



Division of Fire Standards and Training & Emergency Medical Services

Revised Policy #: I-001

Standard Operational Policy / Procedure

Policy No.: 16-001

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Instructor Code of Professionalism

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Approved:

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Director

Distribution:

Policy/Procedure:

I. Purpose

The Division is committed to producing the highest educational experience for every student who attends any training program. The Division's instructional staff is the frontline face for all training programs throughout the state, and it is vitally important they conduct themselves in a manner that promotes the ideals of professionalism, integrity, and respect in order to ensure the highest quality education.

II. Background

The principles laid out in this policy are the traits that all instructors shall have and maintain. Training and education in emergency services is the foundation of how first responders practice their profession and where students begin to learn habits and traits that will assist them throughout their career.

III. Scope

This policy applies to all instructional staff acting in any capacity for the Division.

IV. Policy / Procedure

I. Instructor Code of Professionalism

Instructors shall follow and promote the ideals of honesty, courtesy, personal accountability, capability, personal development, accuracy and the exchange of knowledge when dealing with students, other instructors, the public, employers, and the Division. Instructors shall conduct themselves in a professional manner immediately before, during, and after training sessions. Instructors shall observe the rights and protect the well-being of recruits, students, and customers.

The instructor shall adhere to the following principles:

- Course instruction shall be in accordance with the policies and procedures of the Division of Fire Standards and Training & EMS.
- Only those principles, practices, and information which represent accepted state and national standards in emergency services will be presented.
- Health and safety standards which ensure the protection of everyone participating in the training will be promoted.
- Instructors shall offer and promote attitudes that will improve fire and emergency service policies, procedures, and performance.

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- All unethical, illegal, unfair, or inappropriate actions towards any uniformed staff member of the Division will be reported.
- Instructors shall refrain from promoting any political and/or religious beliefs while acting in the role of instructor.
- Attending to student needs shall be a priority of all instructors, including following proper documentation and evaluation guidelines.
- The use of tobacco, illegal drugs, and/or alcohol products while in performance of your duties as an instructor is strictly prohibited.
- The use of profanity is prohibited when in the presence of students or in public.
- Paperwork and reports will be submitted in a timely fashion, as required by the Division and/or educational training agency.
- Notifications will be made and paperwork properly submitted when accidents and or near-miss incidents occur during a training session.
- Students will be treated in a manner that promotes student growth, and they will not be embarrassed or humiliated in front of their peers.
- Personal communications utilizing electronic devices shall be limited to emergencies.
- Appropriate personal protective equipment shall be utilized as needed.
- Instructors shall arrive at every class prepared to teach and shall, as one means of preparation, be sure to thoroughly review course material prior to class.
- Instructors shall notify appropriate personnel when unable to fulfill teaching obligations.

II. Fraternalization

- The Instructor shall not engage in any activity that could be perceived as an inappropriate personal relationship with any student.
- It shall be the responsibility of the individual instructor to recuse himself from evaluating any student with whom a previous personal relationship exists.

III. Equal Opportunity and Non-Discrimination

The Division of Fire Standards and Training & Emergency Medical Services has adopted a Human Dignity Statement.