



# MANAGEMENT POLICY

**POLICY NUMBER:**  
102.01

**SUBJECT:**

Standards of Conduct

**EFFECTIVE DATE:**  
7/26/2010

**REVISED DATE:**

I. Purpose

The purpose of this policy is to establish standards of conduct that will provide employees and volunteers with an understanding of their responsibilities in establishing and maintaining a professional organization and efficient operations.

II. Scope

This policy applies to all employees and volunteers of the Rio Verde Fire District

III. Policy

It is the policy of the Rio Verde Fire District to prohibit any conduct that interferes with organizational business or operations, discredits the District, is offensive to internal and external customers, or creates an unsafe condition.

IV. Procedure

A. In addition to the conduct prohibited to all Arizona public employees by A.R.S. [§38-501 through §38-505](#), [A.R.S. §38-531](#), and [A.R.S. §38-532](#), a violation of the Standards of Conduct listed in Subsection B below, is cause for discipline or dismissal of a District employee.

B. Causes for discipline or dismissal

1. Incompetence or inefficiency in the performance of duties.
2. Abusiveness in attitude, language, or conduct to the public, wards of the District, or fellow employees.
3. Violation of any policy or procedure, lawful or official regulation or order or failure to obey any lawful and reasonable direction given by the employee's superior officer or supervisor.
4. The use or possession of drugs, unless such use or possession is pursuant to orders from a duly licensed physician as part of a lawful course of treatment.
5. The use or possession of alcohol while on duty or during a break (including meal breaks), or reporting for duty under the influence of alcohol or with a detectable odor of alcohol on one's breath or about one's person.
6. Receiving a personal or family benefit, or accepting a kickback or bribe in the course of work or in connection with it.
7. Using, threatening to use, or attempting to use undue influence, extortion or blackmail in securing employment benefits or advantages for the employee or any other person.
8. Conduct of a type that will bring discredit or embarrassment to the District.
9. Conviction of or failure to report conviction of any felony or conviction of a misdemeanor involving moral turpitude.
10. Falsification of District documents or records, making false statements concerning duties with the District, making false statements to supervisor or other

management employee, making false, incomplete, or misleading statements to any individual to obtain benefits, or using fraud to secure an appointment with the District.

11. Causing bodily injury to person(s), theft of or damage to public property or wasting public supplies due to negligence or willful misconduct.

12. Being absent from duty without authority.

13. Engaging in outside business activities on District time or using District property for personal or family use unless authorized by written District administrative policy.

14. Engaging in unlawful harassment or discriminatory conduct against another employee or applicant for employment on the basis of race, gender, religion, color, national origin, age, marital status, or disability or engaging in retaliation against another for filing a complaint or participating in any investigation.

15. Failure to maintain minimum standards, licenses, or qualifications required for any position.

16. Failure of an employee to operate a vehicle in a safe and lawful manner. (Disciplinary action for moving violations received will be based upon the severity of the moving violation and the number of violations in a one (1) year period.)

17. Knowingly destroying, deleting or altering documents (including e-mail or computer files) other than in the course of normal duties and practices.

18. Knowingly destroying, deleting or altering documents (including e-mail or computer files) that are related to an investigation.

19. Engaging in sexual activity while on duty