TOWN OF JEROME
FIRE DEPARTMENT BYLAWS

ARTICLE I - DEFINITIONS

Active Member – A member who has completed probationary requirements and maintains the participation, training, certification, and other requirements established by the Department for active membership.

Career Member - An individual employed by the Town of Jerome in an authorized Fire Department position and whose duties include fire, emergency medical, rescue, prevention, administrative, or other Department responsibilities as established by the Town. Career members are Town employees and are subject to applicable Town personnel policies, employment requirements, compensation provisions, and other conditions of employment, in addition to these Bylaws and Department requirements applicable to their position.

Chain of Command - The Chain of Command is the established line of authority through which direction, supervision, accountability, operational orders, communications, and reporting are exercised within the Department. Members shall generally communicate concerns, requests, reports, and operational matters through their immediate supervisor or designated officer and proceed through successive levels of authority as necessary. The Chain of Command shall not prevent a member from directly reporting outside the chain of command an emergency, safety concern, unlawful conduct, harassment, retaliation, or other matter when immediate reporting is necessary or when otherwise authorized or required by Town policy or law.

Combination Department – an agency in which at least one active firefighter receives financial compensations such as a salary or hourly wage, and at least one does not, other than limited benefits such as token pay, insurance or awards. This hybrid model blends paid and volunteer personnel, often to meet community needs.

Due Process - means the fair and reasonable procedures afforded to a member before disciplinary action is imposed, consistent with applicable law, Town policy, employment status, and these Bylaws. At a minimum, where applicable, due process shall include notice of the alleged violation or basis for action, a reasonable opportunity to respond, impartial consideration of the matter, and the opportunity for review or appeal as provided by Town policy, these Bylaws, or applicable law. The specific procedures and rights applicable to a member may vary based upon the member's employment or membership status and the nature of the action being considered.

EMT – An Emergency Medical Technician (EMT) is a member who holds a current and valid National and Arizona Emergency Medical Technician certification or other legally recognized credential authorizing the member to provide emergency medical care at the EMT level. An EMT shall provide patient care only within the member's authorized scope of practice, training, certification and Department assignment.

Executive Board -The Department's designated advisory and review body consisting of the Fire Chief, Assistant Fire Chief, and Company Officers, as applicable and as established by these Bylaws or Town policy. The Executive Board shall advise the Fire Chief on Department operations, policy, membership, and other matters referred to it and shall perform the review and other responsibilities assigned to it by these Bylaws. The Executive Board shall not exercise authority reserved by law, Town Code, Town

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Council action, or Town policy to the Town Council, Town Manager, Fire Chief, or other authorized Town official.

Firefighter – A Department member who has completed the training and certification requirements established by the Department and applicable Arizona requirements to perform fire suppression, rescue, hazardous material response, emergency response, and related duties within the scope of the member's training, certification, assignment, and authority.

In Good Standing - a member who maintains the qualifications, training, certifications, participation requirements, conduct standards, and other requirements applicable to the member's classification and assignment and who is not currently suspended, separated, or otherwise restricted from Department membership or duties by authorized Department or Town action.
A member may be considered in good standing only when the member:

1. Maintains all required licenses, certifications, training, medical or fitness-for-duty requirements, and other qualifications applicable to the member's position or assignment;

2. Meets the applicable Department participation and attendance requirements, subject to approved absences, medical restrictions, assigned duties, training, or other exceptions authorized under these Bylaws or Department policy;

3. Complies with these Bylaws, Department SOPs and SOGs, Town policies, lawful orders, applicable laws, and other requirements applicable to the member;

4. Has not been suspended or otherwise placed in a status that temporarily restricts the member from exercising the rights or responsibilities associated with good standing; and

5. Remains eligible to participate in Department activities consistent with the member's membership classification and operational status.

A member who temporarily cannot perform operational duties due to an approved medical restriction, leave, training assignment, or other circumstance authorized by the Fire Chief or Town policy shall not automatically be considered out of good standing solely because the member is temporarily unable to respond to emergency calls, provided the member continues to satisfy all requirements applicable to the member's temporary status.

A determination that a member is not in good standing shall be based on the applicable requirements of these Bylaws, Town policy, or other formally adopted Department requirements and shall be subject to the applicable due process and appeal provisions.

Off Duty - Off Duty means a period during which a member is not officially assigned, scheduled, directed, or authorized to perform Department duties or activities. An off-duty member remains subject to applicable laws, Town policies, Department rules, and the standards of conduct established by these Bylaws when acting in an official capacity, representing the Department, using Department property or credentials, or otherwise engaging in conduct that has a clear and material connection to the Department or Town.

Officer – A member of the Department who has been duly appointed, promoted or otherwise designated to a recognized supervisory or command position within the Department, and who has authority to and responsibilities established by these bylaws, Town policy, the Fire Chief, or applicable law. Officers may include the Fire Chief, Assistant Fire Chief, Captains, Engineers, or other positions formally designated

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as an officer position by the Town or Fire Chief. An officer shall exercise only the authority granted to the position and shall remain subject to the Department's established chain of command.

On Duty – Means a period during which a member is officially engaged in assigned Department duties, authorized emergency response, Department-required training, meetings, standby or station coverage, administrative duties, or other activities authorized or directed by the Department or Town. A member may be considered on duty regardless of whether the member is compensated for the activity.

Operational Member – An active member who is currently authorized, trained, certified, medically cleared, and otherwise qualified to participate in emergency response and operational activities within the scope of the member's training and assignment.

Paramedic – A Paramedic is a member who holds a current and valid National and/or Arizona paramedic certification or other legally recognized credential authorizing the member to provide advanced emergency medical care at the paramedic level. A paramedic shall provide patient care only within the member's authorized scope of practice, training, certification, medical direction and Department assignment.

Participation Requirements - the minimum attendance, response, training, and other Department participation standards that a member must satisfy to maintain the applicable membership or operational status established by these Bylaws. Participation may include attendance at regular Department meetings, drills, training activities, dispatched emergency calls, authorized station coverage, standby assignments, and other Department activities recognized by the Fire Chief. Participation Requirements shall be measured and evaluated in accordance with Article VII and applicable Department policies and may be adjusted for approved absences, medical restrictions, assigned duties, training, or other circumstances authorized under these Bylaws.

Recruit – also known as a Probationary Member, is a person who has been accepted into the Jerome Fire Department and is undergoing the required orientation, training, evaluation, and consistently meets participation requirements before becoming eligible for Active Membership. A Recruit may participate in Department activities and training only to the extent authorized by the Department and shall perform duties within the limits of their training, certification, supervision, and assignment. A Recruit does not have voting privileges unless otherwise expressly authorized by these Bylaws.

Response - a documented participation by a member in a dispatched emergency incident or an authorized station staffing assignment for the purpose of providing or supporting emergency response capability. A response must involve an authorized emergency response, incident assignment, or station staffing assignment and must be documented in accordance with department procedures.

For purposes of Department participation requirements, a qualifying Response includes:

1. **Apparatus Response:** Responding on a Department apparatus to a dispatched incident and participating in the incident in an authorized operational, support, or command capacity;

2. **Individual Response:** Responding directly to a dispatched incident and arriving at the scene to perform an authorized operational, support, or command assignment within the member's training, certification, and authority;

3. **Station Staffing Response:** A member who is available for response and reports to a designated Jerome Fire Department station for the purpose of providing station coverage, staffing a reserve apparatus, or remaining available for an incident-related assignment may receive credit for a

Response. Members must appropriately notify Dispatch by radio upon arrivals and identify that the member has arrived at the station and is available for Department response. Such station staffing shall be documented in accordance with Department procedures.

4. **POV Response:** A member responding in a personally owned vehicle (POV) to a dispatched incident, station, staging area, or other authorized location shall do so only in accordance with Department SOPs/SOGs, applicable law, and any written authorization issued by the Department or Town. Members shall operate personally owned vehicles with due regard for public safety and shall comply with all traffic laws.
   Members who have been authorized to display or use emergency warning lights on a POV must have a current written agreement, affidavit, or other required acknowledgment on file with the Department. Such lights may be used only during an authorized emergency response and only within the geographic boundaries or circumstances specified in the member's authorization. Use of emergency warning lights outside the authorized boundaries or outside an authorized emergency response is prohibited, including travel before entering the authorized response area. Authorization to use emergency warning lights does not grant the member any right-of-way beyond that permitted by law and may be suspended or revoked for misuse, safety concerns, violation of Department policy, or violation of applicable law.

For purposes of station staffing, radio notification to Dispatch confirming the members' arrival at the station and availability for response shall constitute the required documentation of the station staffing Response. A member shall not receive Response credit merely for making a telephone call or sending a text message to Department personnel regarding their availability.

All Responses shall be documented through the Department's designated reporting, dispatch, attendance, or other official recordkeeping system. The Fire Chief or designee shall have authority to verify whether a claimed Response meets the requirements of this definition.

Standard Operating Guidelines (SOG) - formally adopted written guidelines intended to provide direction and a framework for Department operations, incident response, training, safety, and other activities while allowing reasonable professional judgment based upon the circumstances presented. SOGs shall be consistent with applicable federal and Arizona law, Town policies and ordinances, applicable regulatory requirements, and these Bylaws. Members are expected to follow applicable SOGs unless circumstances reasonably require deviation to protect life, safety, or property, or unless otherwise directed by an authorized officer.

Standard Operating Procedures (SOP) – formally adopted written procedures that establish specific, mandatory processes, responsibilities, and requirements for the consistent administration and operation of the Department. SOPs shall be consistent with applicable federal and Arizona law, Town policies and ordinances, applicable regulatory requirements, and these Bylaws. Members shall comply with applicable SOPs unless doing so would require an unlawful action or would create an immediate and unreasonable threat to life or safety.

Volunteer Coordinator - A Department officer appointed or designated in accordance with these Bylaws and Town policy to support the recruitment, orientation, communication, participation, training coordination, and administrative needs of Volunteer Members. The Volunteer Coordinator shall serve as a liaison between Volunteer Members and Department leadership, assist with maintaining accurate membership and participation information, and perform other duties assigned by the Fire Chief. The

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Volunteer Coordinator shall not exercise command authority over other members solely by virtue of the position unless such authority is separately granted by rank, assignment, or direction of the Fire Chief.

Volunteer Member - An individual who has been duly accepted and appointed as a member of the Jerome Fire Department to provide fire, emergency medical, rescue, prevention, support, or other authorized Department services in a volunteer capacity and who is not employed by the Town of Jerome in the position for which the volunteer service is being performed. Volunteer members may receive reimbursement, stipends, benefits, pension or retirement credit, or other compensation or benefits when authorized by the Town and permitted by applicable law. Volunteer status does not, by itself, establish an employment relationship with the Town, nor does length of volunteer service, by itself, grant authority to direct, supervise or dictate the duties of a career staff member unless expressly authorized by the Fire Chief or their designee.

ARTICLE II – NAME, AUTHORITY, AND LEGAL STATUS

This organization shall be known as the Jerome Fire Department ("Department"), a department of the Town of Jerome, an incorporated municipality within the State of Arizona. The Department is a combination fire department, consisting of career and volunteer personnel who serve the Town of Jerome and its residents in accordance with applicable laws, ordinances, policies, rules and Department regulations.

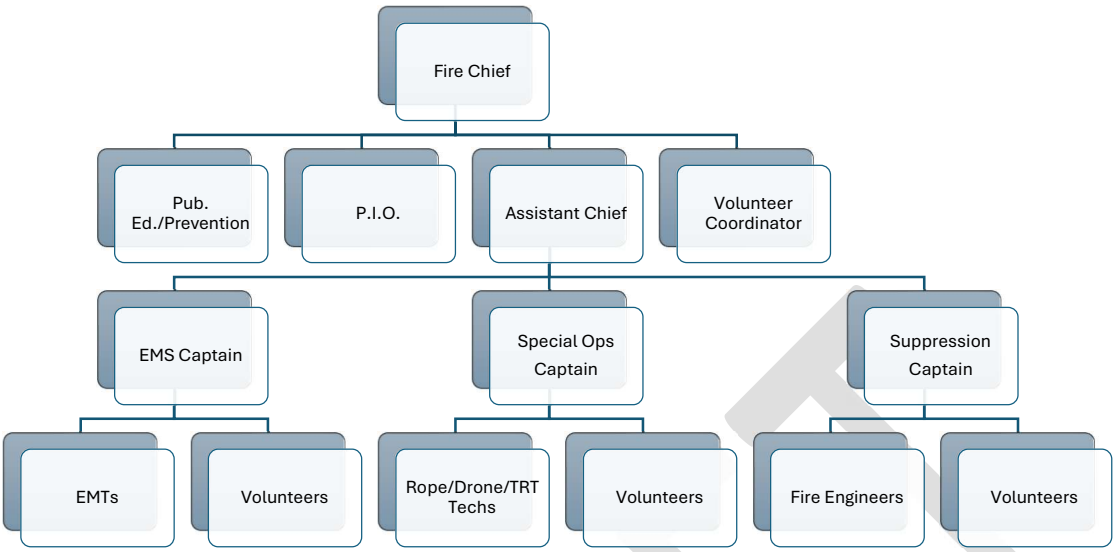
The Department operates under the authority of the Jerome Town Council and applicable Arizona Revised Statutes (A.R.S.), and is subject to all municipal policies, state laws, and applicable federal regulations.

Career and volunteer members may have different employment, compensation, scheduling, benefits, and administrative statuses, as established by the Town of Jerome and applicable law; however, all members are subject to the standards, qualifications, training requirements, operational procedures, and codes of conduct applicable to their respective positions and duties.

All members serve as representatives of the Town of Jerome and shall conduct themselves in a manner that upholds the integrity, professionalism, and public trust associated with the Department. The standards of conduct expected of a firefighter apply at all times, whether a member is on duty, off duty, acting in an official capacity, or otherwise identifiable as a member of the Department.

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ARTICLE III – ORGANIZATION



Section 1 – Department Structure

The Department shall consist of the following operational divisions:

Suppression Division – made up of firefighters and whose purpose will be to suppress fires, handle hazardous materials incidents and supports the EMS and Rescue divisions at rescue and medical incidents.

Emergency Medical Services (EMS) Division – made up of EMTs, paramedics and will provide emergency medical services to the Town of Jerome and surrounding areas under the direction of the Verde Valley Medical Center Emergency Department.

Special Operations Division – made up of Drone pilots, TRT team, Swiftwater team and other technical rescue personnel, and will provide technical rescue services to the Town of Jerome and the surrounding areas.

Fire Prevention Division – made up of the Fire Chief, Assistant Fire Chief, fire investigators and fire inspectors, and will conduct fire inspections and enforce life safety codes adopted by the Town of Jerome. The prevention division will also include public education efforts.

Active members may be assigned to one or more of these divisions, upon completion of applicable licensure or certification, where necessary.

Operational activities, specialized operations, equipment use, training, safety, and response protocols shall be governed by Department SOPs/SOGs consistent with applicable NFPA, Arizona regulatory requirements, and other applicable law. Personally owned vehicles may be used for emergency response or Department assignments only as authorized by the Fire Chief, Department SOPs/SOGs and applicable law. The Department may utilize unmanned aircraft

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systems (UAS), including drones as a Special Operations resource. Drone operations, including pilot qualifications, authorization, training, flight operations, equipment use, airspace compliance, data and imagery managements and related safety shall be governed by applicable law and departmental SOPs/SOGs.

Section 2 – Chain of Command

The department may operate under a structured chain of command consisting of:

- Fire Chief
- Assistant Fire Chief
- Company Officers (Captain, Engineer or Senior Firefighter)
- Firefighters/EMTs

In the absence of the Fire Chief and Assistant Fire Chief, paid or career Department staff shall have authority over Department operations consistent with their position, assignment, training, and applicable Town policy. A volunteer member, or staff member from another Town department, shall not assume authority over the Department, Department operations, or career staff unless such authority has been expressly granted or directly authorized by the Fire Chief.

ARTICLE IV – CODE OF CONDUCT

Section 1 – Purpose and Applicability

This Article establishes the standards of conduct expected of every Department member. It applies equally to paid employees, volunteer members, probationary members, officers, special members, and any other person serving under the authority of the Department, regardless of compensation, rank, assignment, or membership classification. For purposes of this Article, each such person is referred to as a "member."

Section 2 – Public Trust and Professional Conduct

Members serve the public and represent the Town of Jerome and the Department. Each member shall act with integrity, honesty, professionalism, courtesy, accountability, and respect; perform assigned duties diligently and within the member's training and authority; comply with lawful orders and the established chain of command; and avoid conduct that materially undermines public trust, Department operations, or the safety of others.

Section 3 – On-Duty and Off-Duty Conduct

The standards of conduct expected of a firefighter and public servant apply at all times. Members shall conduct themselves, both on duty and off duty, in a manner consistent with the integrity and public trust of the fire service when acting in an official capacity, wearing or displaying Department identification, using Department property, representing themselves as affiliated with the Department, or when their conduct has a clear and material connection to the Department or Town. Nothing in this section is intended to regulate lawful private activity that has no such connection.

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Section 4 – Safety, Readiness, and Lawful Orders

Members shall place life safety and incident integrity above personal convenience; follow Department bylaws, Town policies, SOPs, SOGs, safety rules, and applicable laws; use required protective equipment; promptly report hazards, injuries, damaged equipment, and unsafe practices; and refrain from reckless, insubordinate, or unauthorized acts. A member who reasonably believes an order is unsafe, unlawful, or beyond the member's training shall immediately communicate the concern through the chain of command, except when urgent action is necessary to prevent imminent harm.

Members responding in a personally owned vehicle shall operate the vehicle in a safe and responsible manner and shall comply with all applicable traffic laws and Department requirements governing emergency response.

Section 5 – Respectful and Inclusive Workplace

Members shall treat coworkers, patients, residents, visitors, partner agencies, and members of the public with dignity and fairness. Discrimination, harassment, retaliation, bullying, threats, hazing, abusive language, and conduct that interferes with a safe and effective workplace are prohibited. Employment status, volunteer status, rank, tenure, or assignment shall not be used to demean, exclude, intimidate, or unfairly favor another member.

Section 6 – Patient Care, Privacy, and Confidential Information

Members shall protect patient information, personal information, investigative information, security-sensitive information, and other confidential or legally protected records. Such information shall be accessed, used, discussed, photographed, recorded, retained, or disclosed only for authorized Department purposes and in accordance with law and Town policy. Members shall provide services impartially, preserve patient dignity, and remain within the scope of their certification, licensure, training, and assigned authority.

Section 7 – Conflicts of Interest, Gifts, and Use of Position

Members shall avoid actual or apparent conflicts between personal interests and Department responsibilities. Members shall not use rank, position, confidential information, uniforms, credentials, or Department affiliation for personal gain or preferential treatment, and shall disclose potential conflicts through the chain of command.

Gifts and Benefits. Members shall not solicit or accept any gift, gratuity, favor, compensation, service, discount, entertainment, loan or other benefit from any person or entity when the offer is intended or could reasonably appear intended to influence the member's official duties, judgement, or actions. Except as otherwise expressly authorized by Town policy or applicable law, a member shall not accept a gift valued at more than $20 from a single source, per single instance. Cash and cash-equivalent gifts, including gift cards, shall not be accepted. Members shall disclose any offered gift that may violate this Section to their supervisor and shall decline or return the gift as appropriate.

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Gifts exchanged among Department members, including gifts between supervisors and subordinate personnel, shall not be used to influence assignments, evaluations, discipline, promotions, scheduling or Department decisions. Department-wide or group gifts and voluntary exchanges between members shall not create an expectation of preferential treatment or place undue pressure on any member to participate. Any gift involving a Department member's official authority, a pending Department decision, or a potential conflict of interest shall be disclosed through the appropriate chain of command.

Members shall comply with applicable Town ethics policies, conflict-of-interest requirements, and other governing laws. When the application of this Section is uncertain, the member shall seek guidance from the Fire Chief or Town Manager before accepting the gift or benefit.

Emergency Response and Incident Support Exception. The restrictions on gifts and benefits in this Section shall not apply to reasonable and customary meals, lodging, transportation, supplies, or other necessary services provided to Department members in connection with an authorized emergency response, mutual-aid assignment, wildland fire deployment, or other incident-related duty. This exception includes support provided through an incident management team, sponsoring or assisting agency, cooperating department, or established incident-support arrangement, when such support is provided for operational, logistical, or personnel welfare purposes and not for the member's personal benefit or to influence an official decision or action. Any compensation, reimbursement, or other benefit outside the scope of routine incident support shall remain subject to applicable Town policies and law(s).

Section 8 – Town and Department Property

Members shall safeguard and use Town and Department funds, facilities, vehicles, equipment, information systems, uniforms, insignia, credentials, and supplies only for authorized purposes. Members shall not misuse, remove, damage, alter, lend, or permit unauthorized access to such property and shall promptly report loss, theft, damage, or suspected misuse. Any Department-issued equipment or emergency warning equipment authorized for use on a personally owned vehicle remains subject to Department control and shall be used only for authorized Department purposes. Department equipment shall be used only for authorized Department purposes and in accordance with applicable laws, Town policies, these Bylaws, and Department SOPs/SOGs. The Fire Chief or designee may establish procedures governing the assignment, issuance, access, inspection, maintenance, security, transportation, and storage of Department equipment and may establish designated storage locations for Department equipment and specialized resources.

Section 9 – Fitness for Duty and Impairment

Members shall report for duty, training, response, standby, and Department activities fit to safely perform assigned responsibilities. A member shall not operate Department vehicles or equipment, provide emergency services, or participate in operational activities while impaired by alcohol, cannabis, controlled substances, medication, fatigue, illness, or any other condition that creates a safety risk. Members shall follow applicable Town testing, reporting, and fitness-for-duty policies.

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Section 10 – Communications, Social Media, and Public Statements

Only authorized members may speak on behalf of the Town or Department. Members shall not knowingly publish false, confidential, operationally sensitive, discriminatory, threatening, or harassing content in connection with Department activities. Personal opinions shall not be presented as official Department positions. Photographs, recordings, incident information, patient information, or images of Department facilities, operations, or equipment shall be shared only when authorized and lawful.

The Department shall maintain a designated communication system for distributing important Department information to all career and volunteer members. Department-designated email and text-message notifications shall be used for significant announcements, policy and bylaw updates, training information, special projects, requests for assistance, schedule changes, and other information requiring Department-wide awareness or member participation, as appropriate to the subject.

Information communicated at a meeting that requires action, follow-up, or awareness by members who were not present shall be distributed through the designated communication system when appropriate. Members shall maintain current contact information, participate in the Department's designated communications system, and review Department communications in a timely manner.

The Fire Chief or their designee shall establish procedures for distributing communications, maintaining current contact information, and identifying when acknowledgement or a response is required. Emergency notifications and time-sensitive operational communications shall follow applicable Department procedures.

Section 11 – Cell Phone Use at Incident Scenes

Members shall use personal or Department-issued cell phones and electronic devices at incident scenes only in a manner that supports operational needs, patient care, safety, documentation, or other authorized Department purposes. Device use shall not interfere with assigned duties, incident command, patient care, scene security, responder safety, or the privacy and dignity of patients, victims, witnesses, or members of the public.

Department Documentation Equipment. The Department may provide a Department-owned digital camera or other approved photographic documentation equipment for use at incident scenes, training activities, property damage incidents, and other authorized Department operations. The equipment shall be maintained and stored at a location designated by the Fire Chief, which may include the primary rescue vehicle. Members shall use Department-provided equipment when available and practicable for authorized documentation purposes. Equipment use, storage, maintenance, and transfer of images or recordings shall comply with Department procedures and applicable Town policies.

Personal Device Restrictions. The use of personal cell phones or personal devices to photograph, video record, audio record, transmit, store, or share images, audio, patient information, incident information, or other scene-related material is discouraged and may be

prohibited unless expressly authorized by the Incident Commander, Fire Chief, Town policy, or applicable law. When Department documentation equipment is unavailable or impracticable to use, members shall follow instructions from the Incident Commander or authorized officer regarding an appropriate alternative. Any authorized use of a personal device shall comply with applicable patient privacy requirements, confidentiality obligations, evidence preservation requirements, Arizona public records law, Arizona Open Meeting Law where applicable, and all Town and Department policies.

Handling of Incident Records. Photographs, recordings, messages, and other incident-related information created, stored, sent, or received in connection with Department duties shall be handled, transferred, preserved, and retained in accordance with applicable law and Town and Department policies. Members shall not retain, distribute, publish, or share incident-related material through personal accounts, applications, or devices except as expressly authorized by applicable law or Town policy.

Members shall understand that incident-related information on a personal device may be subject to preservation, review, disclosure, subpoena, public records requests, or other lawful process. Any request to secure or examine a personal device in connection with an authorized investigation, evidence preservation, legal compliance, or protection of patient privacy shall be handled in accordance with applicable law and Town policy.

Section 12 – Reporting, Cooperation, and Non-Retaliation

Members shall promptly report suspected violations of law, Town policy, Department rules, safety requirements, or this Code through the chain of command or another reporting channel authorized by Town policy. Members shall be truthful and cooperate with authorized administrative, safety, or legal reviews. Retaliation against a person who makes a good-faith report, participates in a review, or raises a safety concern is prohibited. Knowingly false or malicious reports may be subject to discipline.

Section 13 – Accountability and Enforcement

Each member is responsible for understanding and complying with this Code. Supervisors and officers shall model these standards and address concerns consistently, regardless of whether a member is paid or volunteer. Alleged violations shall be reviewed fairly and may result in corrective or disciplinary action consistent with Town policy, these bylaws, and the due-process provisions of Article V. Nothing in this Article creates a contract of employment, alters volunteer status, or limits rights and protections provided by law or Town policy.

Section 14 – Code of Ethics Acknowledgment

Each member shall review and comply with the Jerome Fire Department Code of Ethics included in the Appendices (Appendix A) to these bylaws. Upon appointment or acceptance into the Department, and again whenever the Code of Ethics is materially revised or when otherwise directed by the Fire Chief, each paid or volunteer member shall sign and date the acknowledgment and return it to the Fire Chief within the timeframe established by the Department. The signed acknowledgment shall be retained as a Department personnel or

membership record. Failure or refusal to sign and return the acknowledgment does not relieve a member of the obligation to comply with the Code of Ethics and may result in corrective or disciplinary action consistent with Town policy, these bylaws, and applicable due-process requirements.

ARTICLE V – GOVERNANCE AND AUTHORITIES

Section 1 – Fire Chief Authority

The Fire Chief shall perform the duties of and act in accordance with Town policies as set forth in section 4-2-4 of the Jerome Town Code. The Fire Chief is accountable to the Jerome Town Council, through administrative oversight by the Town Manager, and serves as the administrative and operational head of the Department. The Fire Chief is responsible for:

- Direct Enforcement of all applicable laws, codes and policies
- Appoint Officers (subject to Town policy and the Town Manager) and maintain oversight of personnel, training and operations
- Implement and enforce Bylaws, SOPs and Policies and Safety Programs

Personnel actions including suspension, or termination shall follow due process and are subject to review.

Section 2 – Department Officers

The officers of the Department may include:

- Fire Chief – one (1)
- Assistant Fire Chief – one (1)
- Captain(s) – no more than three (3)
- Engineer(s) – no more than three (3)
- Volunteer Coordinator – one (1)

The Chief, appointed by Town Council, will perform the duties of the Fire Chief as set forth in section 4-2-4 of the Jerome Town Code. He/she has the authority and responsibility to see that all aspects of the department are run in an efficient and effective manner.

The Assistant Chief is appointed by the Fire Chief with concurrence by the Town Manager. The Assistant Fire Chief will perform the duties assigned by the Fire Chief and shall act as the Department's second-in-command. In the absence of the Chief, the Assistant Fire Chief assumes the Fire Chief's administrative and operational duties, and exercises the authority of that office until the Fire Chief returns or the Town Council / Town Manager provides otherwise.

Secretary and all other departmental officers may be appointed or promoted by the Fire Chief, in accordance with the hiring process for the Town of Jerome.

Section 3 – Election, Appointment and Qualifications of Officers

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All officers will serve until their successors are duly appointed.

An Auxiliary Liaison may be elected every 2 years, and is appointed by the Fire Chief.

In the event of a vacancy occurring in any office of the department, except the Fire Chief, the Fire Chief shall appoint a new officer for the remaining term. In the event that the Fire Chief's position becomes vacant, the Assistant Chief will fill the position until the Jerome Town Council has appointed another Fire Chief.
The Fire Chief overseas all divisions.

In the Fire Prevention division, he/she will direct a program of regular inspections of commercial occupancies in the Town of Jerome. Assistance Chief and Fire Marshall will act as the agent of the Fire Chief in abating fire and life safety hazards in accordance with the codes adopted by the Town. They may assist the Fire Chief in investigation of the cause of fires.

Captains must be active members of the Department in good standing, must have completed all training, certifications, and qualifications required for the Captain position, and must demonstrate the knowledge, judgment, leadership ability, and competence necessary to serve in an assigned supervisory or command role. A candidate for Captain must maintain minimum participation requirements and active membership status to remain eligible to serve as Captain. A Captain's supervisory authority is limited to the authority granted by these Bylaws, Town policy, Department SOPs/SOGs, the Fire Chief, or applicable law, and does not by itself create paid employment status or authority over Town employment matters.

> **Career Captains.** A Career Captain is a paid or career Department staff member appointed or assigned to the Captain position by the Fire Chief in accordance with Town policy. A Career Captain may exercise supervisory, operational, administrative, and chain-of-command authority over Department operations and personnel consistent with the Captain's position, assignment, training, applicable Town policy, Department SOPs/SOGs, and direction of the Fire Chief. In the absence of the Fire Chief and Assistant Fire Chief, a Career Captain may assume assigned Department authority consistent with the Department's chain of command.
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> **Volunteer Captains.** A Volunteer Captain is a volunteer member appointed or designated by the Fire Chief to perform assigned operational, training, coordination, or incident-related responsibilities within the member's training, certification, assignment, and authority. A Volunteer Captain's rank or length of volunteer service does not, by itself, create employment status or grant authority to direct, supervise, or dictate the duties of a career staff member, assume Department-wide authority, or exercise authority over Town employment matters unless such authority has been expressly granted or directly authorized by the Fire Chief or Town Manager.

Captains may direct company operations at incidents, direct training drills, and perform other duties assigned by the Fire Chief, consistent with these Bylaws, Town policy, Department SOPs/SOGs, applicable law, and the Department's chain of command. A Captain shall exercise only the authority applicable to the Captain's career or volunteer status and assignment. Unless

expressly granted or directly authorized by the Fire Chief, a Volunteer Captain shall not assume authority over the Department, Department operations, or career staff in the absence of the Fire Chief and Assistant Fire Chief.

The EMS Captain shall direct the operations of the EMS Division only within the scope of the Captain's assigned authority unless command is assumed by a higher-ranking officer or by a member with greater relevant training, certification, or experience for the incident.

The suppression division Captains shall be Arizona EMT, Firefighter I & 2, and NWCG Firefighter 1 certified or higher.

The EMS division Captain must be Arizona EMT certified or higher.

The Fire Marshal must have completed fire inspection and fire code enforcement training.

The Engineer must be an active member of the fire department, in good standing, with two years of service and be Arizona EMT, Firefighter 1 & 2, and NWCG Firefighter 2 certified or higher. The Engineer or superior officer may direct company operations at incidents, assist with training drills and perform duties as assigned by the Fire Chief or other senior line officer, in the absence of a higher-ranking officer.

The Fire Chief and Assistant Chief need to have a combination of formal education and experience that provides the knowledge, skills and abilities necessary for satisfactory job performance.

Section 4 – Executive Board
The Executive Board shall consist of the Fire Chief, Assistant Chief, Fire Marshal, and Department Officers.

The Executive Board shall:

- Review disciplinary matters
- Provide recommendations on policy and membership
- Serve as an advisory body to the Fire Chief

Section 5 – Pension Board
The Pension Board members will attend meetings of the Jerome Volunteer Pension Board of Trustees and conduct the business of the board along with the other members of the board as set out in the Jerome Volunteer Pension Board Plan and Bylaws.

Four (4) Fire Department Members, of active status and in good standing, shall be elected to sit on the Pension Board of Trustees as stipulated in the Plan. The other members of the Pension Board of Trustees are the Town of Jerome Mayor, the Fire Chief and one layperson.

The four elected Members shall serve four-year terms as members of the Board of Trustees. The terms shall be staggered, with two Members being elected every two years as per the Plan Article 9.2. This election shall take place during the May business meeting.

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ARTICLE VI – DISCIPLINE AND DUE PROCESS

No member shall be suspended, demoted, or terminated without due process.

Section 1 – Due Process

Minimum due process for disciplinary action in excess of a letter of reprimand shall include:

- Written notice of alleged violations
- Opportunity to respond
- Review by the Executive Board
- Right to appeal to the Town Council

Section 2 – Disciplinary Action

Grounds for discipline shall include, but are not limited to:

- Failure to meet participation requirements
- Violation of SOPs, safety policies, or Town policies
- Conduct detrimental to the Department

Disciplinary actions should include a verbal or written warning, written letter of reprimand, suspension, termination and all actions shall follow due process procedures, as outlined by the Town of Jerome Personnel Policy Handbook.

The Fire Chief may recommend to the Executive Board to expel, dismiss, demote or remove from the department any member or officer due to refusal to perform their duties or other behavior deemed detrimental to or unbecoming of the department.

The Fire Chief may be removed from office by the Jerome Town Council.

Section 3 – Appeals

Officers and members have the right to appeal disciplinary action through the established chain of command starting with the Executive Board up to Town Council, where applicable and/or necessary.

ARTICLE VII – MEMBERSHIP

Section 1 – Classes of Membership

- Probationary Member (also known as Recruit)
- Active Member
- Honorary Member
- Special Member

Probationary Member is granted after submittal and approval of a written application. Probationary members are also known as “recruits” and must be at least 18 years of age. During

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the probationary period, a minimum of 6 months, they will receive training specific to the community and department, and become eligible to attend classes and trainings that allow recruits to test for basic Arizona Firefighter I & II certification, and/or Arizona Emergency Medical Technician certification, certified wildland firefighter or other specialized technical position, such as TRT, Swiftwater or Drone pilot. These members will not have voting ability during department meetings where votes may be required.

Active membership is granted after the probationary period. Active membership may be achieved after a 6-month probationary period, and after having met the minimum participation requirements for active membership. Active members have voting capacity at department meetings where voting is required and will earn credit toward their individual retirement account if active membership requirements are met.

Honorary membership is available to retired fire department members. Honorary members will be given access to department facilities but will not have voting privileges in meetings where voting may be necessary. Honorary members will not serve as officers.

Special Membership is appointed by the Fire Chief. The Chief may appoint a person to be the Fire Department Photographer, Public Information Officer and/or other pertinent special role, which may be designated as a special member. Special members will be given access to the department facilities but will not have active voting privileges.

Section 2 – Qualifications

All members must:

- Be at least 18 years of age
- Pass a background check
- Complete Fit for Duty medical exam, as applicable under NFPA standards; and
- Meet all applicable training, certification and fit for duty requirements.

The Fire Chief, in coordination with the Town Manager or designee, shall ensure that required background checks and Fit for Duty examinations are completed by appropriately authorized individuals or providers. The timing, frequency, scope, and documentation of such checks and examinations shall be established by applicable law and Town policy or by an approved Department policy. Medical and background information shall be maintained and disclosed in accordance with applicable confidentiality requirements and law.

A member whose tuition or training costs are paid or reimbursed by the Town of Jerome, the Department, or the Jerome Volunteer Fire Department Auxiliary shall comply with Article VIII, Section 2, and any separate written reimbursement agreement executed in connection with that payment or reimbursement.

Members with 50% or greater attendance at regular meetings and drills and who respond to 20% or greater of the alarm calls during the fiscal year (July 1–June 30) will earn credit with the Jerome Volunteer Pension & Benefit Plan for the year.

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Members, with the Chief's approval, may participate in special work sessions to maintain good standing in their membership. The Chief shall provide a list of projects or tasks that need attention. Members who are in another authorized training class or activity shall be given credit for attendance at missed drills or meetings, subject to the Chief's approval.

Members shall maintain current contact information with the Department and participate in the Department-designated communication system as a condition of active membership. Members shall review Department communications and respond to requests requiring acknowledgement or action within the stated timeframe, when practicable. Members who experience technical difficulties or lack reliable access to a designated communication method shall notify the Fire Chief or designee so that an alternative means of communication may be arranged.

Members who fail to maintain membership qualifications may be removed from active membership status until the applicable requirements are met, subject to any applicable transition plan or approved remediation process. The Fire Chief may recommend to the Executive Board that a member or officer be expelled, dismissed, demoted, or removed from the Department due to refusal to perform their duties or other behavior deemed detrimental to or unbecoming of the Department. Officers and members shall have the right to appeal such disciplinary action to the Executive Board.

Section 3 – Fitness for Duty

"Operational Member" shall mean any member who is authorized to participate in emergency response activities and is capable of performing the essential job tasks associated with fire suppression, emergency medical services, and other assigned incident operations.

Operational Members shall meet and maintain medical and physical fitness standards consistent with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, or equivalent standards adopted by the Town. Members must demonstrate the ability to safely and effectively perform essential job functions as a condition of operational status.

Consistent with A.R.S. § 41-1463 and applicable nondiscrimination requirements, operational status shall be determined through objective, job-related criteria, including the member's ability to safely and effectively perform essential functions. Members may be subject to additional or more frequent medical or physical evaluations only when supported by identified risk factors, safety considerations, applicable standards, or other legitimate operational requirements.

Members authorized to respond in a personally owned vehicle shall also be physically and mentally capable of safely operating the vehicle under the conditions reasonably associated with an emergency response.

Members who are determined, through appropriate evaluation, to be unable to safely perform essential functions or meet fitness-for-duty requirements shall not serve in an operational capacity and may be reassigned to non-operational roles or placed in honorary status, as appropriate.

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Section 4 – Participation Requirements

Active operational members shall maintain minimum participation levels to ensure operational readiness and organizational effectiveness.

1. Measurement Period
Participation shall be evaluated over a rolling twelve (12) month period unless otherwise specified by the Fire Chief.

2. Meeting Attendance

Operational members shall attend a minimum of thirty-three percent (33%) of all regular meetings and drills.

Officers shall attend a minimum of sixty percent (60%) of all regular meetings and drills.

3. Alarm Response Participation

Operational members shall respond to a minimum of twenty percent (20%) of all dispatched alarm calls for which they are available.

Officers shall respond to a minimum of thirty percent (30%) of all dispatched alarm calls for which they are available.

4. Definition of "Response"
For the purposes of participation requirements and attendance purposes, a response is defined as – a documented participation in a dispatched alarm or an incident-related station assignment.

A qualifying response includes any of the following:

- A documented turnout on Department apparatus;
- Arrival on scene and assignment to an operational, support, or command role; or
- Acknowledgment of the alarm by radio and arrival at a Jerome Fire Department Station 11 to provide station coverage, staff reserve apparatus, or remain available for an incident-related assignment while other personnel are committed to the call.

A telephone call, text message, radio inquiry, or other communication made solely to ask the Fire Chief or other Department personnel whether assistance is needed does not, by itself, constitute a response. Such communication qualifies only if the member is given or assumes an authorized assignment and reports to the incident, a Department station, or another designated location.

A member's use of a POV is a means of transportation and does not by itself establish a qualifying response. A POV response shall receive response credit only when the member meets the requirements for a qualifying POV response as established in Article I and applicable Department SOPs/SOGs.

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All qualifying responses must be recorded in the Department's official reporting or attendance system.

5. Availability Adjustment
The total number of alarm calls used to calculate participation may be adjusted by the Fire Chief or designee to account for:

- Acknowledged and approved notification of an extended absence by the Fire Chief.
- Injury or medical restriction
- Duty assignment (e.g. admin, training, or command not requiring response)
- Other extenuating circumstances

6. Compliance and Review
Members who fail to meet participation requirements may be subject to review and reclassification of membership status, consistent with department policy.

Section 5 – Separation from the Department and Return of Property
Upon separation, resignation, retirement, termination, expiration of membership, or other cessation of service with the Jerome Fire Department, all Town and Department property issued, assigned, or entrusted to the member shall be returned promptly and in accordance with Department procedures. This includes, but is not limited to, identification cards and credentials, keys, access devices, radios and communications equipment, uniforms, personal protective equipment (PPE), tools, equipment, records, documents, electronic devices, and any other Town or Department property.

Returned property shall be in reasonable condition, ordinary wear and tear excepted. The Department shall document the return and disposition of issued property and may require inspection, inventory, or other reasonable measures to establish accountability for Town and Department property.

A member who fails to return, loses, damages, destroys, or otherwise improperly retains Town, Department, or Auxiliary property may be subject to appropriate administrative, disciplinary, or other lawful action, including recovery of the property or, where legally authorized, recovery of the Town's actual loss or reasonable replacement cost. Any such action shall be taken in accordance with applicable federal and Arizona law, Town policies and procedures, Department bylaws, applicable agreements, and any signed equipment or property acknowledgment.

Nothing in this provision authorizes an unauthorized deduction from the wages or other compensation of a Town employee. Any deduction, withholding, or other recovery from employee compensation shall comply with applicable Arizona wage laws, including A.R.S. §§ 23-352 and 23-353, and any other applicable law or written authorization. The Town, Department or Auxiliary may pursue other lawful remedies for the recovery of Town, Department or Auxiliary owned property or amounts properly owed, as applicable.

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Members shall not retain Town, Department or Auxiliary property after separation as security for, or in anticipation of, any claim for wages, compensation, reimbursement, pension benefits, or other amounts allegedly owed to the member.

For purposes of this provision, volunteers and other non-employee members remain responsible for the return and proper care of property entrusted to them. The absence of an employment relationship does not create a right to retain Town, Department or Auxiliary property. Where property is not returned, the Town or Auxiliary may pursue any remedy available under applicable Arizona law, including recovery of the property and, where appropriate, recovery of damages or replacement costs.

The Department shall make reasonable efforts to obtain the return or accounting of all issued property before a separation is considered administratively complete. Failure to complete the property-return process may be documented as an unresolved separation matter and referred to the Fire Chief, Town Manager, or other appropriate Town authority for further action.

ARTICLE VIII – TRAINING, EDUCATION AND SAFETY COMPLIANCE

Section 1 – Training and Safety Compliance.

All members shall meet minimum training standards consistent with NFPA 1010 (firefighter), NFPA 472-1072 (Hazardous Materials), and applicable EMS certification requirements.

All active members, in good standing, shall meet minimum training standards consistent with NWCG (National Wildfire Coordinating Group) and FEMA qualifications. At a minimum, personnel shall complete:

- NWCG S-130 Firefighter Training
- NWCG S-190 Introduction to Wildland Behavior
- NWCG L-180 Human Factors in the Wildland Fire Service, where applicable.
- FEMA ICS 100
- FEMA ICS 200
- FEMA ICS 700

All members shall comply with:

- OSHA/ADOSH standards
- NFPA standards as adopted by the Department
- Department SOPs and safety policies

The Department shall maintain a safety and risk management program consistent with NFPA 1500. Members shall participate in ongoing training as defined in Department SOPs.

Section 2 – Tuition Reimbursement and Training Payments

The Town of Jerome, the Department, or the Jerome Volunteer Fire Department Auxiliary may, when authorized and subject to available funding, pay or reimburse tuition, registration fees, required course materials, certification costs, examination fees, travel expenses, or other

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approved costs associated with education or training that supports Department service. Approval shall be obtained before the expense is incurred and shall identify the paying party, approved costs, payment terms, and any service commitment.

When payment or reimbursement is conditioned upon a two-year service commitment following completion of the education or training, the member shall sign a separate written reimbursement agreement before payment is made. The agreement shall identify the Town, Department, or Auxiliary, as applicable, as the party entitled to reimbursement and shall state the reimbursable costs, the date the service commitment begins, the circumstances under which repayment is required, any authorized prorating or waiver, and the repayment terms.

If the member cannot or does not honor the two-year service commitment, the member shall reimburse the party identified in the separate written agreement in accordance with that agreement and applicable law and Town policy. Nothing in this section independently creates a debt or repayment obligation beyond the terms of the separate written agreement.

ARTICLE IX – COMPENSATION AND VOLUNTEER STATUS

Section 1 – Volunteer Status

Members of the Department are considered volunteers and not employees for purposes of the Fair Labor Standards Act (FLSA), except where explicitly hired as Town employees.

Volunteer members shall not receive wages but may receive stipends as set by Town Council and permitted by local, state and/or federal law.

Section 2 – Compensation

The officers and members of the fire department may be compensated by the Town Council in accordance with section 4-2-3 of the Jerome Town Code.

Compensation for qualifying responses to active calls or incidents shall be established by the Town Council. The standard per-call compensation rate shall be the rate approved by the Town Council. For qualifying responses occurring between the hours of 10:00 p.m. and 6:00 a.m., members shall receive compensation at twice the standard per-call rate, per qualifying response. This overnight rate shall apply to each qualifying response during those hours and shall not be construed as an hourly wage or as compensation for time spent on duty, unless otherwise required by applicable law or separately authorized by the Town Council. All responses must meet the qualifying response requirements established in Article I and applicable Department policy.

Compensation, if provided, shall:

- Be a flat rate amount based on response to active calls/incidents
- Be paid out quarterly
- Be approved by the Town Council

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Stipends may be structured as annual or periodic payments based on membership status and participation. Stipend amounts, eligibility criteria, payment structure, and any changes to stipends shall be determined and set by the Town Council, and may be amended, adjusted, suspended, or discontinued at the Town Council's discretion.

For purposes of any compensation based upon response to an active call or incident, a POV response shall qualify only when it meets the definition of a qualifying response under Article I and applicable Department policy.

Section 3 – Dual Role Personnel

Individuals employed by the Town of Jerome shall not serve as volunteer members of the Department in the same or substantially similar capacity in which they are employed, where such service would create a conflict of interest, supervisory conflict, or violation of wage and hour laws.

For the purposes of this section, "same or substantially similar capacity" includes assignments where the member:

Performs duties that are materially equivalent to their paid position, or

Operates within the same chain of command, supervision structure, or functional role as their employment.

Exceptions may be granted only when:

A documented legal review confirms compliance with applicable federal and state labor laws (including FLSA), and

The dual-role assignment does not create conflicts related to supervision, compensation, or liability exposure.

All exceptions must be:

Approved in writing by the Fire Chief and Town Administration, and

Clearly define the member's roles, limitations, and reporting structure

Under no circumstances shall a member:

Volunteer in a capacity where they are directly or indirectly supervised by themselves or a subordinate in their paid role, or

Receive compensation or benefits in a manner that conflicts with applicable wage and hour regulations.

The Fire Chief retains the authority to restrict, modify, or revoke dual-role assignments at any time to maintain compliance and operational integrity.

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Section 4 – Pension/Retirement

Eligible members may participate in a Town-approved volunteer pension program in accordance with applicable laws.

Section 5 – Wildland and Emergency Assistance Assignments

Members of the Department may be requested, selected, or authorized to participate in wildland fire assignments, emergency assistance assignments, mutual-aid deployments, or other extended-duration emergency assignments outside the Town of Jerome.

1. Career Employees

A salaried or exempt Town employee who is assigned by the Town or Department to a wildland fire assignment or other emergency assistance assignment may be compensated for the assignment in accordance with applicable federal and state wage and hour laws and Town policy.

When authorized and legally permissible, the employee may be treated as non-exempt for purposes of the specific assignment and compensated at the employee's regular hourly equivalent rate, calculated from the employee's annual salary. The employee shall be eligible for overtime compensation at one and one-half (1.5) times the applicable hourly rate for hours worked in excess of forty (40) hours during the applicable seven-day workweek, subject to applicable law and Town payroll procedures.

The employee's regular salaried employment status shall not otherwise be changed solely by virtue of participation in the temporary assignment.

2. Volunteer Members

A Volunteer Member who is selected, requested, or authorized to participate in a wildland fire assignment, emergency assistance assignment, mutual-aid deployment, or other extended-duration emergency assignment outside the Town of Jerome may receive compensation for the assignment separate from any stipend or other compensation associated with the member's ordinary volunteer service with the Department.

Compensation for such assignments shall be established by the applicable assignment, sponsoring agency, contract, agreement, or other authorized arrangement and shall be paid in accordance with applicable federal and state law. Such compensation shall be separate from the member's ordinary volunteer service with the Jerome Fire Department and shall not, by itself, alter the member's volunteer status with the Department.

The member shall be responsible for complying with all applicable requirements associated with the assignment, including those related to compensation, taxation, reporting, credentialing, incident command, safety, and agency requirements.

3. Assignment Authorization and Documentation

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All wildland and emergency assistance assignments shall be authorized or approved through the Fire Chief, Town Manager or the appropriate Town authority before deployment when practicable. The Department shall maintain appropriate records identifying the member, assignment, dates of deployment, employing or sponsoring agency, applicable compensation arrangement, and other documentation required by Town policy or applicable law.

Nothing in this section shall be interpreted to create an employment relationship between the Town of Jerome and a Volunteer Member solely because the member participates in a compensated wildland or emergency assistance assignment. Conversely, no compensation arrangement shall be used to avoid an employment relationship or applicable wage, tax, workers' compensation, or benefits requirement established by law.

ARTICLE X – BENEFITS AND INSURANCE

All members shall be covered by:

- Workers' Compensation as provided by the Town (A.R.S. § 23-901)
- Applicable liability protections while acting within scope of duty

The Town shall provide indemnification to members to the extent allowed by law.

ARTICLE XI – MEETINGS AND GOVERNANCE

Section 1 – Open Meeting Law

Meetings shall be conducted in accordance with Arizona Open Meeting Law where applicable.

Section 2 – Business Meetings

The regular business meeting will be held on the first Thursday of the Month at 5pm at Station 11.

Special meetings may be called for the Fire Chief or during his or her absence by the Assistant Chief, or two thirds of the active members of the department.

Weekly drills will be held every Thursday at 5p.m., except the first Thursday of the month.

Section 3 – Executive Board Meeting

The Executive Board may meet on the Thursday before each regular business meeting at 4 p.m. at Station 11.

Section 4 – Quorum and Meeting Structure

A quorum shall consist of 50% of active members with voting privileges.

Meetings will be conducted under Roberts Rules of Order. Any member may request and secure secret balloting on any motion he or she may desire. The meetings will be conducted in the following order:

1. Call to Order

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2. Reading and approval of previous minutes
3. Auxiliary financial report
4. Division reports
5. Training reports
6. Equipment reports
7. Fire Chief's report
8. Old business
9. New business
10. Adjournment

ARTICLE XII – AMENDMENTS

These bylaws may be amended by:

- Two-thirds vote of a quorum of active members, in good standing
- Approval by the Town Council

Proposed amendments shall be provided to all Department members, including career and volunteer personnel, by Department-designated email notification at least fourteen (14) calendar days before the meeting or other authorized proceeding at which the amendments will be considered. Notice shall include the proposed amendment text or a summary of the proposed changes and information regarding how members may submit comments or recommendations.

Notice of proposed amendments shall not be satisfied solely by announcement at a Department meeting. Members shall be given a reasonable opportunity to review and provide input before consideration of the proposed amendments. Member comments and recommendations shall be provided to the appropriate reviewing or approving authority for consideration.

Fifty percent of all active members present shall constitute a quorum for such voting purposes. All members shall review the Bylaws and Personnel Policies each election year during the May business meeting. Amendments to these Bylaws, once approved by department vote, will be submitted to the Town Council for approval.

Nothing in this Article shall supersede Town policy, Town Code, applicable law or any required Town Council notice, hearing or approval procedure.

ARTICLE XIII – LEGAL COMPLIANCE

If any provision of these bylaws conflicts with federal law, Arizona law, or Town policy, such law or policy shall prevail.

ARTICLE XIV – ADOPTION

These bylaws become effective upon approval by the Jerome Town Council based upon recommendation and a majority vote of all active members of the Jerome Fire Department.

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Appendix A – Firefighter Code of Ethics/Conduct

This form to be signed and returned

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following:

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequence of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, nationality, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly, use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Name:_____

Signature: _____

Date:_____

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