



Thousand Oaks  
Disaster Assistance Response Team  
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# CONDUCT AND ETHICS

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# City of Thousand Oaks DART CONDUCT AND ETHICS

*Supersedes all previous versions: dated June 22, 2006*

## SECTION I - PURPOSE

To establish the rules of conduct and work performance ethics essential to the maintenance of Team Member safety, efficiency and integrity.

## SECTION II - MISCONDUCT – DEFINED

- Commission of a criminal offense
- Neglect of Duty
- Conduct that reflects unfavorably upon the Member, the City of Thousand Oaks (**CTO**), the City of Thousand Oaks Police Department (**TOPD**), the Team or the Ventura County Sheriff's Offices of Emergency Services (**VCISOES**) or Ventura County Sheriff's Department (**VCSD**)

## SECTION III - COMPLIANCE WITH RULES AND POLICIES

1. It is the duty of every member of **DART** to be thoroughly familiar with the provisions in the Conduct and Ethics document. Members shall conform to and abide by these provisions, observe all applicable laws and render their services to **CTO**, **TOPD** and **VCISOES** with discretion and loyalty.
2. Board of Director's (**BOD**) Member shall take action when appraised of a potential violation of these Conduct and Ethics or of any other misconduct.

## SECTION IV - PERFORMANCE OF DUTIES

1. In the performance of their duties, Members shall not discriminate against others because of age, race, religion, sex, sexual orientation, national origin or political affiliation.
2. Members are to perform their duties in a professional and firm manner and they shall act together to assist and protect each other in service to the public.
3. When performing their duties, Members shall direct and coordinate their efforts in such a manner as will tend to establish and maintain the highest standard of efficiency.

4. Whenever Members are not engaged in an authorized activity or Call Out they shall be considered “off duty”.
5. Members shall not loiter in public places while on duty.
6. Members shall not at any time or for any reason willfully subject any person or animal to cruel treatment or willfully neglect the necessary humane action, which the circumstances may require.
7. Members shall not solicit any reward for the performance of their duties, nor seek or ask for a gratuity of any kind, individually or collectively, nor accept such reward or gratuity if offered. Members shall not use their positions to seek free admissions to places of amusement, sporting events, etc; furthermore, members shall not solicit free meals or transportation or any other favors or gratuities.
8. While on duty, in uniform or under the explicit or implied authority of **DART, CTO, TOPD** or **VCISOES**, Members shall not engage in political or religious discussions or activities.
9. While on duty, in uniform or under the explicit or implied authority of **DART, CTO, TOPD** or **VCISOES**, Members shall not speak disparagingly of the nationality, color, creed, gender, sexual orientation, functional limitations or religious belief of any person.
10. When a Member of **DART** becomes aware of possible misconduct (e.g.: dishonesty, criminal activity, or other violations) by any Member of the Team, that Member shall immediately notify a **BOD** Member who is not involved.
11. A **BOD** Member who becomes aware of an alleged act of misconduct shall:
  - a. Take appropriate action to prevent unjustifiable injury, property loss, unwarranted risk of liability on the part of **DART, CTO, TOPD** or **VCISOES**, Team Member or aggravation of an ongoing, in-progress or imminent incident.
  - b. Ensure that the other **BOD** Members and the **DART** Liaison are promptly notified via the chain of command.
  - c. Avoid contacting the Member, to preserve investigative options, only if doing so does not compromise the higher priorities in the proceeding sentence.

## **SECTION V - RESPECT AND COOPERATION**

1. Members of the Team shall conduct themselves in a manner that will foster the greatest harmony and cooperation between each other, **CTO, TOPD** or **VCISOES**.

2. Members while on duty, in uniform, or otherwise representing **DART, CTO, TOPD** or **VCISOES** shall not publicly criticize any official act of any member of the Team or any other department of **CTO, TOPD** or **VCISOES**.
3. A Member shall not use threatening or insulting language or behave in an unprofessional manner toward any other member of **DART, CTO, TOPD** or **VCISOES**.
4. During the course of any official investigation by **CTO, TOPD** or **VCISOES** a Member shall give a full, complete and truthful statement if requested.

## **SECTION VI - EXECUTION OF ORDERS**

Members shall not speak critically or derogatorily to other Members or to any person outside the Team regarding instructions issued by any ranking official. In any case where there is sound reason to believe that such instruction are inconsistent, unjust or uncomfortable it is the right of any Member receiving the order to respectfully call it to the attention of the officer issuing the order.

## **SECTION VII - USE OF HABIT FORMING SUBSTANCES**

1. Members shall not report for a Call Out or other event while under the influence of liquor or drugs or be unfit for duty because of their use. The odor of alcohol on the breath or common symptoms of drug usage will be considered presumptive evidence of being under the influence.
2. Members shall not consume alcohol or use illegal drugs while representing **DART**.
3. While on duty and in uniform Members shall not smoke when transacting business with any citizen.
4. Members shall not smoke in City, County or State owned or rented/leased buildings or in any City, County or State vehicle.

## **SECTION VIII - PERSONAL APPEARANCE**

1. All Members shall maintain their person and uniform in a clean, sanitary and hygienic state.
2. When in uniform, Members shall maintain a professional and polite appearance.

## SECTION IX - RECORDS AND COMMUNICATIONS

1. Members shall not make false official reports, or knowingly or willingly enter or cause to be entered in any records or reports, any inaccurate, false, or improper information or material matter.
2. Members shall properly and promptly report first to the **DART BOD** and then to **TOPD** any information given them in good faith by any citizen regarding matters that indicate the need for action.
3. Members shall not communicate information of a critical/confidential nature concerning an incident or a Member to any person or agency unless approved by **TOPD**.
4. Members shall not use City or County communication facilities or equipment for unsanctioned purposes.
5. Members shall not correspond or communicate with any City Official, County Department Head, County Administrator or any member of the Board of Supervisors concerning Team business without first reporting to the DART BOD and DART Liaison.
6. Members of **DART** shall not remove any official record of the **TOPD** or **VCSOES** except as directed by their supervisor or as prescribed by law.

## SECTION X - CARE OF PROPERTY AND EQUIPMENT

1. A Member shall not incur a liability chargeable against **DART**, **CTO**, **TOPD** or **VCSOES** except with the knowledge and consent of proper authority.
2. Any damage to real or personal property during a Call Out or approved activity shall in every instance be promptly reported in writing to the **DART** Liaison.
3. Members shall be responsible for the proper care, maintenance and condition of any Team property. They shall report to the equipment coordinator the loss of, damage to, or unserviceable condition of any Team property. Willful or negligent abuse of Team property can be made the subject of disciplinary action.
4. Members shall be personally responsible for the items of identification issued to them i.e.: badge, identification cards, and ECSS access card. Members shall not permit any other person to borrow or use the items of identification issued by **TOPD** or **VCSOES**. Loss of such items shall be reported immediately to the **DART** Liaison.
5. Members shall not appropriate for their personal use any Team property.

6. Members shall not fabricate, withhold, tamper with or destroy evidence of any kind.
7. Members who come into possession of any monies or other property shall deliver it to the proper custodian. A report shall be made of the transaction.

### **SECTION XI - OPERATION OF DART, CITY, OR COUNTY VEHICLES**

1. All Members in a position which might require the ability to drive shall maintain a valid California Driver's License.
2. Members shall not use City or County vehicles without the knowledge or permission of their superior.
3. When driving City or County vehicles, Members shall not violate the traffic laws except in cases as prescribed by the vehicle code or in accordance with the policy of **TOPD** or **VCSD**.
4. Members shall not allow an unauthorized person to operate a City or County owned vehicle.
5. Members operating any City or County vehicle shall not permit persons other than authorized **DART** members, personnel of **TOPD** or the **VCSD** to ride in such vehicle except such persons as are required to be conveyed in the performance of their duties or as authorized by the order of a supervisor.
6. Members shall promptly notify their supervisor of an accident with, or damage to any **DART**, **CTO** or County vehicle or privately owned vehicle in the service of the City or County, operated by them or in their charge. The Member involved in such action shall promptly make a report of such accident or damage in writing upon the proper forms.

### **SECTION XII - GENERAL CONDUCT**

1. Members shall not willfully violate any federal statute, state law or local ordinance.
2. Members shall conduct themselves at all times in such a manner as to reflect most favorably on the Team, **TOPD** and **VCISOES**. Conduct unbecoming a Member shall include that which brings the Team into disrepute or reflects discredit upon the individual as a Member of the Team, or that which impairs the reasonable operation, efficiency or discipline of the Team.
3. Members shall not use their uniforms, ID's, rank or status as a Sheriff's volunteer for personal gain.

4. On approach of the flag, Members in uniform will face the flag and shall stand at attention.
5. When the National Anthem is played Members shall stand at attention.

### **SECTION XIII - PUBLIC RELATIONS**

1. Members shall strive to gain public support and will promote cooperation within the Team in order to facilitate the accomplishment of the Team's objectives. The attitude of each Member shall be one of service and courtesy but not servility. Members shall not deal with the public in a rude manner while performing their duties.
2. Members shall be sensitive in dealing with persons who have suffered the loss of a loved one in any misfortune. Members may provide whatever assistance allowable to next of kin in such instances.
3. Members shall not address any public gathering, appear on radio or television programs deliberately, appear in photographs as an authorized representative of the Team without first obtaining permission of the **BOD** and or the **DART** Liaison.
4. Any Member receiving a request from any person or organization relative to obtaining a Member as an authorized representative of **DART** to appear as a speaker before a public or private group, club or society shall submit the request to the **BOD**.
5. Members shall cooperate whenever possible with bona fide members of the news media and other information offices. When the necessities of their work require them to withhold information Members shall do so politely with an explanation for their ability to cooperate. Members will refer the media to the PIO or IC during an incident.

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