

<b>East Lake Tarpon Special Fire Control District</b>					
	<i><b>SOG 230 Code of Conduct</b></i>				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Implementation Date: 06/1999</b></td> <td style="width: 50%;"><b>Revision Date(s): 3/26/2019</b></td> </tr> <tr> <td></td> <td><b>Reviewed Date(s): 3/7/2019</b></td> </tr> </table>	<b>Implementation Date: 06/1999</b>	<b>Revision Date(s): 3/26/2019</b>		<b>Reviewed Date(s): 3/7/2019</b>
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<b>Forms or Attachments: None</b>					

**Purpose**

All employees of **East Lake Tarpon Special Fire Control District** are employees of a team working together with the main objective of service to our community. Any employee who fails to follow the necessary rules and regulations governing his/her conduct is not only penalizing himself/herself but doing a disservice to all of the other Department employees. The Code of Conduct rules are not intended to restrict or impose on the privileges of anyone but are designed to ensure the rights and safety of all Department employees and to provide working guidelines to assure equitable and business-like Department to efficiently service our community.

**230.1 No Limitations**

A. In recognition of the fact that each instance of misconduct differs in many respects from somewhat similar situations, Administration retains the right to treat each occurrence on an individual basis without creating a precedent for other cases which may arise in the future. Administration retains the right to suspend any disciplinary action at its discretion. The following rules and regulations are not to be construed as a limitation upon the retained rights of Administration to discipline employees; however, a more severe penalty may be imposed than that which appears in the standard procedure, if warranted by circumstances in Administration’s discretion. Department Code of Conduct will meet Firefighter Bill of Rights, State and Federal laws.

The rules and regulations for the Code of Conduct are divided into four groups to reflect degrees of severity of offenses. In each group and for each rule, consideration will be given to the severity of the offense, the cost involved, the time interval between violations, the length and quality of the employee’s service with the Department and the ability of the employee concerned. In each case where the penalty is modified from the recommended standard penalties, the reasons for such modifications will be noted.

1. **NOTICE OF DISCIPLINARY ACTION:** In all cases, a supervisor shall notify the employee of the action taken and a copy of such notice will be placed in the employee’s personnel folder.

**2. USE OF PAST RECORD:** When imposing disciplinary measures for a particular offense the supervisor should not take into consideration any prior infraction which occurred more than recommended by the chart (see 231).