

MORAGA-ORINDA FIRE DISTRICT



VOLUNTEER CODE OF CONDUCT

All volunteers of Moraga-Orinda Fire District Volunteer programs, are considered at-will volunteers of the Fire District. Program volunteers conduct should always be professional and with the best interest of the Fire District and the communities we serve in mind. Whether involved with a fire, Community Emergency Response Team (CERT) assignment, training or other civic activity, volunteers will be held to a higher standard of conduct than the general public. Violation of the Code of Conduct may result in removal from the assignment, suspension from duty, termination from volunteer service or other adverse action. Each case of alleged misconduct will be investigated by the appropriate Fire District Staff who will forward the results of the investigation to the Fire Chief for further action.

All MOFD Volunteer programs are committed to a policy of fair representation and neither the District nor its volunteers will discriminate on the basis of race, ethnicity, age, disability, gender, color, religion, sexual orientation, geography or group affiliations.

1. District volunteers will not lie, cheat, or steal, nor tolerate those who do. If a volunteer has direct knowledge that another volunteer has violated this code of conduct they shall immediately contact their program coordinator to report the information.
2. A volunteer will not commit, including through inaction or omission, any act constituting conduct unbecoming a volunteer of the Fire District.
3. Each volunteer is responsible for his/her actions and activities during off-hours and is responsible for reporting to their designated work assignments on time, properly attired, with personal gear already stowed, ready and able to function.
4. Inappropriate, offensive or profane language, attire or behavior is not allowed. Insubordination will not be tolerated.
5. Volunteers will strictly adhere to the chain of command. When in a field environment, volunteers are responsible for knowing who their immediate supervisor is at all times, based on their current duty assignment, and shall follow the direction of that supervisor. Criticisms, complaints, and concerns are to be channeled up the chain of command, or submitted to the Team Leader in writing following the mission. If a concern involves a volunteer's supervisor, then the individual may bring the concern to the appropriate Fire District Staff.

6. Consumption of alcoholic beverages while on an assignment or when there is a reasonable expectation of returning to duty within 8 hours is prohibited. Driving or operating any vehicle, machinery or equipment while under the influence of alcohol is prohibited and shall be regulated by local laws. Good judgment in alcoholic consumption must be observed when involved in any off-duty, team-related activity.
7. The use of any illegal drug or abuse of any prescription medication at any time is prohibited. Violation of this is considered gross misconduct and grounds for permanent removal from the team.
8. Smoking shall be done in a safe location designated by the Team Leader, away from all non-smokers and flammable materials. Volunteers who smoke are not given additional breaks or other privileges not available to all volunteers. Smoking is not permitted in any District vehicle or facility owned, operated, or occupied by the team. Volunteers who smoke while in active federal status must not expose others to second-hand smoke, nor expose others to smoke odors emanating from clothing or tobacco products.
9. Sexual harassment, as defined by statutes, regulations and case law, is prohibited.
10. Unless otherwise directed by the Team Leader, team uniforms shall be worn at all times during an assignment except while bathing, laundering, or sleeping. Team uniforms shall not be worn into bars, taverns, or other adult establishments, or environments that would reflect poorly on the team or the Fire District.
11. Unprofessional conduct, such as disrespect regarding the injured, dead, their personal effects, or families, shall be considered gross misconduct and ground for permanent removal from the team. District volunteers will not accept any gratuity, bribe of money, goods, or services in exchange for information or services and all local government laws and ordinances will be obeyed and respected.
12. Any material or photographs developed by a volunteer for publication or other dissemination outside of the team, or any personal news release regarding an official deployment or the activities of the team, must be approved in advance by the Fire District's Public Information Officer. This includes all social media such as Facebook and Twitter.
13. Discussions related to other than personal involvement with any media source during activation is prohibited unless authorized by the Fire District's Public Information Officer.
14. Hazing, pinning, initiation, public or private intimidation or humiliation, ceremonies or ritual events directed toward or against any volunteer is strictly prohibited.
15. District volunteers function as a team. As such, all volunteers are expected to participate with paperwork, inventory management, housekeeping, site preparation, facility and equipment maintenance, clean up, and other duties as assigned.

16. Volunteers shall not re-organize, move, remove, assemble or package items in the communication cache, rehab cache, Emergency Preparedness Cache (School St. Container) or CERT Trailer without explicit instruction to do so from the Team Leader or appropriate Fire District Staff.
17. When a volunteer observes or receives credible information concerning a possible violation of any element of this Code of Conduct, the volunteer must take an appropriate action, including but not limited to, reporting to the appropriate Fire District Staff.
18. Volunteers shall not self-deploy to local events (fires, accidents, etc). MOFD or a Team Leader will page or directly contact District volunteers to determine their availability. Active CERT Team volunteers may be contacted by their respective municipal agencies or the Fire District through the CERT Program Manager.
19. Volunteers with the Moraga-Orinda Fire District should conduct themselves with professionalism, dignity and pride, and strive to act appropriately and responsibly at all times while assisting others.
20. Volunteers with the Moraga-Orinda Fire District should treat fellow team volunteers, visitors and other volunteers with respect and courtesy and should be sensitive to the diversity of the team and that of those they are assisting.
21. Volunteers with the Moraga-Orinda Fire District shall not carry any illegal weapons as stated in the California Penal Code.
22. Volunteers with the Moraga-Orinda Fire District shall not authorize the use of, or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the Moraga-Orinda Fire District, without the approval of the Fire Chief. Nor shall they use their volunteer status with the District to gain favor with any person, agency, private company or to promote any political agenda, religious beliefs or personal position on any issue.



Stephen Healy
Fire Chief

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I have been given a complete copy of the **Volunteer Code of Conduct** of the Moraga-Orinda Fire District.

Upon receiving this document, I certify that I have read the code in its entirety and have a clear understanding.

Volunteer Name – Please print

Volunteer Signature

Date

Witness

Date