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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Ethics Statement**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To assure the operations, activities, and business affairs of the \_\_\_\_\_\_\_\_\_\_\_\_ Fire Department are properly conducted and kept confidential.

**Procedure:**

If, in the course of their service, members of the West Redding Volunteer Fire Department or contracted organizations acquire confidential, sensitive, or proprietary information about \_\_\_\_\_\_\_\_\_\_\_\_\_, its members, service populace, etc, such information shall be handled in the strictest confidence.

Members or contracted organizations found to be violating these guidelines are subject to disciplinary actions, up to and including termination, and may also be subject to civil and/or criminal prosecution for violations.

As a member or contracted organization, you may be requested to sign proprietary information confidentiality stations and may be requested to sign a Conflict of Interest Statement.

\_\_\_\_\_\_\_\_\_\_\_\_\_, as a matter of policy, requires the disclosure of transactions and relationships that may involve potential conflict of interests. The following provisions of the policy area follow:

* Each member is to avoid situations where his or her personal interest could conflict with the interests of \_\_\_\_\_\_\_\_\_\_\_\_\_.
* The use of \_\_\_\_\_\_\_\_\_\_\_\_\_ assets for any unlawful or improper purpose is strictly prohibited.
* No false entities are to be made in the books for any reason and no member shall engage in any arrangement that results in such prohibited act.
* No payments are to be approved or made with the intention that any part is to be used for any purpose other than described in the supporting documents.
* Any member or contracted organization who knows of any prohibited act must promptly report it to the Chief.

\_\_\_\_\_\_\_\_\_\_\_\_\_ will provide a letter of reference based upon the proper request or authorization of the member. The letter will be signed by no less than the Chief and one member of the Board of Commissioners. The letter will only acknowledge the membership and period of membership of the individual, as well as any offices/positions held during their membership. NO recommendation letter will be provided if the individual is on suspension at the time of the request or has been removed from membership.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

West Redding (CT) VFD – GOG 2-A-201 Developed/Revised/Reviewed by VFIS ETC