

**SOG #  
99-39  
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**Purpose:**

**To ensure all members of the Topsfield Fire Department conduct themselves accordingly .**

**Scope:**

**As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the department's resources. To this end, all members have the responsibility to:**

- A. perform their duties to the very best of their abilities and in a manner that is efficient, is cost-effective, and meets the needs of the public;**
- B. demonstrate integrity, honesty, and ethical behavior in the conduct of all department business;**
- C. ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the department;**
- D. ensure that all department resources, including funds, equipment, vehicles, and other property, are used in strict compliance with department policies and solely for the benefit of the department;**
- E. conduct all dealings with the public, county employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the department;**
- F. treat the public and other employees fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the department's business;**
- G. report for duty at the appointed time and place fully equipped, fit and able to perform assignments.**

**Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the department's policies and practices.**