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SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

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This is a public policy document of the Southern Park County Fire Protection District. Copies are available at Station #1 and at www.guffeyfire.net.

POLICY NO. 200-2.01

CODE OF ETHICS AND CONDUCT

Southern Park County Fire Protection District • Governance & Administrative Policy

Policy Number:	200-2.01	Document Number:	20260408_ADMIN_200-2.01_CodeOfEthicsConduct_DRAFT-v0.9
Effective Date:	May 12, 2026	Adopted:	May 12, 2026
Reviewed / Revised:	—	Next Review:	Annually — Q1 cycle (BAM § 10.1)
Approved By:	Board of Directors, SPCFPD	Classification:	PUBLIC POLICY DOCUMENT
Supersedes:	Legacy Policy #010 (Rules of Conduct, 2007) — as to all-personnel conduct standards and organizational ethics. Board member conduct from Policy #010 is separately addressed in BAM v1.1, Chapter 2. Mission statement and Core Values provisions are addressed in Policy 100-1.02. SOG 120 (Code of Ethics — Operational) remains in effect as the operational application within the SOG Manual.		
Cross-References:	Policy 100-1.02 (Mission Statement, Core Values and Code of Ethics — foundation) • BAM v1.1 (§§ 2.3, 2.3.1, 10.1 — Director conduct) • Policy 200-2.13 (Citizen Complaint Procedure) • Policy 300-3.13 (Progressive Discipline — pending) • BAM Appendix D (Dual Role COI — pending) • C.R.S. § 24-18-101 et seq. (Colorado Ethics Act) • C.R.S. § 24-18-109 (Conflicts of Interest) • C.R.S. § 32-1-906 (Removal for cause) • NFPA National Firefighter Code of Ethics		

PREAMBLE — NATIONAL FIREFIGHTER CODE OF ETHICS

As members of the fire service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty, and honesty in all actions and activities. We understand



that we serve in a position of public trust and that our conduct — on and off duty — reflects on the District and on the fire service as a whole.

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 culture of excellence and public trust throughout the Southern Park County Fire Protection District.

1. Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department, and the fire service in general.
2. Accept responsibility for my actions and for the consequences of my actions.
3. Support the concept of fairness and the value of diverse thoughts and opinions.
4. Avoid situations that would adversely affect the credibility or impartiality of the fire service profession.
5. Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
6. Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
7. Be respectful and conscious of each member's safety and welfare.
8. 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, equipment, vehicles, and facilities.
9. 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.
10. 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 a conflict of interest.
11. Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest or the appearance thereof.
12. 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.
13. Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity, medical condition, or disability.
14. Never harass, intimidate, or threaten fellow members of my organization or the public and will stop or report the actions of other firefighters who engage in such behaviors.
15. Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass myself, my organization, or the fire service.

All members shall affirm this commitment by signing the Annual Acknowledgment Form (Appendix A) upon joining the District and annually thereafter.

1. PURPOSE

The Board of Directors ("Board") of the Southern Park County Fire Protection District ("District") adopts this policy to uphold the highest standards of ethical behavior, professionalism, and public trust while fulfilling the District's mission: to provide fire protection, emergency medical services, and related public safety services to the residents, visitors, and property owners of southern Park County, Colorado.

This policy establishes a written Code of Ethics and Conduct for all District personnel, Board members, volunteers, and contractors. It provides a common framework of values and enforceable standards to guide conduct in all District activities, and creates a culture of accountability, psychological safety, and public service.

Relationship to Governing Documents. This policy implements the organizational Mission Statement, Core Values, and Code of Ethics established in Policy 100-1.02 (§ 5) by providing the specific, enforceable conduct standards applicable to all District personnel. It supplements and is subordinate to the District's



Bylaws and the Board Administrative Rules, Practices and Procedures Manual (BAM v1.1). Individual Director authority and limitations are governed by BAM § 2.3. The Colorado Government Ethics Act (C.R.S. § 24-18-101 et seq.) and the conflict-of-interest provisions of C.R.S. § 24-18-109 apply to all Board members as a matter of state law and are addressed in BAM § 2.3.1 and this policy. In the event of conflict between this policy and the BAM, the BAM controls as to Board governance matters.

2. SCOPE

This policy applies to:

- All members of the Board of Directors of the Southern Park County Fire Protection District.
- The District Chief and all paid District employees.
- All volunteer firefighters, medical volunteers, reserve members, and junior members.
- Members of the District Auxiliary.
- Contractors and agents acting on behalf of the District to the extent specified in individual agreements or by direction of the Board.
- Any person attending or participating in District-sponsored activities or events.

Where a specific policy or statute establishes a narrower or broader scope, that scope governs for the specific subject matter. Board members are elected officials and certain provisions of this policy apply to them in that distinct capacity, as described in Sections 5 and 9.

3. DEFINITIONS

For the purposes of this policy, the following terms have the meanings stated:

“Conflict of Interest”: Any personal, financial, familial, or other interest that could reasonably be perceived to influence impartial decision-making. See also C.R.S. § 24-18-109 and BAM § 2.3.1.

“De Minimis”: An item of nominal value (less than \$25.00; not cash or cash equivalents) that does not create an appearance of impropriety. See Section 6.

“Conduct Unbecoming.” Actions that discredit the District, the fire service, or undermine public trust in the District, where such actions occur in connection with the member’s service or duties as a District employee, officer, or volunteer; or where the actions, even if occurring off duty, directly and demonstrably impair the member’s fitness to perform District duties or reflect on the integrity of District operations by virtue of the member’s identified District role.

“Psychological Safety”: An environment where individuals feel safe to express ideas, concerns, or mistakes without fear of retaliation, humiliation, or reprisal.

“Board Chair”: The presiding officer of the Board of Directors, elected per BAM § 1.2.2. This term is used throughout this policy and supersedes any reference to “Board President” in prior drafts.

“District Chief”: The Chief of the Southern Park County Fire Protection District, or their designee where authorized.

“Member”: Any person to whom this policy applies, as described in Section 2.

Other terms shall have their ordinary meanings or as defined in referenced statutes, including C.R.S. Title 24, C.R.S. Title 32, and applicable NFPA standards.

4. CORE ETHICAL PRINCIPLES AND CONDUCT STANDARDS

The following principles give operational effect to the Core Values and Code of Ethics established in Policy 100-1.02. They are the enforceable conduct standards that apply throughout every aspect of District membership. All members shall adhere to the following principles in all District activities, whether on or off duty when their conduct could reasonably reflect on the District or the fire service:



- 1. Integrity and Honesty:** Act truthfully, transparently, and ethically at all times. Avoid deception, fraud, or any conduct that could discredit the District or the fire service. Be truthful in all reports, records, testimony, and communications.
- 2. Public Service and Impartiality:** Prioritize the safety, welfare, and equitable protection of all residents, visitors, and property within the District. Perform duties without favoritism, bias, or discrimination. Do not use official position for personal gain.
- 3. Professionalism and Competence:** Maintain readiness through ongoing training, adherence to SOPs/SOGs, NFPA standards, and applicable Colorado law. Strive for excellence in all areas of performance and acknowledge the limits of personal certification and authority.
- 4. Respect and Non-Discrimination:** Treat everyone with dignity, courtesy, and respect, regardless of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity, medical condition, or disability. Prohibit harassment, discrimination, bullying (including cyberbullying), retaliation, and hostile work environment conduct of any kind. Support psychological safety in all District interactions.
- 5. Confidentiality:** Protect sensitive information including personnel records, patient information under HIPAA, ongoing investigations, privileged communications with counsel, and strategic District plans. Disclose information only as authorized by law or by the Board, and only for legitimate District purposes.
- 6. Conflicts of Interest:** Annually disclose any personal, financial, familial, or other interests that could influence District decisions using the process set forth in C.R.S. § 24-18-109 and BAM § 2.3.1. Recuse yourself from any matter in which you have a conflict. Board members holding a dual role (Director and operational member) shall be subject to the additional provisions of BAM Appendix D (Dual Role Conflict of Interest Policy — currently pending adoption).
- 7. Accountability and Reporting:** Report unsafe conditions, misconduct, policy violations, or ethical concerns promptly through the chain of command. Anonymous reporting is available through the District's complaint procedures (Policy 200-2.13). Retaliation against any person who makes a good-faith report is prohibited. See also Section 9.
- 8. Substance-Free Duty:** Refrain from alcohol, illegal drugs, or impairing substances (including legal medications that affect performance and safety) while on duty, responding to calls, or operating District equipment. Comply with District Policies #100 (Drug and Alcohol) and #101 (Random Drug Testing) as currently in effect.
- 9. Resource Stewardship:** Use District property, funds, equipment, facilities, and time responsibly and only for authorized purposes. Avoid misuse, unauthorized personal use, or conduct that causes waste or loss of District resources. Never use the District name, logo, apparatus, credentials, or affiliation for personal profit, personal gain, unauthorized commercial endorsement, or any purpose not authorized by the District Chief or Board of Directors.
- 10. Public Representation:** When acting or speaking as a District representative — including on social media — align conduct and statements with official District positions. Do not imply District endorsement of personal views, commercial products, or political positions. Refer media inquiries to the District Chief or Board Chair.
- 11. Off-Duty Conduct:** Off-duty conduct that: (a) constitutes a criminal act; (b) constitutes discriminatory or harassing conduct toward a District member, a member of the public served by the District, or a person encountered in connection with a District activity; or (c) is of such a nature that it directly impairs the member's fitness to perform their District duties, or that—by virtue of the member's identified District role—materially damages public trust in the District's operations. Purely private conduct by a member whose District role is unknown to the public and that has no demonstrable connection to District duties or operations is not governed by this provision.
- 12. Social Media and Digital Communications:** Use social networking, electronic communications, and other media responsibly. Do not share incident photographs, videos, patient information, or confidential District information without authorization. Do not post material that discredits the District, harasses colleagues, or violates confidentiality obligations.



13. Patient Interactions and Use of Force: Provide impartial, ethical EMS and patient care, obtaining consent where possible. Use force only as necessary, proportionate, and consistent with applicable law, District policy, and patient care protocols. Document all use-of-force incidents per applicable SOGs.

14. Environmental and Wildfire-Specific Ethics: During wildland and structure fire incidents, prioritize responsible resource use and minimize unnecessary property damage. Ensure equitable deployment of resources across the District without favoritism. Act consistent with CWRC adoption (Resolutions 2026-03-06 and 2026-03-18) and District wildfire resiliency obligations when conducting inspections or community mitigation activities.

5. GIFTS AND BENEFITS

Accepting gifts, favors, gratuities, or benefits that could influence — or could reasonably appear to influence — the performance of official duties is prohibited. This prohibition applies to all members, including Board members.

De minimis items (nominal value under \$25.00; not cash or cash equivalents) may be accepted provided the item does not create an appearance of impropriety. Any de minimis item with a value over \$10.00 received in connection with an official District activity shall be reported to the District Chief. Items under \$10.00 with no appearance of impropriety need not be reported. The District Chief shall maintain a log of all reported items.

Board members are subject to the additional gift restrictions of the Colorado Government Ethics Act, C.R.S. § 24-18-101 et seq., and shall disclose gifts as required by that statute.

6. PROHIBITED CONDUCT

The following conduct is prohibited. This list is non-exhaustive; conduct not listed here may still constitute a violation of this policy if it is inconsistent with the principles set forth in Section 4:

- Theft, fraud, embezzlement, or misuse of District assets, funds, or equipment.
- Insubordination or refusal to follow lawful directives from a superior officer or the Board.
- Workplace violence, threats, harassment, intimidation, or bullying of any kind.
- Discrimination on any basis prohibited by federal or Colorado law, or this policy.
- Unauthorized disclosure of confidential or protected information.
- Falsification of records, reports, timesheets, training logs, or any official District document.
- Conduct unbecoming that discredits the District or the fire service.
- Unauthorized use of District uniforms, badges, credentials, or equipment.
- Retaliation against any person for making a good-faith complaint or participating in an investigation.
- Substance use or impairment while on duty, responding, or operating District equipment.
- Misuse of social media, electronic communications, or digital platforms in violation of Section 4.12.
- Any violation of C.R.S. § 24-18-101 et seq. (Colorado Government Ethics Act) by a Board member.

7. ENFORCEMENT AND INVESTIGATION

7.1 Reporting Violations

Any member who observes or has reason to believe that a violation of this policy has occurred shall report the matter promptly through the chain of command or, where appropriate, directly to the District Chief or Board Chair. Anonymous reports may be submitted pursuant to Policy 200-2.13 (Citizen Complaint Procedure), which applies to complaints about both personnel and Board members.

7.2 Investigation Process

Reports of violations shall be handled as follows:

- For complaints against District personnel (paid employees and volunteers): investigated by the District Chief or their designee, or by independent counsel if the complexity or severity warrants.



- For complaints against the District Chief: investigated by the Board or a subcommittee of disinterested Board members, with assistance of legal counsel as appropriate.
- For complaints against Board members: governed by Policy 200-2.13 § 7, which establishes separate procedures for complaints against elected officials, including recusal requirements, escalation to the Colorado Ethics Commission, and the limitation that the Board cannot impose discipline beyond formal written censure by resolution.

All investigations shall be conducted confidentially to the extent permitted by Colorado law, including CORA (C.R.S. § 24-72-201 et seq.) and applicable employment law. The investigating officer shall prepare a written report of findings and conclusions.

7.3 Disciplinary Action

Upon a finding that a violation occurred, the following actions may be taken:

- For employees and volunteers: counseling, written warning, suspension, termination, or revocation of membership, consistent with Policy 300-3.13 (Progressive Discipline) and applicable law.
- For Board members: formal written censure by resolution of the Board at a duly noticed public meeting; mandatory ethics training; referral to the Colorado Ethics Commission (C.R.S. § 24-18-101 et seq.); or referral to law enforcement where criminal conduct is alleged. The Board may not remove a duly elected Board member except as provided by C.R.S. § 32-1-906 (removal for cause by district court) or through a recall election.
- For contractors: contract suspension, termination, or referral to the appropriate authority.

NOTE — BAM APPENDIX D (DUAL ROLE CONFLICT OF INTEREST)

BAM Appendix D (Dual Role Conflict of Interest Policy) addresses situations where a Board member also serves in an operational capacity (e.g., as a firefighter or EMT). That policy is currently a placeholder in BAM v1.1 and is pending adoption. Until adopted, Board members serving in a dual role should apply the general conflict-of-interest provisions of this policy, BAM § 2.3.1, and C.R.S. § 24-18-109 to any matter in which their dual role could create a conflict.

8. NON-RETALIATION

The District strictly prohibits retaliation against any person who makes a good-faith report of a potential ethics violation, participates in an investigation, or exercises any right protected under this policy, applicable law, or the Colorado Government Ethics Act. Any member found to have engaged in retaliation shall be subject to disciplinary action under Section 7.3, up to and including termination or removal from membership.

A report is made in “good faith” if the reporting person reasonably believes the conduct reported constitutes a violation, even if the investigation does not ultimately sustain the allegation. Bad-faith or knowingly false reports are not protected and may themselves constitute a violation of this policy.

9. ACKNOWLEDGMENT AND TRAINING

All persons to whom this policy applies (Section 2) shall:

- Review this policy upon joining the District and annually thereafter.
- Sign the Annual Code of Ethics Acknowledgment Form (Appendix A) upon joining and at each annual review. Signed forms shall be retained in the member’s personnel file per BAM § 5.2.2.
- Participate in ethics training as required by the Board. The Board shall establish a training schedule in conjunction with the annual Open Meetings Law training requirement (Policy 200-2.07).

The District Chief shall maintain a log of signed acknowledgment forms and report compliance to the Board annually in the Q1 review cycle. Failure to sign the acknowledgment form after reasonable notice may itself constitute a conduct matter subject to this policy.



10. REVIEW AND AMENDMENT

This policy shall be reviewed by the District Chief and the Board at least annually in the Q1 review cycle per BAM § 10.1, and as needed following material changes in Colorado law, significant incidents, or Board direction. The review shall incorporate metrics from anonymous reporting trends, incident statistics, and training records.

Amendment requires an affirmative majority vote of the Board (three of five Directors) at a duly noticed public meeting, consistent with Policy 100-1.06 § 5. Each amendment shall be assigned an updated version number and recorded in the Version History table.

11. IMPLEMENTATION

Upon adoption by the Board, this policy shall be:

- Posted on the District website (www.guffeyfire.net) within thirty (30) calendar days of adoption.
- Distributed to all Board members, the District Chief, and all District personnel within thirty (30) calendar days of adoption.
- Incorporated into orientation and onboarding materials for all newly elected, appointed, hired, or enrolled members.
- Cross-referenced in the Policy Manual TOC as Policy 200-2.01.

12. SEVERABILITY

If any provision of this policy is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

13. CERTIFICATION AND ADOPTION

This policy is hereby adopted by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed public meeting.

Sean English

Board Chair — Board of Directors, SPCFPD

Date: May 12, 2026

Mike Brandt

Secretary/Treasurer — Board of Directors, SPCFPD

Date: May 12, 2026

Mike Parrish

Board Member — Board of Directors, SPCFPD

Date: May 12, 2026

Mike Smith

Board Member — Board of Directors, SPCFPD

Date: _____

Jennifer Taylor

Board Member — Board of Directors, SPCFPD

Date: May 12, 2026



APPENDIX A — ANNUAL CODE OF ETHICS ACKNOWLEDGMENT FORM

Complete this form upon joining the District and annually thereafter. Retain the signed original in your personnel file per BAM § 5.2.2. Submit to the District Chief or their designee.

Full Name (Print):	
Job Title / Role:	
Date of Hire / Enrollment:	
Department / Unit:	

ACKNOWLEDGMENT

I certify that I have received, read, and understand the Southern Park County Fire Protection District Code of Ethics and Conduct (Policy 200-2.01). I agree to abide by its terms, including the National Firefighter Code of Ethics pledge. I understand that violation of this policy may result in disciplinary action, up to and including termination or removal from membership, and I understand my right to report violations in good faith without fear of retaliation.

Member Signature

Received By (District Chief / Designee)

Date: _____

Date: _____



Document Revision History

Document: 20260408_ADMIN_200-2.01_CodeOfEthicsConduct_DRAFT-v0.9 Policy: 200-2.01 — CODE OF ETHICS AND CONDUCT District: Southern Park County Fire Protection District

Table with 4 columns: Ver., Date, Author, Changes / Status. Rows v0.1 through v0.9 detailing document revisions.



			items received in connection with an official District activity, consistent with SOG 120 Gifts and Benefits section. Items under \$10.00 with no appearance of impropriety need not be reported; items over \$10.00 must be reported to the District Chief for the gift log. No other substantive changes. Pending Board adoption.
V1.0	May 6, 2026	Board of Directors	Formally adopted at regular board meeting

— END OF POLICY 200-2.01 —

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