

GUIDELINES FOR APPROPRIATE CONDUCT

As an integral member of the _____ County team, you are expected to accept certain responsibilities, and adhere to acceptable business practices. This not only involves sincere respect for the rights and feelings of others but also demands that in your public life you refrain from any behavior that might be harmful to you, your co-workers, and/or _____ County, or that might be viewed unfavorably by the public at large.

Your conduct reflects on _____ County. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Listed below are types of behavior and conduct which are prohibited. This list should not be viewed as being all-inclusive. Types of behavior and conduct that _____ County considers inappropriate and which shall lead to disciplinary action include, but are not limited to, the following:

1. Falsifying employment or other _____ County records or making false statements;
2. Violating _____ County's nondiscrimination and/or sexual harassment policy;
3. Violating the Montana Code of Ethics;
4. Establishing a pattern of excessive absenteeism or tardiness;
5. Use of _____ County's equipment, vehicles, supplies, time or facilities for private purposes;
6. Reporting to work intoxicated or under the influence of non-prescription drugs;
7. Violating the Drug Free Work Place Act including, but not limited to testing positive for drug use;
8. Bringing or using alcoholic beverages on _____ County property or using alcoholic beverages while engaged in _____ County business off _____ County's property; and/or using, selling, possessing, purchasing or transferring non-prescription drugs on County property or while on County business;
9. Fighting or using obscene, abusive, or threatening language or gestures;
10. Theft of property from _____ County employees, or from _____ County;
11. Possessing unauthorized firearms on _____ County premises or while on _____ County business;
12. Disregarding safety or security regulations;
13. Engaging in insubordination;

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14. Failing to maintain the confidentiality of _____ County information;
15. Operating county vehicles or equipment while under the influence, as such term is defined in 61-8-401. MCA;
16. Failing to perform duties in a satisfactory manner;
17. Using offensive conduct or language towards the public, County officials or other employees;
18. Abusing break times and/or lunch periods;
19. Misrepresenting travel expenses;
20. Failing to possess or maintain a driver's license, commercial driver's license or other license, when the license is necessary for performance of job duties;
21. Possessing or using alcohol or non-prescription drugs in County vehicles or private vehicles being used for County business;
22. Violating drug and alcohol rules, and regulations established for employees required to have commercial drivers licenses; and,
23. Failing to operate County equipment safely or in the proper manner.
24. Failure to properly maintain or abuse of County equipment or property.
25. Any other act, failure to act, or negligence which is injurious to _____ County, _____ County employees, or the general public.

Violations of the above standards, or other county, state, or federal rules, or conduct which is injurious to _____ County's interests or its employees interests, shall result in disciplinary action which can include: written or oral warnings, suspensions, demotion, termination, ⁽¹⁾ or other appropriate discipline.

In all cases, an employee subject to disciplinary action shall be informed by the department head of the alleged violations and employers' evidence (orally or in writing) and the employee shall be allowed to present his/her side of the story and evidence orally or in writing before discipline is imposed.

If the disciplinary decision is termination, the department head shall, at discharge or within 7 seven days of the date of discharge, notify the discharged employee of the existence of _____ County's "Complaint Resolution Procedure" and provide the discharged employee with a copy of the "Procedure".

⁽¹⁾ Deputy sheriffs who have served a one year probationary period may only be terminated for the reasons specified in Section 7-32-2107, MCA. This section provides that "gross inefficiency in the performance of official duties" is a reason for termination. Violation of County policy can constitute "gross inefficiency in the performance of official duties." (Smith v. Roosevelt County, 242Mt. 27.)