

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	10-3
		Original Adoption	05-01-2010
		Revision #	0
		Last revision date	
<b>Section Title</b>	<b>General</b>		
<b>Subject</b>	<b>City Employee Testimony</b>		

Any City employee that is asked to give testimony or evidence in any case, whether in trial, depositions or answers to written questions by attorneys, on matters occurring during the employee's work time or within the scope of his/her work duties, is required to notify their supervisor and the City Attorney's Office prior to giving any testimony or evidence.

If the employee is unsure of what the case involves, contact the City Attorney's Office for guidance.