

	<b>TRAVIS COUNTY ESD #5</b> <b>MANCHACA FIRE RESCUE</b> <b>Department Memorandum</b>	<b>M2019-006</b>
		Effective: 8/21/2018
		Expires: NA
	<b>Notice of Disciplinary Action</b>	From: C Barron

On July 17, 2018, a member was reported to have accessed a department personnel record that the member was not authorized or permissioned to read. An interview with the individual confirmed that file had been opened by the member and read in enough depth to have accessed privileged information. The member's actions were determined to be a violation of the following regulations of Emergency Services District #5 / Manchaca Fire/Rescue.

**ESD5 Personnel Handbook:**

Department Core Values:

#5. Honesty, fairness and integrity will not be compromised;

- We believe the trust placed in us by the public and our colleagues is integral to the performance our duties. We are committed to honest and ethical behavior, and will hold ourselves accountable to these values

Sec 2.1.1.n and s: (Suspension/Dismissal Actions)

- n) Unauthorized use of district equipment or property for personal reasons or using company equipment for profit
- s) A breach of confidentiality of personnel information

**Manchaca Fire/Rescue Policy:**

A-2.22 Computer Use (Sec A): ...At no time shall a MVFD computer be used in a manner that would be deemed as illegal, immoral, unethical, or unprofessional.

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Due to these violations, the member's employment with ESD5 was terminated.