

SUBJECT: Professional Conduct: Informed Participation**SECTION:** 106.05**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure that employees acquire information relating to the laws of this state and jurisdiction and the orders and directives of this department sufficient to carry out their duties and responsibilities effectively.

To assure that communications and dissemination of information, both internal and external to the department, is directed to achieve the goals and objectives of the department and to comply with law.

RULES

- A. An employee shall acquire and maintain a working knowledge of those laws and those departmental orders, rules, policies, procedures, and directives necessary to the effective performance of his duties.
- B. An employee shall communicate truthful information of which he is aware in compliance with law, directives of the department, lawful orders of his superiors, and the needs of the department.