



**CALVERT COUNTY GOVERNMENT  
GUIDELINE/POLICY/PROCEDURE**

<b>TITLE:</b>	<b>1.2- Code of Conduct</b>		
<b>ISSUED BY:</b>	Department of Public Safety/Division of Career EMS		
<b>RESPONSIBLE STAFF:</b>	Division Chief Kenneth Miller		
<b>ISSUE DATE:</b>	06/01/2023	<b>REVISION DATE:</b>	
<b>PURPOSE:</b>	Establish an Employee Code of Conduct		
<b>APPLICABLE TO:</b>	All Employees of Career EMS Division Field		
<b>ATTACHMENTS:</b>			

<input type="checkbox"/> <b>GUIDELINE</b>	<input checked="" type="checkbox"/> <b>POLICY</b>	<input type="checkbox"/> <b>PROCEDURE</b>
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**This document needs to be reviewed/updated:**

<input checked="" type="checkbox"/> <b>Annually</b>	<input type="checkbox"/> <b>Other Interval:</b>		
<input type="checkbox"/> (Fiscal Year) <input type="checkbox"/> (Calendar Year)	<input checked="" type="checkbox"/> <b>As needed</b>	<b>Flag for review on:</b>	

**I. Purpose**

The purpose of this policy is to establish a Code of Conduct aimed at ensuring that personnel of the Department maintain the highest level of integrity and ethical conduct both on and off duty. The nature of emergency services work places all personnel in a position of public trust and subject to public scrutiny, and thus requires a level of conduct that is beyond reproach, regardless of work status or location. Thus, it is important that all members strive to achieve the highest level of ethical and professional conduct necessary to maintain the integrity of individual employees and the Department as a whole.

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

The Department/Division is committed to providing effective emergency services to the citizens and visitors of Calvert County. The Department relies on the pride of its personnel as emergency services providers, their loyalty to the profession, the Department, and fellow members, and their dedication to providing outstanding professional services to the community. The Department can only succeed in its mission if its individual members maintain their personal integrity. The cornerstone of the Department is its relationship with the community it serves.

## **Policy**

1. The Department has certain fundamental expectations of its personnel. These fundamental expectations do not themselves constitute specific rules of conduct, and accordingly, are not the basis for disciplinary action. Instead, the Department/Division expects every employee will strive to demonstrate these characteristics that are consistent with the highest level of professionalism and personal integrity.

- a. Selflessness and dedication – the commitment of oneself to one’s community is the foundation of the emergency services professions and the volunteer corporations. Selflessness exists in the dedication and actions of emergency services personnel to ensuring the health, safety, and welfare of their fellow personnel and the community.
- b. Loyalty – The Department expects that every employee will be loyal to the principles that underlie the emergency services professions, to their fellow personnel, the commitment of service to others, the mission of the Department/Division, and the oath of office.
- c. Duty – All personnel are expected to use their training and experience to protect the public, their fellow personnel, 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 Department by the community. All personnel are expected to perform assigned tasks throughout their full tours of duty.
- d. Judgment – Each employee of the Department is responsible for the appropriate exercise of judgment commensurate with the employee’s rank, responsibility, and assigned job tasks, after carefully considering the guidance offered by applicable laws, policies and procedures, and professional standards.
- e. Demeanor and Bearing – The public’s perception of and trust in the Department/Division greatly depend on the actions, appearance, and attitudes of its individual personnel. All personnel are expected to present themselves in a professional manner designed to promote and maintain the integrity of the Department and its members and the public confidence in the Department.

- f. Role of Supervisors – The Department/Division expects Supervisors and command staff to demonstrate conduct that exemplifies the highest professional and ethical standards. Officers must be leaders and are expected to use their training, experience, and judgment to motivate, manage, and direct subordinate personnel to perform their duties and to work as a cohesive team in carrying out the Department’s mission, even when forced to make decisions that are unpopular or difficult. Supervisors and command staff must be accountable not only for themselves, but also for the conduct and performance of the individuals they supervise.

## **Rules of Conduct**

1. The Department/Division has established these specific rules of conduct for its personnel that go beyond Departmental expectations. These rules are not intended to be an exclusive list and violations of these rules of conduct may be used as the basis for disciplinary action.

### **a. Compliance with Policy**

- i. Personnel shall not commit any act or fail to commit any act that would constitute a violation of County or Departmental/Division policy.
- ii. This may include but is not limited to: Department Standard Operating Procedures, General Orders, Special Orders, memoranda, directives, the Calvert County Personnel Policies and Procedures Manual Chapter 86, and the Calvert County Code as applicable.
- iii. In accordance with the Calvert County Code, all employees are expected to comply with the Drugs and Alcohol Testing Policy.

### **b. Compliance with Laws**

- i. Personnel shall obey all local, State, and federal laws and the laws of any foreign country they visit.
- ii. Any personnel who is arrested or charged with a criminal violation or a serious traffic violation as described in section 26-202 of the Maryland Transportation Code or learns that he or she is the subject of a criminal investigation must notify the Department/Division immediately.
- iii. A misdemeanor or felony conviction, guilty plea, or finding of guilt shall be assumed to be an admission of a violation of this section.

- iv. From an employment perspective, the Department/Division may take appropriate disciplinary action against its employees regardless of pending criminal actions, charges, or citations.

**c. Performance**

- i. While on duty, personnel shall not engage in activities that cause them to neglect or be inattentive to their assigned duties.
- ii. While on duty, personnel shall at all times remain available and in a sufficient and appropriate stage of readiness to quickly respond to any situation requiring performance of their assigned duties and responsibilities of their positions.
- iii. Personnel may not leave their duty posts without the approval of their supervisor.
- iv. Personnel shall maintain competency and fitness sufficient to perform their assigned duties and responsibilities associated with their positions.
- v. Inability or unwillingness to meet performance standards may include, but are not limited to:
  - Repeated or consistent lack of knowledge of applicable laws or policies,
  - Unwillingness or inability to perform assigned tasks;
  - Failure to meet standards associated with the member's rank, grade, or position;
  - Repeated unsatisfactory performance evaluations and/or the inability or unwillingness to improve performance with appropriate remedial training or education;
  - Failure to maintain or renew required licenses and/or certifications associated with the member's rank, grade, or position.

**d. Discrimination, Threats, and/or Harassment**

- i. The Department/Division has "zero tolerance" for any form of discrimination, harassment, sexual harassment, or threats in the workplace.

- ii. Personnel shall not threaten, verbally or physically assault, strike, or harass any personnel of the Department/Division, County employee, or member of the public.
- iii. As required by federal, State, and/or County law, personnel shall not discriminate against nor harass any citizen or member in a protected class, including, but not limited to: on the basis of race, age, national origin, religion, gender, sexual orientation, and/or gender identity.
- iv. Personnel shall not engage in retaliatory conduct against any member of the Department/Division, county government or public who reports alleged violations of county 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.

**e. Insubordination**

- i. Personnel may not intentionally engage in conduct, through actions or words, which are disrespectful to, or that otherwise undermines the authority of, a supervisor the chain of command.
- ii. Personnel shall comply with the chain of command and shall obey any lawful order of a superior or a person authorized to be in command.
  - If personnel are given an order that conflicts with an existing order, the personnel shall notify the superior giving the latter order. If that order is repeated, it will stand.
  - Personnel shall not obey any order which they reasonably believe to be immoral, unsafe, or illegal.

**f. Conduct Unbecoming**

- i. Personnel shall not engage in conduct that is unbecoming to the member, the Department/Division, the County, or the profession.
- ii. Conduct unbecoming includes any conduct that would bring the County, Department/Division, or personnel 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 Department/Division.

**g. Honesty**

- i. Personnel shall not intentionally or willfully make any false statement, either verbal or written, or withhold material information associated with the members' position, official duties, or the Department's/Division's official business.
- ii. Personnel shall not lie, steal, cheat, or make intentionally deceptive statements associated with the employees' position, official duties, or the Department's/Division's official business.
- iii. Personnel shall not knowingly enter or cause to be entered any inaccurate or false information into an official record of the Department/Division.

**h. Employee Relationships**

- i. Personal relationships between members shall not interfere with the performance of a member's duties.
- ii. Supervisors may not have romantic or sexual relationships with personnel in their direct chain of command and shall be responsible for alerting the Division Chief/Director to determine whether reassignment is required.
- iii. For purposes of performance evaluations, the Department will not assign an employee to a supervisor who is a blood relative, spouse, or romantic partner.
  - Incidental or temporary assignments are not considered a violation of this policy.
  - Personnel may not engage in sexual acts or conduct while on duty.

**i. Abuse of Position**

- i. Personnel shall not use their positions as employees of the Department/Division and/or as County employees for personal gain for themselves or others or to obtain for themselves or others some benefit not available to the general public.
- ii. This includes but is not limited to: the use of Department/Division identification cards, badges, uniforms, insignia, or equipment.
- iii. Personnel shall not lend their identification cards or badges to anyone, nor allow them to be reproduced without Departmental approval.

- iv. Personnel may not use their position with the Department or Calvert County, including Departmental identification cards, badges, uniforms, insignia, or equipment, in connection with an endorsement, advertisement, or testimonial.
- v. No part of the Departmental uniform, badge, logo, identification card, insignia, or equipment shall be used in a way that brings disrepute on an employee or the Department.

**j. Confidentiality of Information**

- i. Personnel shall not disclose or disseminate any information, including pictures and/or video, obtained or retained by the Department/Division or pursuant to the personnel's' official duties that is confidential and not generally available to the public, except as authorized by the Department.
- ii. Personnel 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 Department and/or the job duties of members.

**k. Public Statements and Appearances**

- i. Personnel shall not hold themselves out as speaking on behalf of the Department/Division or the County unless authorized to do so.

**l. Courtesy**

- i. Personnel of the Department/Division shall treat members of the public, county employees, and other Department/Division members with the respect and courtesy expected in a professional environment.
- ii. No personnel, in the performance of his or her duties, shall address another individual in a way that can reasonably be interpreted as violent, derogatory, or discriminatory.

**Attachments**

1. Calvert County Personnel Manual Chapter 86
2. Calvert County Risk Management Manual