

SUBJECT: PERFORMANCE OF DUTY: PROHIBITED ACTIVITIES	SECTION: 105.02
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PURPOSE

To assure efficient and appropriate attention to duty and responsibility by defining activities which are destructive to effective performance by personnel.

RULES

- A. Except as noted employees shall not engage in the following activities during duty hours:
1. Sleeping (unless authorized), loafing, idling, and/or loitering at garages or other facilities of government services such as fire houses and police departments.
 2. Conduct private business or personal transactions outside the City of Reading limits.
 3. The habitual and/or excessive use of duty time conducting private business or personal transactions within the City of Reading corporate limits.
- B. It is understandable that occasionally there is a need to make personal transactions on duty time; however this should be a remote exception rather than the rule and with the approval of the shift supervisor.