

Subject: Employee Cooperation in Investigations	Departmental Policy No. 2-2
	Effective: Upon Approval

I. Purpose

To ensure that Department of Public Works and Engineering employees cooperate with authorized or official investigations which encompass the employee's employment with the City of Houston.

II. Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

III. Policy

Department of Public Works and Engineering employees are required to cooperate in any official investigation concerning the scope of their employment, whether the employee is a witness, complainant or the subject of the investigation. This policy applies if the investigation is being conducted by the employee's particular department/division or any other investigating authority.

Employees are expected to act with integrity and to tell the truth. Providing false information will be considered a failure to cooperate. An allegation of misconduct could harm the reputation and career of the person accused. Therefore, making a false allegation may result in disciplinary action up to and including indefinite suspension.

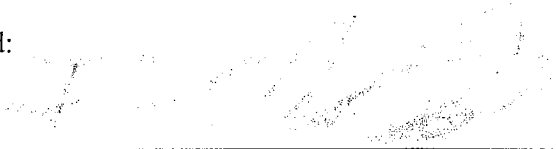
IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action up to and including indefinite suspension.

V. Exception

Policy exceptions and/or violations shall be brought to the attention of the Director or Designee for review and recommended course of action.

Approved:



Date Approved:

