

	Mary's Peak Search & Rescue, Inc.	<i>Effective Date</i> 01-09-06	<i>Number</i> 1
	Rules of Conduct	<i>Revised Date</i> 10/18/05	<i>No. Pages</i> 7
	<i>Reference Documents</i> MPSAR Bylaws, MPSAR Constitution	<i>President</i> Anthony Rumpca	

1.0 PURPOSE

This document establishes minimum standards of personal and professional conduct expected of all MPSAR Members whenever they are participating in MPSAR sanctioned activities. The standards set forth in this document are not exclusive, and Members are expected to behave in a manner appropriate for an Emergency Service Volunteer at all times, to uphold the public trust and to act in a manner which is a credit to Mary's Peak Search & Rescue and other emergency services teammates at all times. When on missions under the jurisdiction of Benton County Emergency Management or other Benton County Sheriff Offices, the Sheriff Department Rules of Conduct are to be followed as well as these MPSAR Rules of Conduct. Although similar in format and content, this document is not to be substituted for the Sheriff Department Rules of conduct.

1.1 POLICY

MPSAR shall maintain a set of Rules of Conduct for its Members. Members shall abide by these rules whenever "On Duty" or may be subject to disciplinary action. "On Duty" is defined as whenever participating in an MPSAR sanctioned event, on a search mission, at training, participating in any event as a representative of MPSAR, or are displaying the MPSAR name or logo on their clothing, vehicle or equipment in public.

The Rules of Conduct for all Members are as follows:

1.1.1 Conformance to Law

Personnel shall obey all Federal, State, County and Municipal laws.

1.1.2 Unbecoming Conduct

As a professional volunteer organization, MPSAR depends upon the trust and goodwill of its Members and the public it serves. Therefore, personnel shall conduct themselves at all times, on or off duty, in such a manner as to reflect favorably on MPSAR. Unbecoming conduct is defined as willful conduct and/or public communication that brings MPSAR into disrepute or reflects discredit upon the individual as a Member of MPSAR, or which impairs the safe and effective operation or efficiency of MPSAR or its Members.

Disrespectful or abusive comments made while on duty, that are directed toward other MPSAR Members, Benton County employees, or the public (whether or not in the presence of the individual) constitute Unbecoming Conduct.

1.1.3 Civil Rights

Members shall not knowingly conspire or engage in any activity which deprives any person of their civil rights.

1.1.4 Discretion

Members are often called upon to make difficult decisions and must exercise discretion within the law to protect the rights, lives and property of others. All Members must be faithful to their oath of office with all Members being loyal to the principals of an Emergency Service Volunteer and objectives of MPSAR. Members shall not allow personal motives to govern their decisions and conduct. Members shall not provide preferential treatment to family Member's friends and associates.

1.1.5 Sexual Harassment

Sexual harassment is unlawful discrimination on the basis of gender. It is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's Membership; Submission to or rejection of such conduct by an individual is used as the basis for mission assignment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

1.1.5.1 Complaint Procedure

If any Member feels he/she has been sexually harassed, he/she is encouraged to report the incident immediately to the MPSAR President. The President shall immediately initiate an investigation. The complainant may file a verbal complaint or a formal Complaint of Discrimination/Harassment (forms are available from Sheriff's Office). Confidentiality will be maintained to the extent the law allows. If the investigation substantiates the discrimination/harassment complaint, disciplinary action, up to and including termination, will be taken. The reporting Member shall be informed of the results of the investigation and the sanctions imposed, if any.

If the President is the alleged offender, the incident shall be reported to another Executive Committee Member, who shall follow the noted procedures. MPSAR is committed to operating free of discrimination and harassment in all forms.

Offensive or harassing behavior will not be tolerated. Harassment of any Member, volunteer or visitor, in any form, shall expose the offending person to disciplinary action, up to and including termination. Any Member of MPSAR who has knowledge of such behavior yet takes no action to report it may also be subject to disciplinary action.

1.1.6 Protected Class Discrimination/Harassment

MPSAR policy prohibits behavior based on another's protected status that has the purpose of: Creating an intimidating, hostile or offensive working environment; Unreasonably interfering with an individual's work performance; or Otherwise adversely affects an individual's opportunities. Protected status refers to race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status. Discrimination/harassment, as described above, of any Member, applicant, volunteer or visitor shall expose the offending Member to disciplinary action, up to and including termination. Any Member who has knowledge of such behavior yet takes no action to report it is also subject to disciplinary action.

1.1.6.1 Complaint Procedure:

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1.1.7 Confidentiality

Members will not disclose confidential case-related information to anyone not associated with MPSAR and/or authorized to receive such information. The medical condition of a subject is always to be considered confidential and not shared with anyone unless it is done with the sole purpose of ensuring his/her continuity of care or to further rescue purposes.

1.1.8 Truthfulness

Members shall fully and truthfully report, record, and answer all questions specifically related to their performance on duty, within the scope of various protections afforded them under the U.S. Constitution, federal and state law, as well as personnel rules. Failure to be truthful in regards to the performance of official duties will result in termination.

1.1.9 Identification

MPSAR personnel shall carry their certification/identification card on their person at all times while on duty except when impractical or dangerous to their safety. Members shall provide their name to any person requesting it when they are on duty or while functioning in an official capacity, except when the withholding of such information is authorized by proper authority.

1.1.10 Abuse of Position

Members shall not use their MPSAR membership or identification cards for personal or financial gain, or obtaining privileges not otherwise available to them except in the performance of their duties. Members shall not lend to another their identification cards or permit them to be reproduced without the approval of the MPSAR President or the Sheriff's Office. Members will not use their position for the benefit or gain of family Members.

1.1.11. Political Utilization of Official Position

Engaging in partisan political activity of any nature while on duty is prohibited unless state law authorizes that activity. MPSAR Members shall not use their official capacity to gain influence for partisan political reasons or use MPSAR or County funds, supplies, property or equipment for partisan political purposes.

1.1.12 Gifts, Gratuities, Bribes or Rewards

Members shall not solicit or accept from any person, business or organization any gift for personal gain. Any gifts, rewards, or donations given in recognition of MPSAR Membership are to be turned over to the Treasurer.

1.1.13 Prohibited Associations

Members shall not knowingly enter into relationships with persons where that relationship may interfere with their ability to perform their duties or cast doubts on their credibility.

1.1.14 Endorsement of Products and Services

Members shall not use their official capacity, title or position to endorse any organization, program, and product or service unless approved by MPSAR or the Executive Committee.

1.1.15 Reporting for Duty

Members shall report for duty at the time and place required by assignment or general deployment being well rested, physically, and mentally prepared for the duration of their shift, and shall be properly equipped and attired to assume their duties. Members shall notify the Incident Commander, Team Leader or exercise leader as soon as possible when one becomes ill and cannot remain on duty, or if there is any change in one's physical/mental health that could affect a person's ability to remain on duty. On duty is defined as participating in any authorized search, in attendance at any MPSAR sanctioned meeting, event, or training exercise, or are displaying the MPSAR name or logo on their clothing, vehicle or equipment in public.

1.1.16. Neglect of Duty

Members shall not engage in any activities or personal business, which could cause them to neglect or be inattentive to their duties. Neglect of duty can be defined as but not limited to: sleeping on duty, failure to take appropriate action on a search, absence without leave, failure to perform duties or comply with any lawful rule, policy, procedure or order, failure to maintain sufficient competency to perform duties or failure to efficiently perform duties.

1.1.17 Use of Force

It is prohibited for any Member to use physical force against another person while on duty.

MPSAR members may not carry firearms of any sort while on duty, even if so licensed.

Machetes and/or knives over 6" long may not be carried on missions except with express permission from the Incident Commander.

1.1.18 Reporting

Members are expected to maintain logs of hours spent on MPSAR business, training, or missions. Mileage traveled to, from and on all official MPSAR activities, and all related expenses shall also be logged. At each monthly meeting, record the hours and miles for all activities participated in since the last entry. Reports shall be truthful and complete. No Member shall knowingly enter or cause to be entered any inaccurate, false or improper information, or alter remove, or destroy any report once filed for personal purposes.

1.1.19 Processing Property and Evidence

Property or evidence discovered during searches shall not be touched or disturbed without specific instructions from the Incident Commander. Any property or evidence the Member is instructed to gather shall be turned over to the Incident Commander or specified Authority upon return from the mission and processed in accordance with Sheriff's Office procedures. Personnel shall not manufacture, conceal, falsify, tamper with, withhold or convert to their own use, any property or evidence.

1.1.20 Compliance with Lawful Orders

MPSAR operates in close cooperation with the Sheriff's Office and participates in potential life & death situations. Although a volunteer organization, participating in official searches under the authority of the Sheriff's Office is an implicit agreement to obey the defined hierarchy of authority. This is necessary because obedience of a superior's lawful command may be essential for the safe and effective performance of the mission and the morale of fellow searchers. This may include an order relayed from a superior by another searcher of the same or lesser rank.

1.1.20.1 Conflicting or Unlawful Orders

When a Member is given an order that is in direct conflict with another superior's order or the order is considered unlawful, the Member will advise the superior of the conflict or unlawfulness of the order and ask for clarification and further direction. No Member will be mandated to perform an illegal act.

1.1.21 Outside Employment

This section is not relevant to MPSAR Members.

1.1.22 Use of Alcohol

Members shall not consume intoxicating beverages while on duty. Members shall not appear for duty, or be on duty, while impaired by intoxicants, or have the odor of alcohol on their breath. Intoxicants may be consumed under proper and specific celebratory occasions when specifically authorized by MPSAR.

1.1.23 Use of Medications

Members shall not use any narcotics, hallucinogens, or any other controlled substance except when legally prescribed. When such controlled substances are prescribed or if the Member is using an over the counter medication, the Member shall not participate in searches if there are any potential side effects which may affect their ability to perform their duties. Discuss potential side effects with team leaders or Incident Commander if you report or remain on duty when taking medications.

1.1.24 Operating Vehicles

Personnel shall operate vehicles in a safe, careful and considerate manner in accordance with the state law, MPSAR procedures and County policies. Loss or suspension of any driving privilege shall be reported to the MPSAR Executive Committee. Under no conditions are MPSAR Members to violate speed and traffic laws while traveling to, from, or during a mission.

1.1.25 Use of Unit Equipment

Personnel shall use MPSAR equipment only for its intended purpose. MPSAR equipment shall not be used for personal gain. All such equipment issued to and used by personnel shall be maintained in proper order and not abused, damaged or lost. Report all damaged, lost or stolen equipment to the Equipment Chairman.

1.1.26 Communication & Response

Although Members need not reside in Benton County, they should be able to respond to search call-outs in a timely manner. Personal pagers are available to all MPSAR members to receive call-outs and other critical messages. Monthly pager fees are to be paid for by the Member except when the unit agrees to cover the charges. Individual pager numbers may be used for personal use. Broadcasting unauthorized messages to the pager system will be considered inappropriate. Radios, whether privately owned or issued by the unit, are to be used properly within all laws, codes and rules.

1.1.27 Courtesy

MPSAR members, while acting in an official capacity, shall treat the public and co-workers with dignity and respect. While on duty, sworn personnel shall identify themselves to any person requesting their name and rank. Personnel shall make every effort to be tactful, control their emotions, and to exercise patience and discretion in their interactions with others. Personnel shall refrain from the use of profane language or gestures, and shall not display prejudice. On duty members will show their OSSA certification card to the public upon request.

1.1.28 Off Duty Action

MPSAR members are not required to take action by administering first aid or searching for lost persons when not participating in an official MPSAR or Sheriff's mission. Such activity may be either appropriate or inappropriate, depending on the circumstances. MPSAR members are expected to show good judgment deciding when it is appropriate to take action outside the unit.

1.1.28.1 Misrepresentation

Members shall not represent themselves as acting in an official capacity or as representing MPSAR or BCSO without prior authorization by MPSAR or BCSO.

1.1.29 Cooperation

Members of MPSAR will cooperate and coordinate their efforts with employees of the Sheriff's Office & other emergency response teams to insure maximum effectiveness. This high degree of cooperation and coordination will extend to other law enforcement organizations and government agencies when appropriate.

1.1.30 Medical Assistance

While on duty, sworn personnel shall render, or cause to be rendered, medical assistance to any injured person within the scope of their training, equipment, and existing environment.

1.1.31 Legal Advice

Members shall not recommend specific legal counsel or give legal advice to the public while on duty.

1.1.32 Use of Tobacco

Members shall not smoke or chew tobacco while engaging in official public contacts, in BCSO facilities, vehicles or craft. When on duty, the sensitivities of non-smokers take precedence over the rights of smokers. If a non-smoker asks a smoker to move or douse their smoke, they must comply.

1.1.33 Reporting Off Duty Incidents

Any MPSAR member who, while off-duty becomes involved in any accident, incident, or altercation, or any other activity in which their MPSAR membership may come to the public attention as a factor, will notify the President or Executive Committee member as soon as possible.

1.1.34 Personal Grooming and Hygiene

Members shall be neat appearing, well groomed, and clean in their person and manner of dress when representing MPSAR in public.

1.1.35 Hair Styles

Members are required to keep their hair in such a manner as not to interfere with wearing headgear or create a safety hazard. Members may have mustaches and/or beards if they do not interfere with their duties.

1.1.36 Appearance in Uniform

Uniforms shall be worn as prescribed in the MPSAR Bylaws. Uniforms shall be neat and clean when worn in public. Uniforms soiled during duty shall be changed as soon as practical.

1.1.37 Horseplay

Members shall not knowingly engage in horseplay during the course of their duties or while on the premises of the Benton County Sheriff's Office. Horseplay is defined as: Actions whether intended or unintended to be mischievous or prankish that have the potential to cause personal injury to others, oneself or damage to property.

1.1.38 Speaking Engagements, Exhibitions, Committees and Boards

MPSAR Members who are approached/requested to make public appearances in connection with their MPSAR membership, or as a result of their association with the MPSAR, shall first receive authorization from the President or other Executive Committee member. All such public appearances shall be documented for MPSAR's records as defined in Section 7.2.18.

1.1.39 Insubordination

Insubordination is defined by MPSAR as willful failure or refusal to obey a lawful order given by a superior on a mission, or any disrespectful, mutinous, insolent or abusive conduct directed toward another Member or Incident

Officer.