

SUBJECT: Performance of Duty: Notification to Superiors	SECTION: 105.04
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PURPOSE

To assure prompt and effective communication by employees of information important to departmental operations.

RULES

- A. Employees shall advise their supervisors of any unusual activity, situation, or problem in which the department would logically be concerned.
- B. Employees shall report any conviction of a misdemeanor to the Fire Chief within 5 days of such conviction.
- C. Employees shall advise the Fire Chief of their arrest for any felony within 5 days of such arrest.
- D. Employees shall report any moving violation conviction to the Fire Chief within 5 days of such conviction.
- E. Notification required by this section under B, C, and D above does not automatically imply department disciplinary action will be taken.