

AGENDA ITEM # 17

October 28, 1997

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Consider authorizing and setting date to open bids for motorcycles for Sheriff's Office.

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To authorize office of the County Auditor to advertise 10 o'clock a.m. on Tuesday, November 18, 1997, to receive bids for motorcycles for the Sheriff's Office.

Vote: Motion carried 4 - 0 with Commissioner Heiligenstein absent from the dais.

AGENDA ITEM # 18

October 28, 1997

Consider approving contracts with Health Science Technology students to ride out with EMS units.

EMS Director John Sneed advised Taylor, Round Rock and Georgetown students requesting permission to ride with the EMS units are required to furnish written parental consent. Mr. Sneed also introduced new Assistant EMS Director of Operations Jeff Hayes.

AGENDA ITEM # 19

October 28, 1997

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Discuss and take appropriate action on flooding at County Road 346 and County Road 347.

No action was taken on this item which will be added to the November 18, 1997, agenda.

AGENDA ITEM # 20

October 28, 1997

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Consider approving code of conduct document for 911 Communications.

Communications Director Geneva Simpson advised this code of conduct was designed to enhance the present policy. She has reviewed Hays and Travis Counties as well as the Austin Police Department codes.

She is presently working on a Policy and Procedures manual which will be an extension of this conduct code.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To approve code of conduct document for 911 Communications.

Vote: Motion carried 5 - 0

< Clerk copy here >

Williamson County

E - 911

Communications

Code

of

Conduct

*approved 10-28-97
John C. Dayler*

Serial Number _____

Director -- Geniva Simpson

407

Williamson County E -911 Communications

Code of Conduct

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Williamson County E - 911 Communications**Code of Conduct****Chapter I****Authority and Purpose:**

- 1.1 The code of conduct of Williamson County E-911 Communications is hereby adopted as an official policy and has the force and effect of an order.
- 1.2 For the purpose of the code of conduct, the following definitions will apply:
 - 1.2.1 Director - the duly appointed chief administrative officer of Williamson County E-911 Communications designated by the Williamson County Judge.
 - 1.2.2 Designee / Supervisor - the duly appointed administrative officer(s) of the Williamson County E-911 Communications designated by the Director to act in behalf of the Director when called upon to do so.
 - 1.2.3 Civilian employee - every employee of the Williamson County E-911 Communications authorized to wear the approved uniform.
 - 1.2.4 Employee - every employee of Williamson County E-911 Communications.
 - 1.2.5 Department - Williamson County E-911 Communications
- 1.3 The code of conduct of Williamson County E - 911 Communications is designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct of every employee of Williamson County E - 911 Communications as defined in section of 1.2 of this chapter.
- 1.4 The provisions of the code of conduct, policies and procedures of Williamson County E-911 Communications shall apply to all employees of the Department.

Williamson County E - 911 Communications

Code of Conduct

Chapter II

Scope:

- 2.1 The provisions of the code of conduct shall be observed by all Department Employees in order to maintain the confidence, respect and support of the public.
- 2.2 Violations of the code of conduct, policies and procedures of Williamson County E-911 Communications, local laws, state laws, federal laws, rules and regulations may subject the offender to disciplinary action which may take the form of a verbal or written reprimand, disciplinary probation, reduction in rank and rate of pay, suspension without pay, or discharge from employment. The disciplinary action taken will depend on the degree of severity of the offense, the record of the offender, and the seriousness of the consequences of the violation.
- 2.3 Procedures to enforce disciplinary action will be in accordance with the Williamson County E-911 Communications policies and procedures, rules and regulations, as long as the procedures are consistent with the policies contained in the code of conduct. An employee shall be informed on the basis of any proposed disciplinary action resulting in demotion, suspension without pay or dismissal and shall have an opportunity to respond **before** a final decision is made to take disciplinary action.
- 2.4 It shall be the duty of all supervisors and employees to take corrective action and/or submit a written report to the Director in charge of E-911 Williamson County E-911 Communications or their designee when ever they learn through personal observation or by any other means of any violation of the code of conduct, policies and procedures of the Williamson County E - 911 Communications, Local Laws, and the Laws of the State of Texas or the United States by any employee of the Department. Any employee or supervisor who fails to take corrective action and/or submit a written report as required under this section will be considered in violation of the code of conduct as well.
 - 2.4.1 Should the violation involve an incident of a serious nature, involving gross misconduct or moral turpitude, any supervisor who detects or is advised of the violation shall immediately relieve the offender from duty and take custody of any credentials and equipment issued by the department. Should the supervisor be of lesser rank than the offender, the supervisor shall notify an on-duty supervisor of equal or superior rank to that of the offender, or if none is available, notify the Director in charge of E-911 Williamson County E-911 Communications or their supervisor if required. The offender will be instructed to report to the office of the Director in charge of E-911 Williamson County E-911 Communications or their supervisors at a designated time.

Williamson County E - 911 Communications

Code of Conduct

Chapter II

Scope (Continued)

- 2.4.2 A written report of the incident shall be submitted by the supervisor involved who shall also be present in the office of the Director in charge of E-911 Williamson County E-911 Communications or their supervisor at the time the offender reports.
- 2.4.3 Any non-supervisory communications operator, who detects or is advised of a violation committed by a supervisor, shall immediately notify a supervisor of equal or superior rank to that of the offender. Any non-supervisor who detects or is advised of a violation committed by another non-supervisor, shall immediately notify an on-duty supervisor, or if none is available, notify the Director in charge of Williamson County E-911 Communications or their designee.
- 2.4.4 A written report of the incident shall be submitted to the Director in charge of E-911 Williamson County E-911 Communications or their designee by the reporting employee and supervisor notified. The supervisor shall be present in the office of the Director in Charge of Williamson County E-911 Communications or their designee at the time the offender reports.
- 2.5 When a violation involved neither gross misconduct nor moral turpitude, but could cause discredit to the Williamson County E-911 Communications or any employee thereof, a report shall be made in writing by the employee who detects the violation setting out the known facts of the case. This report will be forwarded to the Director in Charge of Williamson County E-911 Communications or their designee through the chain of command. An investigation will then be initiated to determine the nature and degree of the violation.
- 2.6 Minor violations which do not involve gross misconduct or moral turpitude and which will not reflect discredit upon the Williamson County E-911 Communications, but which indicate a need for some form of discipline and/or training, may be handled by the offender's supervisor under the procedures of the department, provided such procedures are consistent with the code of conduct. **411**
- 2.7 The Director in Charge of Williamson County E-911 Communications or their designee shall have the right to require any personnel in the department to report to a licensed psychiatrist for examination, testing or counseling when, in the opinion of the Director in Charge of Williamson County E-911 Communications or their designee, the behavior of the personnel has raised the issue of whether or not the personnel is in satisfactory emotional health to perform the duties assigned. The psychiatrist or psychologist shall be approved by the Director in Charge of Communications or their designee in advance and the department shall pay for the initial consultation and evaluation. The personnel shall sign a medical release authorizing the psychiatrist or psychologist to submit a

Williamson County E - 911 Communications**Code of Conduct****Chapter II****Scope (Continued)**

- 2.7 written evaluation of the personnel to the Director in Charge of Williamson County E-911 Communications or their designee.
- 2.8 No employee shall seek appointment in the Williamson County E - 911 Communications by means of misrepresentation or intentional omission of any material fact concerning personal history, qualifications for employment, or physical condition.
- 2.9 No promotion of any employee of Williamson County E - 911 Communications shall be deemed complete until the personnel successfully completes a minimum six (6) months promotion review period immediately following date of promotion.
- 2.10 An employee who has received disciplinary action shall receive a written letter stating whether the disciplinary action is a written reprimand, demotion, probation, suspension without pay, or dismissal; the effective date of the disciplinary action; the specific incident conduct, cause of conduct, unsatisfactory work performance or other basis for the disciplinary action taken; any previous efforts to make the employee aware of the need to change or improve work performance or conduct; reference to any relevant rule, regulation or policy; and the right of the personnel to appeal the disciplinary action pursuant to the Grievance Procedures for Employees Employed by the Williamson County E - 911 Communications.
- 2.11 The Director in charge of E-911 Communications or their designee shall make available to all employees subject to this code of conduct a copy of this code of conduct, policies and procedures, rules and regulations of the Williamson County E - 911 Communications and the code of conduct, policies and procedures, rules and regulations shall be reviewed and discussed on a regular basis with the employees. Employees are required to establish and maintain a working knowledge of the code of conduct, policies and procedures, rules and regulations of Williamson County E-911 Communications. In the event of improper action or breach of discipline, it will be presumed that the employee had knowledge of the code of conduct, policies and procedures, rules and Regulations may subject the offender to disciplinary action.
- 2.12 No personnel who, by any act, omission, or conduct, attempts to violate or conspires with any other person to violate the code of conduct, policies and procedures, rules and regulation of Williamson County E - 911 Communications shall be subject to the same discipline as though the actual violation had been accomplished.

Williamson County E - 911 Communications**Code of Conduct****Chapter III****Uniform, Equipment and Appearance:**

- 3.1 Personnel of the Williamson County E - 911 Communications must present a "neutral image" to effectively relate to all segments of the population they serve. Societal interest demands highly trained personnel who demonstrate disciplined conduct, regimentation and strict adherence to regulation and authorized detail. Therefore, personnel shall be subject to, and must comply with, the uniform and appearance standards prescribed by the Williamson County E-911 Communications policies and procedures manual.
- 3.2 Uniforms if required shall be kept neat, clean, and in good repair.
- 3.3 Normally, personnel shall wear the uniform on a tour of duty; however, the Director in Charge of Communications or their designee may prescribe other clothing to be worn as required by a nature of the duty to which a particular personnel is assigned.
- 3.4 No personnel, while in uniform, shall wear on the uniform any item not specifically authorized by written orders of the Director in charge of E-911 Communications or their designee.
- 3.5 All communications operators shall carry their department identification card at all times while on duty (if required).
- 3.6 All Communications personnel that are commissioned through any law enforcement agency or any other agencies, shall at no time carry a weapon while assigned to any tour of duty within the Williamson County E - 911 Communications, unless approved by the Director in charge of E-911 Communications or their designee.
- 3.7 No personnel shall wear the uniform, or agency identification card while under suspension. Such personnel shall immediately surrender identification card and any other type of equipment issued to the Director in charge of E-911 Communications or their designee upon notification of suspension.
- 3.8 Any personnel who has lost, damaged, or destroyed any equipment or property which has been issued to the personnel, or which has come into the possession of the personnel while caring out official duties, may be required to make restitution if the damage or loss is the result of improper or willful mishandling or negligence on the part of the personnel.
- 3.9 Personnel shall promptly report to their supervisor the need for repairs of any County-Owned property issued to, used, or possessed by them.

Williamson County E - 911 Communications

Code of Conduct

Chapter III

Uniform, Equipment and Appearance (Continued)

- 3.10 No personnel shall alter, repair, or in any way change, add or remove any parts or accessories of any County-Owned property without the written permission of the Director in charge of E-911 Communications or their designee. This includes furniture, office equipment, machines, clothing, communication equipment, and motor vehicles of Williamson County.

Williamson County E - 911 Communications**Code of Conduct****Chapter IV****Professional Conduct and Personal Bearing:**

- 4.1 Dereliction of duty on the part of any employee may result in disciplinary action. Violators of this policy will be disciplined according to the degree of severity of the violation and the effect it has upon the discipline and order of the Williamson County E - 911 Communications. Dereliction of duty includes, but is not limited to, the following:
- 4.1.1 Failure to take immediate action when a violation of the code of conduct, policies and procedures, or rules and regulations is brought to the attention of a supervisor, regardless of the supervisor's or violator's assignment or rank.
 - 4.1.2 Failure to observe and give effect to policies.
 - 4.1.3 Failure to render proper honor to the United States Flag and national anthem at appropriate times by employee.
 - 4.1.4 Failure to turn in promptly to the Director in charge of E-911 Communications or their designee any reward received by any employee.
 - 4.1.5. Failure to give name and id number to any person upon request.
 - 4.1.6 Being under the influence of drugs or being a user of drugs when such drugs are not prescribed by a doctor physician or dentist or to take drugs in a manner not prescribed by a physician or dentist.
 - 4.1.7 Using unnecessary force toward any person.
 - 4.1.8 Using indecent, profane, vulgar, or harsh language which may embarrass, humiliate, or incite a reasonable person to violence.
 - 4.1.9 Soliciting or accepting, either directly or indirectly, any gift, gratuity, reward, loan, fee, discount, rebate, or special consideration arising from or offered because of Williamson County E-911 Communications employment or any activity connected with such employment that might reasonable tend to influence them in the discharge of their official duties.
 - 4.1.10 Buying anything from or selling anything to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention through their employment with the Williamson County E-911 Communications or acting as an intermediary in the payment of a reward for the return of stolen property. This does not prohibit employees from dealing with legitimate places of business.

Williamson County E - 911 Communications

Code of Conduct

Chapter IV

Professional Conduct and Personal Bearings: (Continued)

- 4.1.11 Engaging in any conduct which constitutes conduct unbecoming an employee of Williamson County E-911 Communications, including the spreading of rumors and libel or slander or communication anonymous letters which are false and result in harm to others.
- 4.1.12 Engaging in any personal conduct or act which, if brought to the attention of the public, could result in justified unfavorable criticism of that employee or the Williamson County E-911 Communications, nor be personally involved in any disturbance or police incident to their discredit.
- 4.1.13 Exhibiting disrespect to superiors, subordinates, and associates.
- 4.1.14 Publicly criticizing or ridiculing the Williamson County E-911 Communications, or other employees by talking, writing, or expressing in any manner which:
 - 4.1.14.1 Is Defamatory
 - 4.1.14.2 Is Obscene
 - 4.1.14.3 Is Unlawful
 - 4.1.14.4 Tends to impair the operation of the Williamson County E-911 Communications by interfering with its efficiency, or the ability of supervisors to maintain discipline, or by a reckless disregard for the truth.
- 4.1.15 Engaging in any form of gambling or card playing while on duty.
- 4.1.16 Soliciting any funds without permission of the Williamson County E-911 Communications.
- 4.1.17 Receiving any money or gift from any type of solicitation except when retiring from the County or for any other special circumstances approved by the Director in charge of E-911 Communications or their designee.
- 4.1.18 Receiving any gift or gratuity from members junior in rank without the expressed written permission of the Director in charge of E-911 Communications or their designee.

Williamson County E - 911 Communications**Code of Conduct****Chapter V****Responsibilities and General Conduct:**

- 5.1 Failure or deliberate refusal of any personnel to obey a lawful order given by a supervisor shall be considered insubordination.
- 5.2 The duty hours of all personnel shall be regulated by the Director in charge of E-911 Communications or their designee, who has the authority, during an emergency, to call any personnel back to duty, regardless of the regular hours assigned to that personnel.
- 5.3 No personnel shall be absent without leave. (Absent without leave shall mean either a failure to report for duty at the time and place specified or the leaving of a place of duty or assignment without proper relief or authorization.)
- 5.4 Unless otherwise directed, personnel shall report for duty at the time and place specified in proper uniform and equipment as required. They shall give careful attention to orders and instructions.
- 5.5 Personnel shall furnish the department a telephone number and address at which they may be reached in the event of an emergency.
- 5.6 Personnel shall report any change in address or telephone number within twenty-four (24) hours of such change.
- 5.7 When personnel will not be available for more than forty-eight (48) hours at their listed telephone number and address, they shall notify the Director in charge of E-911 Communications or their designee of their expected time of return, destination, as far as practical, information as to how and where they may be reached in the event of an emergency.
- 5.8 Personnel shall devote their entire time and attention to the business of Williamson County E-911 Communications during their tour of duty and shall remain alert and observant at all times.
- 5.9 Personnel are prohibited from engaging in the following activities while on duty:
 - 5.9.1 Sleeping, Loafing, or being idle.
 - 5.9.2 Recreational Reading
 - 5.9.3 Conducting private business for remuneration.
 - 5.9.4 Caring any article which detract from the proper performance of duty.

Williamson County E - 911 Communications

Code of Conduct

Chapter V

Responsibilities and General Conduct: (Continued)

5.9.5 Drinking intoxicating beverages.

5.9.6 Any sexual conduct.

- 5.10 Personnel are prohibited from following any other vocation which might conflict or interfere with their responsibility to the Williamson County E - 911 Communications. Personnel are prohibited from engaging in or from any off-duty business or employment unless prior approval has been obtained from the Director in charge of E-911 Communications or their designee.
- 5.11 Personnel shall not consume intoxicants while off duty to the extent of embarrassing their position as personnel or that evidence of such consumption is apparent when reporting for duty or to the extent their job performance is impaired.
- 5.12 No personnel shall purchase, possess, or be under the influence of, or drink intoxicants while on duty. (See exception in 5.13)
- 5.13 Personnel shall not bring or keep any intoxicating liquor on any property of the Williamson County E-911 Communications, except in the performance of their official duty. Liquor brought on departmental premises in the furtherance of a police task shall be properly identified and stored according to existing policy of the department.
- 5.14 Personnel on duty or in uniform and within their primary jurisdiction shall not enter taverns, theaters, or other public places except to perform a police service. Loitering and unnecessary conversation in such locations are forbidden.
- 5.15 No expenditure of money shall be made or liability incurred in the name of Williamson County E-911 Communications unless authorized by the Director in charge of E-911 Communications or their designee.
- 5.16 Sexual Harassment shall be prohibited within the Williamson County E-911 Communications Department.
- 5.16.1 Sexual Harassment has been held to violate the provisions of Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e, et seq.
- 5.16.2 Sexual Harassment has been formally defined by the EEOC in 29 C.F.R. section of 1604.11 as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

Williamson County E - 911 Communications**Code of Conduct****Chapter V****Responsibilities and General Conduct: (Continued)**

- 5.16.2. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - 5.16.2.2 submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
 - 5.16.2.3 such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 5.16.3 Sexual Harassment will not be tolerated within the Williamson County E-911 Communications Department. Such activity on the part of any employee will be grounds for disciplinary action against the actor. The severity of the disciplinary action will be determined on a case by case basis with aggravated cases considered ample grounds for discharge.
- 5.16.4 Any employee that has witnessed any type of sexual harassment between any two employees of Williamson County E-911 Communications or any other Departments outside, shall notify the Director of Communications or their designee, immediately. Failure to do so will be punishable by means allocated through the code of conduct and or violation of policy and procedure.

Williamson County E - 911 Communications

Code of Conduct

Chapter VI

Public Activities:

- 6.1 No personnel shall become a candidate for nomination or election to public office, unless in strict compliance with the policies and procedures, rules and regulations of Williamson County E-911 Communications.
- 6.2 No personnel shall seek the influence or intervention of any person for purposes of personal preferment, advantage, transfer, or advancement. Should any personnel learn of such intervention, the personnel shall notify the Director in charge of E-911 Communications or their designee.
- 6.3 No personnel shall knowingly become a member of any organization, association, movement, or group which advocates, approves or participates in the commission of acts which tend to deny others their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means.
- 6.4 No personnel shall participate in any type of disruptive protest demonstration nor shall any personnel act as a spokesperson, representative, or agency for any group engaged in or planning to engage in any type of disruptive protest demonstration.
- 6.5 Except for official police duties, no personnel of the Williamson County E-911 Communications shall associate with persons of immoral character, convicted felons, gamblers, or other persons who habitually commit violations of the law. This does not apply to any personnel associating with members of his or her immediate family who fall within the aforementioned category.
- 6.6 Personnel shall not permit their name or photograph to be used to endorse any product or service which is in any way connected with law enforcement. Personnel shall not allow their name or photograph to be used in any commercial testimonial which alludes to their position or employment with the Williamson County E-911 Communications.
- 6.7 Debts - Incurrence and Payment
 - 6.7.1 Personnel shall not solicit other personnel to co-sign or endorse any promissory note or other loan.
 - 6.7.2 Personnel shall pay all just debts and legal liability incurred by them

Williamson County E - 911 Communications**Code of Conduct****Chapter VII****Civil, Criminal, Judicial, and Investigative Actions:**

- 7.1 No personnel shall communicate in any manner, any information which may assist persons guilty of, or accused or suspected of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity.
- 7.2 No personnel shall release any police report, criminal history, prosecution report, mug shot photograph, or other record or report to any person or agency which does not have a criminal justice function unless ordered by a lawful subpoena or approved by the Director in Charge of Communications or their designee.
- 7.3 Personnel shall be truthful at all times, whether under oath or not, when conducting any official law enforcement business or acts.
- 7.4 When so directed, personnel shall answer questions by and/or render material and relevant statements to a competent authority in a departmental personnel investigation.
- 7.5 No personnel shall willfully misrepresent any matter, sign any false statement or report, commit perjury, or give false testimony before any court, grand jury, board, commission, official hearing, or departmental hearing.
- 7.6 No personnel shall knowingly falsify any report, document, or record or cause to be entered any inaccurate, false, or improper information on reports, documents, or records of the Williamson County E-911 Communications or of any court, or alter any reports, documents, or records except by a supplemental report, document, or record. No personnel shall remove any report, document, or record without authorization from the Director in charge of Williamson County E-911 Communications or their designee.
- 7.7 Personnel must be present and available to testify in any court or before any grand jury when officially notified to appear. In all civil cases, personnel shall respond to a legal subpoena only.
- 7.8 Personnel who, for a valid reason, are unable to answer an official summons must be excused by the court or grand jury prior to the time they are scheduled to appear. The reason for the excused absence shall be reported to the Director in charge of Williamson County E-911 Communications or their designee.
- 7.9 Any personnel who is subpoenaed or volunteers to testify in any civil trial or hearing in his or her capacity as a police officer shall notify the Director in charge of Williamson County E-911 Communications or their designee in writing upon receipt of the subpoena or upon the personnel's decision to testify.

Williamson County E - 911 Communications

Code of Conduct

Chapter VII

Civil, Criminal, Judicial, and Investigative Actions: (Continued)

- 7.10 No personnel shall accept a fee as a witness in a criminal case, except witness fees in cases prosecuted in federal court as prescribed by law. Personnel may accept witness fees in any civil case as prescribed by law and approved by the Director in charge of Williamson County E-911 Communications or their designee.
- 7.11 Personnel shall not engage in any of the following:
- 7.11.1 Interfering with the service of lawful process.
 - 7.11.2 Interfering with the attendance or testimony of witnesses through coercion, bribery, or other means.
 - 7.11.3 Attempting to have any notice to appear or traffic citation reduced, voided, or stricken from the calendar without approval of the Director in charge of Williamson County E-911 Communications or their designee.
 - 7.11.4 Recommending a dismissal, reduction, or other disposition of a criminal case which has been filed in any criminal court or is pending before any grand jury except by written approval of the Director in charge of Williamson County E-911 Communications or their designee.
 - 7.11.5 Taking any action which interferes with the efficiency or integrity of the administration of criminal justice.
 - 7.11.6 Having knowledge of such interference and failing to inform the Director in charge of Williamson County E-911 Communications or their designee.
- 7.12 Personnel shall not suggest, recommend, advise, or otherwise counsel the retention of any specific attorney or bail bond broker to any person coming to their attention as a result of police business. This does not apply when a relative or personal acquaintance of the personnel seeks such information. In no case may such advice be given where a fee, gratuity, or reward is solicited or accepted from an attorney or bail bond agent.
- 7.13 No personnel shall give any attorney, bail bond agent, or the agent of either, any other person unauthorized information regarding prisoners in confinement, property in custody, or records of the Williamson County Sheriff's Department as well as the 911 Communications of Williamson County.
- 7.14 No personnel shall furnish bail or act as a principal or surety on any bail bond or bail bond application for any person charged with any type of criminal offense except members of the personnel's immediate family.

Williamson County E - 911 Communications

Code of Conduct

Chapter VII

Civil, Criminal, Judicial, and Investigative Actions: (Continued)

- 7.15 No personnel shall reveal any confidential information to anyone unless authorized to do so and then only to a person or persons authorized to receive such confidential information.
- 7.16 No personnel shall furnish any information concerning an investigation, a known or reported crime, or planned police action to any person not authorized to receive it unless pursuant to open records requested on a matter that is no longer under investigation.

911 Communications of Williamson County

Code of Conduct

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WILLIAMSON COUNTY

E-911 COMMUNICATIONS

GENIVA SIMPSON, DIRECTOR

508 S ROCK ST.
GEORGETOWN, TX 78626



(512) 930-3199 (ofc/fax)
(512) 208-4548 (pgr)

By filling in the appropriate blanks and affixing my signature to this document I acknowledge that I have received a copy of the Williamson County Communications Department "Code of Conduct" Serial #_____.

I further attest that I have read, understand and have a working knowledge of the "Code of Conduct".

I further understand that the "Code of Conduct" has the effect of a direct order from the office of the County Judge

Last First Middle (print)

Emp. #

Signature

Date

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AGENDA ITEM # 21October 28, 1997*

Open and consider awarding, rejecting or extending bids for construction of County Road 305.

At 11:10 a.m. Judge Doerfler announced time to receive bids for construction of County Road 305.

At 11:12 a.m. Judge Doerfler announced time closed to receive bids for construction of County Road 305.

Bids were opened and read aloud from:

Austin Bridge and Road, Inc.	\$1,230,113.30
Bay Maintenance Co., Inc.	1,061,465.14
Burris Construction, Inc.	923,992.64
Capital Excavation Company	1,327,446.52
Garey Construction Construction, Inc.	767,558.30
J. C. Evans Construction Company, Inc.	1,171,700.47
J. K. L., Inc.	997,491.60
McLean Construction, Inc.	1,334,017.27
ODell Geer Construction Company, Inc	974,218.20
Rogers Construction Company	1,021,086.65

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To note receipt of bids with award to be made at a later date.

Vote: Motion carried 5 - 0

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