

Chapter 706.07 PERSONAL CONDUCT
Personnel Policies and Procedures Manual
City of Tallahassee

(Revised 5/25/2000)

- A. All city employees are expected to remain constantly aware of their responsibility to the public and of the fact that they are representatives of the city. Employee appearance and conduct are expected to be such that they will contribute to a positive public image of the city and its employees.
- B. Any theft or other suspected criminal activity involving unauthorized use of city property, funds, goods, resources or services by a city employee shall be reported to a division director, department director, or the Human Resources Director.

The division director, department director or the Human Resources Director shall discuss the alleged activity with the Police Chief or designee. The Chief or designee shall review the allegations and determine whether or not a criminal investigation is warranted. The Chief or designee shall inform the department director and the City Manager of the results of any criminal investigation conducted.

- C. Employees are expected to maintain an adequate knowledge of the operations of their Department so that, if placed in a position of contact with the public, they may give an accurate description of the functions of that department. All employees are required to be courteous in their relationship with the public and should, whenever possible, give helpful and accurate information. If a question is asked about which the employee has no knowledge, the inquiry should be referred to a superior rather than give the inquiring individual incomplete, inaccurate, or misleading information.
- D. Employees are expected to remain at their appointed work stations or places of duty on a regular basis throughout the workday or as required by the immediate supervisor.
- E. Employees shall visit departments, other than those in which they are employed, only on official business. Upon completion of such business, the employee shall report back to their own work station to resume duties.
- F. Employees are prohibited from soliciting other employees during the work hours of either employee involved in the solicitation.
- G. Employees shall provide their supervisors with current information on their home address, telephone number, and name and telephone number of a person to contact in case of emergency.
- H. This section is not an exhaustive statement of official policy in regard to all aspects of personal conduct. Other provisions in the Manual relating to certain types of prohibited conduct should also be consulted as the situation requires.