protect their own safety and the safety of their co-workers, and to provide effective HazMat and emergency services to the public. Failure to adhere to a certain level of conduct undermines the public’s confidence in individual members and the BCHMT.

**Fundamental Expectations:**

The BCHMT has certain fundamental expectations of its members and expects that every member will strive to demonstrate these characteristics which are consistent with the highest level of professionalism and personal integrity.

* 1. **Selflessness and Dedication** – The commitment of oneself to one’s community is the foundation of the firefighting and emergency services professions and the volunteer corporations. Selflessness exists in the dedication and actions of firefighters and emergency services personnel to ensuring the health, safety, and welfare of their fellow members and the community.
  2. **Loyalty** – The BCHMT expects that every member will be loyal to the principles that underlie the firefighting and emergency services professions, to their fellow members, the commitment of service to others, the mission of the BCHMT, and the oath of office.
  3. **Duty** – All members are expected to use their training and experience to protect the public, their fellow members, and themselves and to faithfully and diligently carry out their assigned tasks, to adhere to the chain of command, and to meet the requirements of their respective positions and applicable licensing or certification standards. Anything less violates the trust placed in the BCHMT by the community. All members are expected to perform assigned tasks throughout their full tours of duty.

1. **Judgment** – Each member of the BCHMT is responsible for the appropriate exercise of judgment commensurate with the member’s rank, responsibility, and assigned job tasks, after carefully considering the guidance offered by applicable laws, policies and procedures, and professional standards.
2. **Demeanor and Bearing** – The public’s perception of and trust in the BCHMT greatly depend on the actions, appearance, and attitudes of its individual members. All members are expected to present themselves in a professional manner designed to promote and maintain the integrity of the BCHMT and its members and the public confidence in the BCHMT.
3. **Role of Advisory Committee** – The BCHMT expects the members of the Advisory Committee and those placed in leadership positions to demonstrate conduct that exemplifies the highest professional and ethical standards. Team Leads must be leaders and are expected to use their training, experience, and judgment to motivate, manage, and direct subordinate members to perform their duties and to work as a cohesive team in carrying out the BCHMT’s mission, even when forced to make decisions that are unpopular or difficult. Advisory Committee Members must be accountable not only for themselves, but also for the conduct and performance of the individuals they oversee.
4. **Anti-discrimination:** 
   1. Members shall not threaten, verbally or physically assault, strike, or harass any member of the BCHMT, Fire Department member, or member of the public.
   2. Members shall not discriminate against nor harass any citizen or member in a protected class, including, but not limited to: based on race, age, national origin, religion, gender, sexual orientation, and/or gender identity.
   3. A member shall not engage in retaliatory conduct against any member of the BCHMT or public who reports alleged violations of BCHMT policies and procedures, who participates in any investigation of an alleged violation, or who reports discriminatory practices or participates in an investigation of such practices.
5. **Conduct Unbecoming:**
   1. A member shall not engage in conduct that is unbecoming to the member, the BCHMT, or the profession.
   2. Conduct unbecoming includes any conduct that would bring the member, or members into disrepute or dishonor; or would disgrace the integrity of the profession; or undermine public trust; or would be detrimental to the operation and efficiency of the BCHMT.
6. **Honesty:**
   1. Members shall not intentionally or willfully make any false statement, either verbal or written, or withhold material information associated with the member’s position, official duties, or the BCHMT’s official business.
   2. Members shall not lie, steal, cheat, or make intentionally deceptive statements associated with the member’s position, official duties, or the BCHMT’s official business.
   3. Members shall not knowingly enter or cause to be entered any inaccurate or false information into an official record of the BCHMT.
7. **Confidentiality of Information:**
   1. Members shall not disclose or disseminate any information, including pictures and/or video, obtained or retained by the BCHMT, or pursuant to the member’s official duties that is confidential and not generally available to the public, except as authorized by the BCHMT.
   2. Members shall not use their authority to obtain information that would not be obtainable by the public, unless necessary to carry out the official business of the BCHMT and/or the job duties of members.

**Violation**

Any violation of this guideline will result in the Agency’s Team Lead investigating the incident. If the incident is in violation of the BCHMT’s Code of Conduct, the Team Lead shall notify the agency when the event occurs. The Advisory Committee will meet to discuss and recommend action of the Member in violation to the Board of Directors. The President of the Board of Directors shall appoint three (3) Board Members to create an Ad Hoc Committee to determine if the violation warrants removal from the BCHMT. In the event that the Member is removed from the BCHMT, that Member has (30) days to file a formal written appeal with the BCHMT Board of Directors at which time the entire Board of Directors will act as the Appeals Committee. The Appeals Committee will schedule a meeting with the Team Member, allow the Team Member to present the case for staying on the BCHMT and shall receive a final determination from the Appeals Committee within (30) days of the scheduled meeting.