

DENVER FIRE DEPARTMENT RULES AND REGULATIONS

Conduct Category	Rule Number	ACTS OF MISCONDUCT
		PERFORMANCE
A-B	1.	Non-exempt employees shall not perform unauthorized work outside of their established work schedule.
A-C	2.	Members shall not neglect their duties. This includes failure to file required reports.
B-C	3.	Members shall not report to work after the scheduled start time of the shift.
B-D	4.	Members shall not be absent from work without authorization, or abuse paid sick time off, sick leave or other types of leave.
A-F	5.	Members shall observe written departmental or agency regulations, policies or rules.
B-F	6.	Members shall meet established standards of performance including either qualitative or quantitative standards.
B-F	7.	Members shall do assigned work the member is capable of doing.
A-F	8.	Members shall not be careless in performance of duties and responsibilities.
B-D	9.	Members shall comply with the lawful orders of an authorized supervisor.
		ETHICS
B-D	10.	Members shall use City resources in compliance with all rules and policies. (includes, but not limited to, not engaging in unauthorized use of the internet, email, telephone, or other electronic devices for personal use.)
C-F	11.	Members shall not engage in theft, destruction, or neglect in the use of City property or property of any agency or entity having a contract with the City.
C-D	12.	Members shall not destroy City records/property without authorization.
C-F	13.	Members shall not use their official position or authority for personal profit or advantage, including kickbacks.
B-D	14.	Members shall not inappropriately accept a gratuity/favor for services required on the job.
C-F	15.	Members shall not accept, solicit, or pay a bribe.
C-F	16.	Members shall not engage in theft of property or materials of any other person while the employee is on duty or on City premises.

DENVER FIRE DEPARTMENT RULES AND REGULATIONS

B-F	17.	Members shall not lie to superiors or alter or falsify records. (Includes, but not limited to: duties, official documents, Internal Affairs investigations, disciplinary actions, or work hours.)
F	18.	Members shall not make false statements while under oath.
ALCOHOL/NARCOTICS & DRUG USE		
B-D	19.	Members shall not: a. possess any alcoholic beverage while on duty. b. consume any intoxicating substance while off duty to an extent that results in the commission of an act that brings discredit upon the Department.
C-F	20.	Members shall not knowingly be present where illegal narcotics/drugs are being used.
F	21.	Members shall not consume, be under the influence, subject to the effects of, or impaired by alcohol, an illegal drug or a legal drug being used improperly; while on duty; while performing city business; while in a city facility; while representing themselves as a member of the Department; or while operating a City vehicle or other equipment. The consumption of alcohol by an off-duty employee that does not violate Executive Order 94, is not a violation of this rule.
F	22.	Members shall not sell, purchase, transfer or possess an illegal drug or a legal drug improperly: while on or off duty.
Conduct Category	Rule Number	ACTS OF MISCONDUCT
WORKPLACE SAFETY		
B-D	23.	Members shall not possess a weapon on City property or a work location without written permission of the Fire Chief or designee.
A-C	24.	Members shall maintain satisfactory working relationships with co-workers, other City employees, and the public.
A-C	25.	Members shall follow department training protocols.
B-F	26.	Members shall use safety devices and observe safety regulations. i.e. When failure to use safety devices results in injury to self or others; jeopardizes the safety of self or others; or results in damage or destruction of City property.
D-F	27.	Members shall not threaten, fight with, intimidate, or abuse employees or officers of the City, or any other member of the public, on or off duty, for any reason.

DENVER FIRE DEPARTMENT RULES AND REGULATIONS

E-F	28.	Members shall not intimidate or retaliate against an individual who has been identified as a witness, party, or representative of any party to any hearing or investigation relating to any disciplinary procedure, or any violation of a city, state, or federal rule, regulation or law, or against an employee who has used a dispute resolution process in good faith.
LEGAL COMPLIANCE		
B-F	29.	Members shall report police contact in which the member could be considered a subject, receives criminal charges or is convicted of a crime. This provision does not apply to zero-point traffic offenses.
C-E	30.	Members shall take appropriate action to correct and eliminate sexual harassment from the workplace.
A-F	31.	Members shall not engage in conduct which violates DFD's Department Directives, the City Charter, the Denver Revised Municipal Code, Executive Orders, or any other applicable legal authority.
C-F	32.	Members shall not use derogatory terms toward others, as defined by DFD/City EEO policies.
C-F	33.	Members shall not: a. be charged with or convicted of a crime, on or off duty. b. be charged with driving under the influence of alcohol and/or drugs. (Conduct Category D as defined in Directive 1057.00 Section 18)
C-F	34.	Members shall not discriminate or harass any employee or officer of the City because of race, color, creed, religion, national origin, gender, sexual orientation, marital status, military status, age, disability, or political affiliation, or any other status protected by federal, state, or local laws. This includes making derogatory statements based on race, color, creed, religion, national origin, gender, sexual orientation, marital status, military status, age, disability, or political affiliation, or any other status protected by federal, state, or local laws. Discipline for this prohibited conduct does not have to rise to the level of violation of any relevant state or federal law before an employee may be disciplined and the imposition of such discipline does not constitute an admission that the City violated any law.
D-F	35.	Members shall not engage in physical force against another person on or off duty or acts of a sexual nature involving the use of force on or off duty.
CONDUCT UNBECOMING		
C-D	36.	Members shall not divulge confidential or otherwise sensitive information to unauthorized individuals.
C	37.	Members shall not fail to appear in court.
C	38.	Members shall not fail to appear for jury duty.
		Member shall not engage in:

DENVER FIRE DEPARTMENT RULES AND REGULATIONS

B-F	39.	a. conduct prejudicial to the good order and effectiveness of the department or agency or conduct that brings disrepute on or compromises the integrity of the City. b. insubordination.
D-F	40.	Members shall not engage in a strike, sabotage, or work slowdown.