

AFTER ACTION REPORT

TO: Susan Hopson, Director Human Resources

FROM: Ricky Robbins, Safety & Training Coordinator

DATE: August 29, 2012

RE: Ethics Training on July 27, 2012 with Martha Perego

- Purpose:

What did we set out to do?

Referring back to the ACT on ETHICS training a few years back, one of the ethics criteria statements says *“One person cannot manage the city’s ethics, it must be managed daily by each employee”*. The purpose of this training was to remind employees this statement still holds true. There must be constant reminders of the complexity of ethical situations surrounding city employees.

What was supposed to happen?

ICMA Ethical Director, Martha Perego was charged with the task of providing insight into complex ethical situations involving municipalities.

Is there a process or procedure in place for this activity?

Not exactly, ethics is a set of moral principles and values that govern behavior. City Administration encourages everyone to practice ethical behavior and has introduced a Code of Ethics to help employees understand what accepted behavior is.

- Executive Summary:

What actually happened?

Ms. Perego facilitated three (3) separate sessions lasting 2 to 3 hours in length incorporating an “Ethics Court” using employees to play parts in written situations and asking the audience for their ruling.

What worked well that needs to be sustained?

Involving employees in the ethical situations worked well and kept everyone involved.

What did not work well and needs to be changed?

Understanding that every facilitator has their own “style” and way of instructing, it seemed the morning session ran a little long. The afternoon sessions were about right as far as use of allotted time. Overall, I think the topic was well received.

- Lessons Learned:

What can we do better next time?

I interviewed seven (7) employees who attended different sessions. They all basically said the same thing about the program itself. It was enjoyable, it got people thinking, and it got people involved. Additionally, I think it would be a good idea at every ethics training we have, in addition to any other handouts, a copy of the City of Germantown Code of Ethical Conduct for Employees should be handed out and discussed.

Action Items:

When we start to develop an ethics training program designed for all full-time employees, we must consider the time restraints involved for shift personnel (i.e., fire and police). Even though Ms. Perego was an excellent choice as a facilitator she was limited to the amount of time needed to talk to all of our shift employees. She had to fly in from Washington D.C. to schedule three sessions in one day. Obviously, the City could not bring her back to accommodate the other shifts. This would involve paying overtime to those who work midnight or evenings. I think we have to look at other options closer to "home". The police department arranges for all personnel to come in on Thursdays. Midnight officers could possibly attend training on a given Thursday. Also, the fire department works 3-shifts. Knowing the days of shift change would increase attendance from the fire department. Hopefully, further searching for instructors will open more doors to other facilitators who can meet the City's needs.