

**Western Cass Fire Protection District
Code of Conduct**

I, _____ understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of emergency services.

Therefore, I pledge to:

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my district and emergency services in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the emergency services profession.
- Always be truthful and honest and report instances of cheating or other dishonest acts that compromise the integrity of emergency services.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my district.
- Be respectful and conscious of everyone's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- Never discriminate based on race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or disability.
- Never harass, intimidate, or threaten others in emergency services or the public and stop or report the actions of others who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my district, emergency services, and the public.
- Not condone behavior by failing to resolve or report inappropriate use of social networking, electronic communications, or other media technology opportunities.

Employee or
Contractor

Signature: _____ Date: ____/____/____

Personnel, Training,
or District Officer Signature: _____

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I, _____ as a Director of the Board of Directors of the Western Cass Fire Protection District, representing of its citizens and responsible to the electorate through the democratic process, I recognize that:

- The citizens have entrusted me to assist with the ongoing development of high-quality emergency services for the community;
- Board authority is derived legally from the Missouri Constitution and the Missouri Revised Statutes that finally controls the District and operation of the District and that determines the degree of discretionary power left with the Board of Directors and with the people of this community for the exercise of local autonomy.
- The Board of Director's primary purpose is to set District standards through adopted policies that are reasonable and necessary to ensure the highest quality of emergency services.
- The administration, operation and the conduct of day-to-day business is the responsibility of the Executive Branch and its personnel.
- Directors exercise the authority and responsibility of the Office of Director only when the Board of Directors meets in legal session.
- All meetings of the Board of Directors and its committees' are subject to the provisions of the Missouri Sunshine Law.

In view of the foregoing considerations, it will be my constant endeavor to work toward improving the District's emergency services for residents of the community; to that end, I will:

- Give my undivided loyalty to the interests of the District and the citizens of the community;
- Devote sufficient time to faithfully discharge the duties and responsibilities of the Office of Director so that I may render effective and knowledgeable service.
- Refuse to use the Office of Director for personal or family gain or prestige.
- Attend all Board of Director meetings insofar as possible, and inform myself about the issues to be considered at those meetings;
- Promote effective service by being on time for Board of Director meetings, maintaining professional decorum and behavior, sustaining a sense of humor, and seeking first to understand and then to be understood;
- Work with other Directors and District personnel in a spirit of harmony and cooperation; treating each other with respect and consideration despite any differences among us;
- Encourage full and open discussions in all matters with my colleagues, to make reasonable inquiry, and make no decision until the facts are presented and considered;
- Render all decisions based on available facts and using my independent judgment; refuse to surrender that judgment to individuals or special interest groups;

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Continued on front side

- Encourage the free expression of opinion by all board members, and seek systematic communications between the board and staff, and all elements of the community;
- Respect majority rule and promote implementation once a decision has been made;
- Insist that all Board of Directors and District business is conducted ethically and honestly in an open and honest manner with no hidden agendas;
- Be conscious of conflicts of interest and announce conflicts of interest before the Board of Directors takes action; avoid discussing and voting on issues raising such conflict by rescuing myself;
- Remember that, as an individual, I have no legal authority to represent the Board of Directors and sign no contracts, except when the Board of Directors authorizes such representations and authorizations and to conduct my relationships accordingly with the public and with District personnel;
- Refrain from using my Office of Director to materially benefit either myself, another person or group;
- Work with other Directors and District personnel to establish effective policies, practices, and administrative procedures and to delegate the responsibility for policy implementation to the Executive Branch and District personnel;
- Support the employment of those persons best qualified to serve as District personnel, and insist on a regular and impartial evaluation of all personnel;
- Preserve the confidentiality of all privileged and private information, under applicable law, that is disclosed in an open or closed meeting.
- Respect the chain-of-command, referring problems, complaints, or personal criticism of District operations to the Executive Branch and appropriate District personnel.
- Recognize the Executive Branch and District personnel are advisers who should be present at all meetings as appropriate, except when the board is considering the personnel evaluation, contract, or salary.
- Give District personnel the respect and consideration due skilled professional employees.
- Acknowledge the right of the public to attend and observe open board meetings and be informed about District decisions and emergency services operations as allowed by law.

Signature: _____ Date: ____/____/____

President
or Secretary Signature: _____

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REVISION HISTORY

Revision Date	Author	Revision Details
March 23, 2022	Monte Olsen	Initial version
March 31, 2022	Monte Olsen	Added witness signature and updated "continued on back side" to "or next page"
April 4, 2022	Monte Olsen	Added "Employee or Contractor" to signature on the first page