

<p>Metropolitan Fire & Emergency Services Board</p> <p>General Orders</p> <p>Issued: 1 March 2014</p>	<p>PROHIBITION ON OPERATIONAL STAFF</p> <p>Page 1 of 3</p> <p>Order No. 3</p>
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3.1 Regulation 12

Operational staff are to be aware of the prohibitions on members described in *Regulation 12* as listed below:-

An operational staff member must not –

- a) *disobey or fail to carry out a general order or any lawful order given in the course of his or her duty whether the order is in writing or not; or*
- b) *exceed or misuse the member's authority; or*
- c) *wilfully cause or allow loss, damage or injury to occur to any person or property; or*
- d) *whilst on duty partake in or be under the influence of or affected by any intoxicating liquor, narcotic, hallucinogen, medication or substance which could or is likely to impair, limit or affect the member's performance of duty; or*
- e) *whilst on duty have any of the substances referred to in paragraph (d) in his or her possession or at the workplace; or*
- f) *act in a manner likely to bring discredit on the reputation of the Board or diminish public confidence in it; or*
- g) *be found guilty of having committed an indictable offence whilst on duty; or*
- h) *be found guilty of having committed an indictable offence under Division 2 of Part 1 of the Crimes Act 1958 whilst not on duty if the offence involved dishonesty or corruption or intent to deceive or defraud, or trespass.*

3.2 Additional Prohibitions On Operational Staff

In addition to those prohibitions so described in *Regulation 12* an operational staff member must not:

- a) fail to discharge the member's duties promptly, properly and diligently;
- b) fail to report any matter which it is the member's duty to report;
- c) without permission or good and sufficient cause leave the member's station or place of duty;
- d) fail to make an entry which it is the member's duty to make in any official book, document, or record;
- e) in the course of duty, knowingly make any false or misleading statement, whether in writing or otherwise;
- f) without good and sufficient cause destroy, mutilate or remove any official book, document or record;
- g) by alteration, erasure or any other means, falsify any official book, document or record;
- h) improperly use his or her position as an operational staff member for private advantage and/or profit or to participate in activities that are political in nature;
- i) represent him or herself to any person, persons or organisation in a manner contrary to the authorised position of the MFB. This prohibition includes where an individual is reasonably identified as a firefighter, despite the covering or removal of any MFB rank or insignia, or by otherwise disguising any uniform, appliance, equipment or facility (this includes uniform, appliances, equipment or facilities that are no longer in service or operation or have been superseded);
- j) outside of provide information on an incident, make public comment except where expressly approved by the Chief Officer. Such comments are restricted to factual information and avoids the expression of personal opinion;

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- k) fail to account for, or make prompt and true return of any money or property which comes into the member's possession in the course of duty;
- l) without good and sufficient cause, be absent from duty or be late for any parade, drill or other attendance;
- m) wilfully or negligently cause or allow damage to occur to any property of the Board or fail to take proper care of any property of the Board;
- n) fail to report any damage to, or loss of, any property of the Board;
- o) use any property of the Board for any purpose other than that for which it was provided;
- p) without reasonable excuse be dirty or untidy in his or her person, clothing or personal equipment whilst in uniform;
- q) wilfully commit any act or omit to do any act which act or omission may harm or is likely to cause harm to the efficiency or discipline of the Metropolitan Fire and Emergency Services Board
- r) carry, wear or operate personal paging devices or mobile telephones while employed to perform functions of the Board if the use of these devices interfere with the operational activities of the Board;



5/3/14

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CHIEF OFFICER