POLICY

It is the policy of the District that the Directors and all employees are expected to maintain the highest standards of general conduct, conduct in the performance of their duties, civic responsibilities, and in representing the District.

Incidents of employee misconduct will not be tolerated and will subject the employee to disciplinary action and/or termination. Additionally, the Circuit Court of Cass County will be informed of significant Director misconduct.

RESPONSIBILITY

Each **Director** and **employee** are responsible for their own conduct.

It is the responsibility of the **Board of Directors** to petition the Circuit Court of Cass County for removal of a Director that has significantly misconducted him or herself as a Director.

GENERAL MISCONDUCT

1. The unauthorized use of District-owned property for any purpose or removal, without permission, of any District-owned property from its designated place for personal or unauthorized use or the use of District-owned property in a manner or for a purpose for which the property was not designated or intended.

2. Failure to use appropriate care for District-owned property or the intentional destruction or loss of District-owned property.

3. The use or possession of alcoholic beverages or any hallucinogenic drug or substance or any medication (other than over-the-counter medications) without a doctor's prescription or any controlled or illegal drug or substance abuse (without prescription) while on District property, in District facilities, in District vehicles or while performing duties for or on behalf of the District.

4. Performing any duty or function on behalf of the District while under the influence of any hallucinogenic, illegal, or controlled substance other than approved, safe and prescribed medications.

5. Any violent, abusive, brutal, cruel, or physical misbehavior or action occurring while performing duties for or on behalf of the District.

6. Any act of dishonesty occurring while performing duties for or on behalf of the District.

7. Any act of misbehavior which causes disruptions or is disruptive to District operations.

8. Any act or conduct which violates established duties or rights of other employees or the public, including but not limited to rights of privacy, sexual harassment, racial prejudice, defamation, and physical safety.

9. Fraternization between employees in which one employee directly supervisors the other employee(s).

CONDUCT REFLECTING ON THE DISTRICT

Any unauthorized act or conduct which exposes or could expose the District to civil or criminal liability or any acts or conduct which is reasonably known to result in disrespect to the District.

UNLAWFUL OR ILLEGAL CONDUCT

1. The arrest, or conviction for violation of any law, ordinance or regulation that is related to bona fide occupational qualifications (BFOQs) in the employee's job description.

2. The arrest, or conviction for violation of any fire protection district ordinance or any municipal ordinance related to fire protection district matters.

WORK PERFORMANCE RELATED INCIDENTS OF MISCONDUCT

1. Misrepresentation of any qualification, personal data, or other information reasonably necessary to determine ability or capability for performance of duties or the failure to disclose information directly related to a determination of BFOQs or ability to efficiently perform the required job duties.

2. Excessive or unexcused absences from scheduled work periods, emergency duty or failure to attend meetings or scheduled events necessary to satisfactorily perform duties while working for or on behalf of the District.

3. Direct or indirect insubordination to a Director, the Board, the District Manager, Chief or any fire officer or the failure to follow appropriate instructions on any matter related to performance of duties while working for or on behalf of the District.

4. Misuse of any office or employment position for purposes beyond the reasonable scope of duties of that office or position or for any personal gain not directly related to employment by the District.

5. Acceptance of any gifts, personal services, or other remuneration of value, other than ordinary compensation, benefits and awards approved or sanctioned by policies of the Board or by a recognized professional or occupational group or organization for the performance of duties while working for or on behalf of the District.

6. Dereliction of duties while working for or on behalf of the District.

7. Maintaining a personal appearance or demeanor while working for or on behalf of the District which creates or causes public embarrassment, ridicule, social complaint, or adversely reflects upon performance or duties while working for or on behalf of the District.

8. Any breach of confidence by the unauthorized release or communication of information derived through employment, which is considered protected information or a closed record, which by law is protected information.

9. Failure to adhere to or comply with established rules and regulations for employee or public safety.

10. Endangering employees or the public by failure to exercise due care in the performance of duties while working for or on behalf of the District.

11. Acting directly contrary to established District policies or misrepresenting District policies, programs, or issues to fellow employees or the public.

12. Failure to report workplace accidents or near miss accidents.

13. Failure to take immediate action to prevent or minimize an accident or problem with, breakdown or failure of or damage to District property.

14. Failure to report an accident or problem with, breakdown or failure of or damage to District property.

ADDITIONAL WORK PERFORMANCE RELATED INCIDENTS OF MISCONDUCT FOR ANY EMPLOYEES WITH RESIDENT ASSIGNMENTS

1. Receiving, inviting, entertaining or meeting with visitor(s) or guest(s) in District facilities between the hours of 2200 and 0800.

2. Receiving, inviting, entertaining or meeting with visitor(s) or guest(s) in a bedroom unit.

3. Entering the bedroom unit of another employee or allowing, inviting, or directing individual(s) to enter a bedroom unit.

RELATED POLICIES

Definitions 118
Employment 218
Employment Prohibited Employment Practices 266
Employee Conduct 500's

STATUTORY REFERENCE

RSMo §105.452
RSMo §105.454
RSMo §105.458
RSMo §105.462

REVISION HISTORY

Revision Date	Author	Revision Details
March 23, 2022	Monte Olsen	Initial version