

STANDARDS OF CONDUCT

Purpose:

To establish standards of conduct for personnel to maintain high morale and safe, harmonious, efficient operation of the District.

Scope:

This policy applies to all District personnel.

Policy:

It is the policy of the District to prohibit any conduct or behavior which interferes with the efficient operation of the District, discredits the District, is offensive to customers or fellow personnel, or endangers the safety of any individuals. The Chief has the ultimate responsibility for determining inappropriate conduct and/or behavior as identified in this policy. The Chief may add to or delete from, by way of amending this policy, the list of “Guidelines” based on circumstances confronting the District. The following lists are not intended to be all inclusive.

Guidelines:

- A. All personnel shall:
 - 1. Always conduct themselves in a manner that creates good order within the District.
 - 2. Always conduct themselves to reflect credit on the District.
 - 3. Be careful of District equipment and property.
 - 4. Be concerned and protective of the welfare of all personnel.
 - 5. Follow District policies, guidelines, and written directives.
 - 6. Keep themselves physically and mentally fit.
 - 7. Manage in an effective, considerate manner as supervisors; subordinates will follow instructions in a positive, cooperative manner.
 - 8. Not commit any act nor shall they be guilty of any omission that constitutes neglect of duty.
 - 9. Not criticize the official actions, instructions, or orders of any District member in a manner which is defamatory, obscene, unlawful, or which tends to impair the efficient operation of the District.
 - 10. Obey all laws of the United States and of any state and local jurisdiction in which the members are present. A conviction of the

violations of any law shall be *prima fascia* evidence of a violation of this Standards of Conduct.

11. Obey and abide by all the rules and regulations of the District, whether stated in this Manual or elsewhere, and whether stated in the form of a general order, special order, memorandum, or any other written directive.
 12. Obey the law. Personnel who receive citations, particularly related to driving, or are arrested for any cause, are to report the incident to the Chief immediately.
 13. Observe the work hours of their position.
 14. Operate safely and use good judgment.
 15. Perform their duties as required or directed by law, District rule, policy or order, or by order of a supervisor. All lawful duties required by competent authority shall be performed promptly as directed notwithstanding the general assignment of duties and responsibilities.
 16. Promptly obey any lawful orders of a supervisor. This will include orders relayed from a supervisor by a member of the same or lesser rank. Members who are given an otherwise proper order, which is in conflict with a previous order or rule or regulation, whether stated in this Manual or elsewhere, shall respectfully inform the supervisor issuing the order of conflict. If the supervisor issuing the order does not amend or retract the conflicting order, the order shall be promptly obeyed, with responsibility for the conflict to be on the supervisor issuing the order. Members shall not obey any order that would require them to commit any illegal act. Failure or deliberate refusal of any member to obey a lawful order by a supervisor or ridiculing a supervisor or his/her order, whether in or out his presence, disrespectful, mutinous, insolent, or abusive language directed toward a supervisor will be deemed as an insubordinate act.
 17. Seek clarification from their supervisor by going through the chain of command when in doubt as to the nature or detail of their assignment.
 18. Stay informed to do their jobs effectively.
 19. Treat supervisors and subordinates with respect. They shall be courteous and civil at all times in their relationships with one another.
 20. Use their training and capabilities to protect themselves and the public at all times, both on and off duty.
 21. Work competently in their positions to cause all District programs to operate effectively.
- B. The following conduct or behavior is prohibited and may subject the individual or individuals involved to disciplinary action up to and

including termination. Individual(s) suspected of any unlawful acts may be prosecuted to the fullest extent of the law, therefore personnel shall not:

1. Abuse their sick leave.
2. Engage in a conflict of interest to the District or use their position with the District for personal gain or influence.
3. Engage in any activity that is detrimental to the District.
4. Engage in any sexual activity while on duty.
5. Engage in any terrorist activity.
6. Fight.
7. Possess any kind of weapon on District property.
8. Possess explosive devices of any kind on District property, such as firearms, ammunition, etc.
9. Steal.
10. While on duty, use or sell alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities.