

EMPLOYEE CONDUCT

1080

(No.125 April 2009)

EMPLOYEE RULES OF CONDUCT, UNIFORMED EMPLOYEES 1081

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Each uniformed CAL FIRE employee is expected to understand and follow the [Employee Rules of Conduct \(PO-227\)](#), which is to be included in the orientation packet given to new employees. Each uniformed employee will sign, date, and return the form to his/her unit personnel office. The signed form will be kept in the employee's official personnel file.

The Uniformed Employee Rules of Conduct are as follows:

1. Possession of firearms, nonlethal chemical agents, or any deadly weapon by State personnel is forbidden on State property. The only exceptions to this rule will be CAL FIRE peace officers designated by the Director pursuant to California Public Resources Code, Section 4156.
2. The use of intoxicating beverages or dangerous and restricted drugs during work or standby time, or appearing on the job or at stations under their influence, will be considered grounds for immediate adverse action.
3. Intoxicating beverages and dangerous or restricted drugs will not be brought into State camps, barracks, offices, or buildings, nor carried in official vehicles.
4. All personnel residing in barracks are expected to conduct themselves in a manner that recognizes their responsibility for common courtesy and consideration to others that share the facility. Everyone is expected to be appropriately quiet after lights out.
5. Employees are expected to meet grooming and uniform standards and present a neat, clean, well-groomed appearance at all times. Occasional dirty work is not an excuse for lack of personal cleanliness.
6. Buildings and grounds will be kept neat, clean, and attractive at all times. Beds will be made up in military style each morning before work and will be kept in a neat condition when not in use.
7. There will be no loitering in the kitchen. State-provided food will not be taken from the kitchen or storeroom for individual consumption.
8. Meals will be served promptly at designated hours except when fires or other emergencies justify a departure from schedule.

9. State property must be used properly and accounted for. Employees have a personal responsibility in the use and care of tools and equipment. Tools will be cleaned and returned to their proper places after use.
10. Lawful orders of supervisors will be obeyed promptly.
11. Both male and female employees will be accorded socially acceptable privacy in both barracks and field environments. Employees will always respect the rights and privacy of others. This will include:
 - Separate use of restrooms or shower facilities;
 - Appropriate attire for sleeping, exercising, changing into safety clothing or other regular activities where the regular uniform is not required; and
 - In areas where both men and women are present, nudity will not be permitted.
12. Interpersonal relationships during work and standby time are expected to conform to accepted standards of professional conduct free from sexual harassment or displays of affection.
13. The use of vulgarity, sexually suggestive comments or gestures, whether intended to be offensive or not, the display of explicit obscene photographs, pictures or posters or the use of any audio/visual equipment to produce such vulgarity will not be permitted.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)