

Department Responsible: City Secretary

Date Created: April 7, 2025

Approved By: City Council

SUBJECT: City of Lyford Civility Policy

PURPOSE: To promote mutual respect, civility, and disciplined behavior among city employees, elected officials, and the public.

**CITY OF LYFORD CIVILITY POLICY
(ESTABLISHED APRIL 7, 2025)**

RECITALS

1. The City of Lyford elected officials and employees will treat members of the public with respect and expect the same in return. The city is committed to maintaining orderly processes in keeping city administrative offices free from disturbances. The city is committed to maintaining a safe, valuable, and harassment-free work environment for all its city employees.
2. The policy promotes mutual respect, civility and disciplined behavior among city employees, elected officials, and the public. This policy is not intended to deprive any person of his or her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, valuable, and harassment-free workplace for city staff and a safe and non-threatening environment for visitors and customers. The city encourages professional, respectful, and courteous communication and discourages hostile, intimidating, and disruptive behavior. The city seeks public cooperation with this effort.

PROVISIONS:

A. Rules of Civility

1. All interactions between city staff, city elected officials and members of the public will be conducted in a courteous manner.
2. Threats, including threats of violence, will not be tolerated.
3. Members of the public will refrain from any disturbances that disrupt city government operations, including any of the following:
 - a) Insulting, demeaning, intimidating, or offensive communications;
 - b) Harassment or intimidation of any city staff, city elected official, or member of the public;
 - c) Willful destruction of property damage;
 - d) Conduct that threatens to provoke a violent reaction; and
 - e) An ongoing pattern of disruptive behavior.

B. Enforcement Protocols

The city will enforce these procedures to promote compliance with this Civility Policy. The city reserves the right to take additional measures as necessary, including establishing a separate protocol for interactions between city staff, city council, and a member of the public.

1. Official Warning

If a member of the public violates this Civility Policy, staff will issue a verbal warning and provide that person with a copy of this policy before taking further action unless the behavior of the member of the public requires a more severe response. This warning, which should clearly identify both the offending behavior and potential consequences that will arise if such behavior persists, will provide the members of the public with an opportunity to improve his or her behavior before the city takes more serious action, such as removal from the premises.

2. Cease and Desist Letter

If a member of the public does not improve his or her behavior in response to an official warning, the city will respond by sending a “cease-and-desist” letter. The letter will identify both the prohibited conduct and the city’s potential remedies. A “cease-and-desist” letter will put the member of the public on notice of the potentially serious consequences of his or her conduct.

3. Additional Measures

As noted above, nothing in this policy precludes additional action where warranted.

The City Council, all City Boards and Commissions, and City staff shall promote the use of and adherence to these guidelines for behavior at all public meetings within the City.