

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
PERSONNEL POLICY NO. 211P**

TITLE: NOTICE OF LAW VIOLATION
DEPARTMENTS AFFECTED: ALL
EFFECTIVE DATE: JULY 2011

PURPOSE The purpose of this policy is to establish a reporting procedure for criminal violations by City employees.

ELIGIBILITY This policy applies to all City employees.

PROCEDURE All employees are required to notify their Department Head if they are arrested, charged or convicted for a violation of criminal law, which includes felonies and misdemeanors. The Department Head will then forward notice to the City Manager and Human Resources Department. Any Department Head who is arrested, charged or convicted for a violation of criminal law will notify the City Manager.

Notification must occur as soon as possible after the incident but no later than five (5) calendar days after the charge, arrest or conviction. Conviction includes a plea of guilty and a plea of no contest.



R. Ben Bifoss, City Manager

History: