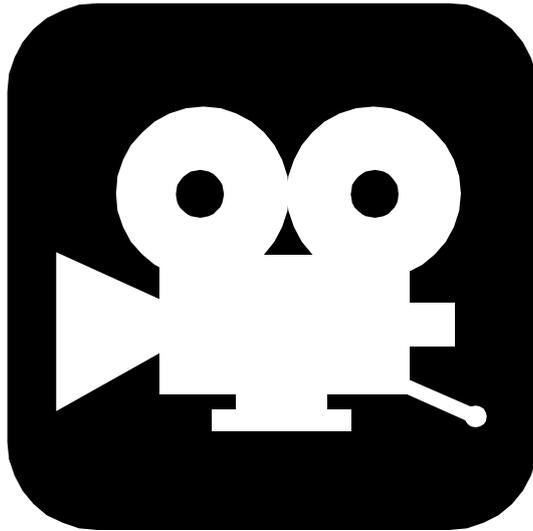




Leicester
City Council

LEICESTER CITY COUNCIL CCTV SYSTEMS

CODE OF CONDUCT



Leicester City Council
Traffic Management Service
York House
91 Granby Street
Leicester
LE1 6FB

March 2011

CONTENTS

INTRODUCTION

1. Obedience to Orders
2. Neglect of Duty
3. Falsehood
4. Corrupt Practices
5. Unnecessary Exercise of Authority
6. Discreditable Conduct
7. Malingering
8. Appearance
9. Licensed Premises
10. Drunkenness
11. Convictions for Criminal offences
12. Smoking
13. Sleeping
14. Drugs
15. Punctuality
16. Telephones
17. Gambling
18. Personal Problems

19. Assistance to the Police
20. Assistance to the Crown prosecution Service
21. Health and Safety

INTRODUCTION

This Code of Conduct is intended to apply to all personnel working with, or in contact with, the Leicester City Council City Centre CCTV System and the Housing Estates CCTV system.

The term and definition of ‘employee’ shall throughout this Code encompass council staff, contractors and volunteer staff as well as any other personnel working for the City Centre CCTV System and the Housing Estates CCTV system or within contact of the system.

As such this Code shall be adopted by all Contractors employed to carry out work on the CCTV System, in location of the CCTV System or using the CCTV System. This Code of Conduct shall be deemed to apply to all contractors’ employees working to achieve these tasks.

Exemption:

It is recognised that Leicester City Council staff already have a Code of Conduct for its employees. Therefore it is the intention of this document to be applicable only to the City Council employees who operate the City Council CCTV Systems and not those that work in respect to the administration of the System.

1. Obedience to Orders

Employees will not disobey, omit or neglect to carry out any lawful order, written or otherwise, given by a duly authorised person unless there is good and sufficient reason.

2. Neglect of Duty

An employee will not:

- a. Neglect or fail to discharge a required task while at work and will do so promptly and diligently, without due and sufficient cause.
- b. Fail to carry out their work in accordance with instructions.
- c. Leave their place of duty without prior permission or sufficient cause
- d. Fail to report any matter that is their duty to report
- e. Fail to make any necessary reports and entries in any official document or book kept in the course of their work.
- f. Leave their place of duty at the conclusion of their shift until properly relieved and if necessary remain on duty to complete the task in hand.

3. FALSEHOOD

Employees shall not:

- a. Divulge any matter concerning the Service or any aspect of its operation which it is their duty to keep secret.

- b. Without due authorisation show any book, record or document in connection with their work as being classified as confidential to an unauthorised person
- c. Make anonymous communications in connection with their work to any person.

4. CORRUPT PRACTICES

Employees shall not corruptly:

- a. Solicit or receive any bribe or other consideration from any fellow employees, contractor or any person with whom their duty brings into contact.
- b. Improperly use their position to their private advantage
- c. Fail to account for any lost property or monies received by them in connection with their employers business.

5. UNNECESSARY EXERCISE OR AUTHORITY

Employees shall not:

- a. Be uncivil to any fellow employee, visitor or other person encountered in the course of their work or use any language to such persons of a type to which they could reasonably object.
- b. Make unnecessary use of their authority in such a manner as to cause reasonable complaints by a fellow employee, visitor or other person lawfully on the client's premises.

6. DISCREDITABLE CONDUCT

Employees shall not at any time act in a manner likely to bring discredit upon their fellow officers, their employers or the Council and its employees.

7. MALINGERING

Employees shall not feign or exaggerate any sickness or injury with view to evading work.

8. APPEARANCE

Employees whilst on duty will not be dirty or untidy in their personal clothing or in any equipment that they would normally use. Nor will they wilfully waste, lose or damage any article of clothing or equipment issued to them.

9. LICENSED PREMISES

Employees shall not frequent licensed public houses whilst on duty.

10. DRUNKENNESS

Employees shall not commence their duty under the influence of alcohol or consume, during their period of duty, any alcoholic beverages.

11. CONVICTIONS FOR CRIMINAL OFFENCES

Employees shall on conviction of any criminal offence notify the Council forthwith.

All operators of the City CCTV Systems shall have a Criminal Records Bureau or PNC check made at the beginning of their employment.

12. SMOKING

Employees will not use smoking materials whilst on duty except in designated areas.

13. SLEEPING

Employees will not sleep whilst on duty.

14. DRUGS

Employees will under no circumstances take any drugs that might unduly affect their working performance.

Employees are to advise the contract administrator of any drug and its affects that they are required to take on medical grounds.

Employees are to not bring any illegal substances onto the premises.

15. PUNCTUALITY

Employees are expected to report promptly for duty. Notification of absence from duty must be communicated to the CCTV Manager or Contract administrator at least four hours prior to the commencement of duty.

16. TELEPHONES

Employees are not to make or receive private calls from Council telephones. Misuse of telephones for unauthorised calls will be charged to the employee accordingly. This may include administration charges.

17. GAMBLING

Gambling on the premises is strictly prohibited.

18. PERSONAL PROBLEMS / WELFARE

Employees can contact the CCTV Manager or a member of the Contract Administration Team if they have a problem that is likely to affect the efficient performance of their duties.

19. ASSISTANCE TO THE POLICE

Employees must assist the Police to the best of their efforts when required to do so. Employees must secure and safeguard all evidence of a crime obtained through the CCTV system that could be used by the Police.

Additionally employees have a duty to inform the Police of these incidents and the evidence.

20. ASSISTANCE TO THE CROWN PROSECUTION SERVICE

Employees have a duty to attend court or any other venue to give evidence when requested by the Crown Prosecution Service.

21. HEALTH AND SAFETY

Employees must take care to ensure their own health and safety. Employees must also ensure that the health and safety of others is not affected by anything they do or fail to do at work.

Employees are expected to take a mature and intelligent attitude towards health and safety and do all in their power to minimise the possibility of any accidents occurring.

Where applicable, the LCC Officer, or the Contractor should inform the Contract Administrator immediately if they or any other employee believe that any persons or practice is unsafe.