

the arrest or conviction has on the reputation and operation of the department and any of its programs.

Violating any federal, state or local law while at work may be grounds for dismissal depending on (1) the severity of the infraction; and (2) the overall status of employee performance and past conduct on the job.

SECTION 54: DISCIPLINE (Code Section 262.06)

Acceptable employee conduct is necessary for the orderly operation of any business and for the benefit, protection and safety of persons and property. Misconduct by employees will not be tolerated. Any employee who engages in any act the Village views as inappropriate or detrimental to the interests of the Village, its employees or persons with whom we do business, may be disciplined, up to and including termination.

The following forms of discipline may be taken when, in the sole discretion of the Village, it is appropriate: verbal reprimand, written reprimand, suspension without pay and discharge. These listed disciplinary measures are not exhaustive and do not obligate the Village to administer discipline on a progressive basis. The Village Administrator or Police Chief, in his sole discretion, may impose the level of disciplinary action he deems appropriate in any situation, up to and including termination with prior approval of elected officials when required. Nothing set forth in this section alters, or should be construed to alter, your at-will employment relationship with the Village.

All employees of the Village of Lockland are expected to follow Village rules. Violation of any rule may result in disciplinary action, up to and including termination. It would be impossible to list all infractions; therefore, management has the right to determine if an employee act or omission is subject to discipline.

Some of the more serious infractions that may subject an employee to discipline, up to and including termination are:

1. Discussing any confidential matters with anyone outside the Village or with unauthorized Village employees.
2. Deliberately or willfully violating the EEO policy of the Village.
3. Abuse of a co-worker, physical or verbal. Verbal abuse is defined as any oral or other nonphysical threats, coercion, harassment, epithets, comments, jokes or statements that have the purpose or the effect of injuring and/or belittling another individual in any manner.
4. Stealing or attempting to steal property of the Village or of a co-worker.
5. Falsifying sick leave absences or other information and submitting false or misleading information on or during application for employment.
6. Intentionally destroying Village property.
7. Carrying concealed weapons on Village property.

8. Bringing intoxicants or drugs (other than drugs prescribed by a physician for a specific employee) on Village premises or work site or reporting to work under the influence of intoxicants or drugs.
9. Improperly recording hours worked.
10. Being insubordinate or failing to carry out any reasonable order of a superior.
11. Being absent or tardy without notification or reason.
12. Disregard of personal appearance.
13. Conducting personal business during working hours.
14. Making excessive personal telephone calls on Village time.
15. Making personal long distance calls on a Village telephone or sending long distance faxes.
16. Violating the solicitation policy.
17. Giving testimonials or endorsements. It is against company policy for an employee to give any person or a testimonial (reference) in which the name of the Village is used as a recommendation.
18. Smoking in an unauthorized area.
19. Using Village property for personal use.
20. Fighting with physical contact.
21. Releasing statements or stories to the news media in regard to the Village unless authorized to do so.
22. Unsafe acts caused by horseplay that may cause harm or damage to people or property.
23. Defacing or damaging a co-worker's or employer's property.
24. Neglect or violation of safety procedures.
25. Sleeping during work hours (except fire personnel).
26. Leaving the facility without permission during assigned shift.
27. Conviction of a felony charge.
28. Sexual harassment of a co-worker, member of the community or business affiliate.
29. Use of profanity in the presence of the public while on duty.

SECTION 55: PUBLIC RECORDS

It is the policy of the Village of Lockland that openness leads to a better-informed citizenry, which leads to better government and better public policy. The Village of Lockland strictly adheres to the Ohio's Public Records Act.

The Village has adopted a Public Records Policy in compliance with Ohio law. The Village's Public Records Policy sets forth the procedure for requesting public documents, the Village's responsibility in responding to requests for public documents, and the legal consequences to the Village for failing to respond to a public document request.

A copy of the Public Records Policy may be obtained from the Village of Lockland Account Clerk in Village Hall.