

No employee shall:

1. Falsify any department records or give false information for department records.
2. Intentionally or knowingly destroy, damage, steal, or conceal department property or property belonging to other employees.
3. Engage in fighting or in disorderly conduct on department property at any time, or off department property while engaged in department business.
4. Be under the influence, using, or in possession of narcotics, alcohol, or any other intoxicant while at work.
5. Fill out the time sheet of another employee; have his or her time sheet filled out by another person; alter time sheets in any manner; or fail to report immediately the accidental filling out of another's time sheet. (Exceptions shall be permitted if done by Foreman, Road Coordinator, Acting Foreman, or County Commissioner, for employees who request it.)
6. Fail to carry out a supervisor's instructions, including refusal or failure to perform work assigned.
7. Be absent for two (2) consecutive workdays without notifying the department.
8. Without prior written authorization, possess or use any type of firearm while on department premises.
9. Gamble (including engaging in bookmaking in any fashion) while on department premises. For the purpose of this rule, rest periods and lunch periods shall be considered as department time.
10. Without prior written authorization or without compliance with the Texas Public Information Act, remove from department premises or disclose in any manner, any record, files, customer lists, trade secrets, or other items belonging to the department.
11. Be convicted of a felony; class B or above, misdemeanor involving theft, morals, drugs or D.W.I. Failure to notify a supervisor of a conviction of the above within five (5) days of conviction.