



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

CITY OF SCRANTON CODE OF CONDUCT

Employees covered by a collective bargaining agreement shall refer to their contract for provisions that are contrary to this Handbook

The Code Of Conduct set forth in this policy are not intended to serve as an exhaustive treatment of requirements, limitations, or prohibitions on personnel conduct and activities established by the City of Scranton. Rather, they are intended to (1) alert personnel to some of the more sensitive and often problematic matters involved in personnel conduct and ethics; (2) specify, where possible, actions and inactions that are contrary to and that conflict with the duties and responsibilities of the personnel, and (3) guide personnel conducting themselves and their affairs in a manner that reflects standards of department and professionalism as required of City of Scranton personnel.

Actions of personnel that are inconsistent, incompatible or in conflict with the values established by the city negatively affect its reputation and that of its personnel. Such actions and inactions thereby detract from agencies overall ability to effectively and efficiently protect the public, maintain peace, and conduct other essential business. Therefore, it is the policy of the City of Scranton that personnel conduct themselves at all times in the manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by this the city.

1) **General Conduct**

- a) Obedience to laws, regulations and orders
- b) Personnel shall not violate any law or any the city policy, rule, procedure.

2) **Conduct Unbecoming an Personnel**

- a) Personnel shall not engage in any conduct or activities on or off-duty that reflect discredit on the personnel and the city

3) **Accountability, Responsibility and Disclosure**

- a) Personnel are directly accountable for their actions
- b) Personnel shall cooperate fully in any internal Administrative investigation conduct by this or other authorized the city and shall provide complete and accurate information in regard to any issue under investigation.
- c) Personnel shall be accurate, complete, and truthful in all matters.
- d) Personnel shall accept responsibility for their actions without attempting to conceal, divert or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal criminal investigation.
- e) Personnel, who are arrested, cited or come under investigation for any criminal offense in this or another jurisdiction for any criminal offense in this or another jurisdiction shall report this fact to a supervisor as soon as possible. Supervisors shall report the same, to the Director of Human Resources.



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4) **Conduct Towards Fellow Employees**

- a) Personnel shall conduct themselves in a manner that will foster cooperation among members of this the city, showing respect, courtesy, and professionalism in their dealings with other another.
- b) Employees shall not use language or engage in acts that demean, harass, or intermedate another person.

5) **Conduct Toward The Public**

- a) Personnel shall treat the public with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of their duty.

6) **Abuse of Powers or Positions**

- a) Personnel shall not use their position or authority as fire department personnel for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen.
- b) Personnel shall not purchase, covert to their own use, or have any claim to any found, impounded, abandoned, or recovered property, or any property held or released as evidence.

7) **Public Statements, Appearances, and Endorsements**

- a) Personnel shall not make any public statement that could be reasonably interested as having an adverse effect upon departmental morale, discipline, operation of the city, or perception of the public.
- b) Personnel shall not divulge or willfully permit to have divulges, any information gained by reason of their position, for anything other than official, authorized purpose; or unless expressly authorized, make any statements, speeches, or appearances that could reasonably be considered to represent the views of this the city.

Employee Name: _____

Signature: _____

Date: _____