

**Rules and Regulations of the
Municipal Civil Service Commission**

Rule: XX – PROHIBITED ACTIVITIES	Page 1 of 2
---	--------------------

RULE XX

PROHIBITED ACTIVITIES

A. Prohibited Activities

1. No person shall:
 - a. willfully or corruptly, or in cooperation with one or more persons defeat, deceive, or obstruct any person with respect to that person's right of examination, appointment or employment arising under the Charter, or under these Rules;
 - b. falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the Charter or these Rules;
 - c. make any false representations concerning the results of examinations or concerning any person examined;
 - d. furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined or certified, or to be appointed, employed or promoted;
 - e. impersonate any other person, or permit or aid in any manner any other person to impersonate any person in connection with any examination, registration, appointment, application or request to be examined or appointed;
 - f. furnish any false information in connection with any examination, appointment or application;
 - g. make known or assist in making known to any applicant for examination any question to be asked on such examination;
 - h. discriminate against an individual because of such individual's race, color, religion, sex, age, national origin, political opinions, or physical disability unless such sex, age or physical ability is a bona fide occupational qualification;
 - i. secure or attempt to secure a waiver of appointment from an eligible by misrepresentation, threat or promise;

Rules and Regulations of the Municipal Civil Service Commission

Rule: XX – PROHIBITED ACTIVITIES	Page 2 of 2
---	--------------------

- j. at any examination, by themselves or in cooperation with one or more persons, deceive or attempt to deceive any of the examiners in any manner whatsoever by impersonation or by assisting or receiving assistance; or

 - k. shall obtain possession of any confidential examination materials or papers of the Commission without authorization to do so.
- B. The name of any person who commits one of the prohibited activities listed above shall be stricken from all Civil Service eligible lists, certification lists and registers, and such individual shall not be permitted to take part in any future examination for a position with the City for a period of not less than one (1) year from the date of notification. The Executive Secretary shall notify, in writing, any individual whose name is so stricken, and said notification shall indicate the length of time that the individual is not permitted to take part in future examinations.
- C. If a City employee commits one of the prohibited activities listed above, in addition to the action provided in Section B, the Executive Secretary shall notify the appropriate appointing authority of the conduct who may take disciplinary action, including discharge, as deemed warranted.

Amended as of: June 28, 1999
