



## **Standard Operating Procedure: Division Code of Conduct**

**Jurisdiction:** North Tooele Fire District

**Department:** Fire Prevention Division

**Effective Date:** April 2026

**Prepared By:** Buck Peck, Fire Marshal

**1.0 Purpose** The purpose of this Standard Operating Procedure (SOP) is to establish definitive ethical, professional, and behavioral standards for all personnel assigned to the North Tooele Fire District Fire Prevention Division. Because fire inspectors and investigators frequently interact with the public, business owners, and developers, they serve as the primary ambassadors of the District. Unimpeachable integrity, professionalism, and consistent code application are mandatory.

**2.0 Scope** This policy applies to the Fire Marshal, Deputy Fire Marshals, Fire Inspectors, and any operations personnel conducting company-level fire and life safety inspections or representing the Prevention Division in an official capacity.

### **3.0 Professionalism and Public Interaction**

- **Identification:** Personnel shall wear the approved uniform of the day and prominently display official District identification credentials when entering any premises to conduct official duties.
- **Courtesy and Respect:** Personnel must treat all citizens, business owners, and contractors with courtesy, respect, and patience. Confrontational, aggressive, or condescending behavior is strictly prohibited, regardless of the severity of the code violations encountered.
- **Right of Entry:** Inspectors must always request permission to enter a facility or private area from the property owner or authorized representative. If entry is refused, the inspector shall not force entry. Instead, the inspector will peacefully leave the premises and immediately consult with the Fire Marshal to pursue an administrative search warrant or other appropriate legal remedies.
- **Field Disputes:** In the event a contractor, developer, or property owner becomes combative or vehemently disputes a code interpretation during a site plan review or field inspection, personnel shall not engage in an argument. The inspector will politely conclude the interaction, document the disputed items, and escalate the matter directly to the Fire Marshal for final administrative resolution.

### **4.0 Ethics and Conflicts of Interest**

- **Impartiality:** Code enforcement shall be applied universally, equitably, and without prejudice. The personal, political, or financial status of any individual or entity shall not influence the outcome of an inspection, investigation, or plan review.



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- **Gifts and Gratuities:** Members of the Prevention Division are strictly prohibited from accepting money, gifts, services, or favors (including complimentary meals or beverages) from any contractor, developer, business owner, or citizen they regulate or interact with in an official capacity.
- **Contractor Endorsements:** Inspectors shall not recommend or endorse any specific private fire protection contractor, alarm company, architect, or related service provider. Upon request, personnel shall provide an impartial list of state-licensed contractors or direct the inquiring party to the official state licensing board website.

**5.0 Code Application and Enforcement** Personnel must strictly adhere to all locally adopted codes, including the International Fire Code (IFC), International Building Code (IBC), and applicable National Fire Protection Association (NFPA) standards. Arbitrary enforcement or the creation of unofficial, personal rules outside of the adopted fire code is strictly prohibited. In instances where a code requirement is ambiguous or disputed, the inspector must seek a formal interpretation from the Fire Marshal prior to issuing a notice of violation.

**5.1 Fire Investigations:** All fire investigations, resulting documentation, and origin and cause determinations shall strictly adhere to **NFPA 921** guidelines. Personnel must systematically employ the scientific method throughout the investigative process to ensure all findings are objective, verifiable, and strictly evidence-based.

**5.2 Chain of Custody:** Any physical evidence recovered from a fire scene or inspection site must be immediately logged, secured, and documented to establish a strict chain of custody. Personnel shall not remove, alter, or retain any physical items from a site unless it is actively processed as evidence in an official investigation.

## 6.0 Confidentiality and Information Security

- **Proprietary Information:** During the course of inspections, plan reviews, and fire investigations, personnel may be exposed to trade secrets, proprietary manufacturing processes, or sensitive security layouts. This information is strictly confidential and shall not be disclosed to any unauthorized third party.
- **Data Security:** All digital evidence and documentation, including photographs, 3D laser scans, drone footage, and plan review notes, must be stored securely on authorized District servers. Personnel shall not retain official photographs or digital models on personal devices.

## 7.0 Use of District Equipment and Technology

- **Authorized Use:** District-issued equipment—including vehicles, tablets, investigative tools, 3D scanners, and unmanned aircraft systems (drones)—shall be used exclusively for official North Tooele Fire District business.



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- **Care and Maintenance:** Personnel are responsible for the proper care, routine maintenance, and secure storage of all assigned specialized equipment. Any damage or malfunction must be reported to the Fire Marshal immediately.

## 8.0 Media and Public Communications

- **Media Inquiries:** Unless specifically authorized by the Fire Marshal or the District Public Information Officer (PIO), Prevention Division personnel shall not provide statements, grant interviews, or release investigative findings to the media.
- **Social Media:** Personnel shall not post photographs, details of active investigations, or commentary regarding ongoing code enforcement actions on any personal social media accounts.

## 9.0 Safety and Risk Management

- **Personal Protective Equipment (PPE):** Personnel are required to wear appropriate PPE (e.g., hard hats, safety glasses, high-visibility garments, and protective footwear) when conducting inspections at active construction sites, industrial facilities, or post-fire investigation scenes.
- **Situational Awareness:** Inspectors shall not place themselves in inherently dangerous situations to execute an inspection. If a site is deemed unsafe, personnel shall retreat and issue a stop-work order or equivalent notice until the hazard is mitigated.
- **Imminent Hazards and Orders to Vacate:** If an inspector encounters a condition that poses a severe and immediate threat to life safety, they are authorized to issue an immediate Stop Work Order or Notice of Imminent Danger & Emergency Order to Vacate. In such instances, the inspector must immediately notify the Fire Marshal and fully document the life-safety hazard that necessitated the emergency action.

**10.0 Policy Compliance** Violations of this Code of Conduct compromise the integrity of the Fire Prevention Division and the District as a whole. Non-compliance will result in disciplinary action up to and including suspension, immediate revocation of inspection authority, and termination of employment, in strict accordance with North Tooele Fire District human resources policies and procedures.



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