

SUBJECT: Performance of Duty: General**SECTION:** 105.01**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure professional and dedicated public service by all employees through effective and efficient departmental operations.

RULES

- A. Every employee shall perform his duties as required or directed by:
 - 1. Law
 - 2. Departmental policy, procedure, or rules
 - 3. Any lawful order of a supervisor

- B. Every employee shall respond promptly to calls for service or assistance or take the initiative to supply such without a request whenever the need is apparent. Employees assigned to special details are not relieved of the responsibility from being in a state of readiness and responding to calls for assistance.

- C. On-duty employees shall not engage in personal matters, social activities, personal business or any other activities which would cause them neglect or to be inattentive to their duties.