

TITLE III: ADMINISTRATION

Chapter

- 30. TOWN GOVERNMENT; ORGANIZATION**
- 31. OFFICERS AND EMPLOYEES**
- 32. DEPARTMENTS, BOARDS AND COMMISSIONS**
- 33. POLICE AND FIRE DEPARTMENTS**
- 34. PERSONNEL REGULATIONS**
- 35. MUNICIPAL FUNDS; FINANCES**
- 36. ORDINANCE VIOLATIONS BUREAU**
- 37. DRUG AND ALCOHOL POLICY**

CHAPTER 30: TOWN GOVERNMENT; ORGANIZATION

Section

General Provisions

30.01 Town Council; town executive

Town Council

30.15 Council districts abolished
30.16 Number of Councilmembers increased
30.17 Councilmembers elected at large

GENERAL PROVISIONS

§ 30.01 TOWN COUNCIL; TOWN EXECUTIVE.

The Town Council is the town legislative body. The President of the Town Council is the town executive.
(IC 36-5-2-2)

TOWN COUNCIL

§ 30.15 COUNCIL DISTRICTS ABOLISHED.

The Town Council Districts, as first established by the Board of Commissioners of the County of Henry when the town was incorporated, and subsequently established by the legislative body of the town, are abolished.
(Ord. 17-92, passed 12-15-92)

§ 30.16 NUMBER OF COUNCILMEMBERS INCREASED.

The number of members of the Town Council is hereby altered from three to five effective January 1, 1991.
(Ord. 3-90, passed 12-18-90)

§ 30.17 COUNCILMEMBERS ELECTED AT LARGE.

All Town Council members are to reside in the town and be nominated and elected at-large by the voters at the general election for terms of four years.

(Ord. 3-90, passed 12-18-90; Am. Ord. 17-92, passed 12-15-92)

Editor's note: *At-large Councilmembers are on staggered schedules and will be elected at the off-year general election instead of during the regular municipal election.*

CHAPTER 31: OFFICERS AND EMPLOYEES

Section

General Provisions

[Reserved for future legislation]

Indiana Municipal Power Agency Commissioner

31.15 Appointment of IMPA Commissioner

GENERAL PROVISIONS

[Reserved for future legislation]

INDIANA MUNICIPAL POWER AGENCY COMMISSIONER

§ 31.15 APPOINTMENT OF IMPA COMMISSIONER.

(A) A Commissioner to represent the town and the Indiana Municipal Power Agency (IMPA) is hereby appointed. The IMPA Commissioner shall take and subscribe his oath of office in the form and manner as set forth in the attachment to the ordinance upon which this section is based.

(B) The Clerk-Treasurer is hereby directed to file a certified copy of this resolution for presentation to the Indiana Municipal Power Agency.
(’66 Code, § 2.40.010) (Res. passed 2-16-88)

CHAPTER 32: DEPARTMENTS, BOARDS AND COMMISSIONS

Section

Department of Parks and Recreation

- 32.01 Purpose; Department created
- 32.02 Park and Recreation Board; members
- 32.03 General powers
- 32.04 (Reserved)
- 32.05 Board meetings
- 32.06 Meeting place
- 32.07 Compensation of members
- 32.08 Donations
- 32.09 Financing
- 32.10 Usage charges

Planning Commission

- 32.15 Purpose; town recognizes the County Planning Commission

Department of Redevelopment

- 32.20 Established
- 32.21 Taxing District
- 32.22 Membership

Purchasing Agency

- 32.30 Purchasing Agency

DEPARTMENT OF PARKS AND RECREATION

§ 32.01 PURPOSE; DEPARTMENT CREATED.

(A) In order to promote good citizenship and to stimulate public health, safety, and welfare, this subchapter is enacted to provide greater opportunity for the establishment of park and recreation programs.

(B) There is hereby created as a part of the governmental organization of the town, a single Department of Parks and Recreation, a Superintendent, and such other personnel as the Town Council may determine.

(C) The Department of Parks and Recreation shall be governed by a Board to be named the Middletown/Fall Creek Township Park and Recreation Board, said Board to be appointed as hereinafter stated.

('66 Code, § 9.08.010) (Ord. 3-55, passed 12-13-55; Am. Ord. 7-2-96, passed 7-2-96)

Cross-reference:

For provisions pertaining to parks, see Ch. 93

§ 32.02 PARK AND RECREATION BOARD; MEMBERS.

The Park and Recreation Board shall consist of six members, appointed as follows:

(A) Four members shall be appointed by the President of the Board of Trustees of the Town and two members shall be appointed by the Advisory Board of the Fall Creek Township.

(B) The term of each member of the Board shall be four years and such terms shall be staggered.

(C) No more than three members of the Board shall be of the same political party.

(D) Members of the Board of Trustees of the Town, and members of the Township Advisory Board may not serve as members of the Park Board.

(E) Members of the Park Board shall be appointed on the basis of their interest and knowledge of parks and recreation.

(F) All terms of Board members shall expire on the first Monday in January, but a member shall continue in office until his successor is appointed. If an appointment for a new term is not made by the first Monday in January, the incumbent member shall serve an additional one-year term.

(G) If a vacancy on the Board occurs, the President of the Board of Trustees or the Township Advisory Board shall appoint a person to serve for the remainder of the unexpired term.

(H) The Board of Trustees of the town and the Fall Creek Township Advisory Board shall each inform the other one month in advance of any proposed new members to be appointed to said Park Board.

('66 Code, § 9.08.020) (Ord. 3-55, passed 12-13-55; Am. Ord. 5-83, passed 10-18-83; Am. Ord. 7-2-96, passed 7-2-96; Am. Ord. , passed 3-2-99)

§ 32.03 GENERAL POWERS.

The Board of Parks and Recreation shall have the general power to perform all acts necessary to acquire and develop sites and facilities and to conduct such programs as are generally understood to be park and recreation functions. In addition to all other powers necessary to achieve the general objectives of the Board, the Board shall have the powers enumerated in IC 36-10-3-1 et seq. and all acts supplemental thereto and amendatory thereof.

('66 Code, § 9.08.070) (Ord. 3-55, passed 12-13-55; Am. Ord. 7-2-96, passed 7-2-96)

Departments, Boards and Commissions

§ 32.04 (RESERVED).

§ 32.05 BOARD MEETINGS.

(A) Regular meetings of the Board shall be public. The Board shall fix the time and place of its regular meetings, but it shall meet at least quarterly. Special meetings of the Board shall be public and may be called by written request to the Secretary, either by the President or by any two members. The Secretary shall send to all members at least two days in advance of a special meeting, a written notice fixing the time, place, and purpose of the meeting.

(B) Four Board members shall constitute a quorum. An action of the Board is not official unless authorized by at least four members present and acting. At its first regular meeting in each year, the Board shall elect a President and Vice-President. The Vice-President shall have authority to act as the President of the Board during the absence or disability of the President. The Board may select the Secretary either from within or without its own membership.

('66 Code, § 9.08.040) (Ord. 3-55, passed 12-13-55; Am. Ord. 7-2-96, passed 7-2-96)

§ 32.06 MEETING PLACE.

The Board of Trustees of the Town of Middletown shall provide suitable quarters for the holding of the meetings and conducting the work of the Middletown/Fall Creek Board of Parks and Recreation.

('66 Code, § 9.08.060) (Ord. 3-55, passed 12-13-55; Am. Ord. 7-2-96, passed 7-2-96)

§ 32.07 COMPENSATION OF MEMBERS.

Members of the Board of Parks and Recreation shall receive no salary. When the Board determines that it is desirable for members or employees to attend a state, regional, or national conference dealing with park and recreation problems, it may authorize the payment of the actual expenses involved in attending such meetings if the amount has been budgeted by the Board.

('66 Code, § 9.08.050) (Ord. 3-55, passed 12-13-55; Am. Ord. 7-2-96, passed 7-2-96)

§ 32.08 DONATIONS.

The Board of Parks and Recreation may accept gifts, donations, and subsidies for park and recreation purposes.

('66 Code, § 9.08.080) (Ord. 3-55, passed 12-13-55; Am. Ord. 7-2-96, passed 7-2-96)

§ 32.09 FINANCING.

The Board of Parks and Recreation is authorized to prepare and appropriate tax levies, to expend, under regular town procedure as provided by law, all sums appropriated to it for purposes and activities authorized by law.

('66 Code, § 9.08.090) (Ord. 3-55, passed 12-13-55; Am. Ord. 7-2-96, passed 7-2-96)

§ 32.10 USAGE CHARGES.

In so far as possible, park and recreation facilities and programs shall be available to the public free of charge; but where necessary in order to provide a particular activity, the Board may charge a reasonable fee.

('66 Code, § 9.08.100) (Ord. 3-55, passed 12-13-55; Am. Ord. 7-2-96, passed 7-2-96)

PLANNING COMMISSION**§ 32.15 PURPOSE; TOWN RECOGNIZES THE COUNTY PLANNING COMMISSION.**

Whereas the town is desirous of improving the health, safety, convenience, and welfare of its citizens and to plan for the future development of their community to the end that highway systems be carefully planned, that new community centers grow only with adequate highway, utility, health, educational and recreational facilities; that the needs of agriculture, industry and business be recognized in the future growth of the town; the town hereby becomes a part of the Henry County Planning Commission, and the town hereby grants and confers to the Commission all of the power and authority commensurate with the above objectives.

('66 Code, § 2.08.010) (Res. passed 4-25-56)

Cross-reference:

Town Council to approve permits for Trailer homes and the like, see § 152.01

DEPARTMENT OF REDEVELOPMENT**§ 32.20 ESTABLISHED.**

(A) The Town Council now deems it to be in the best interest of the town and its citizens to afford a maximum opportunity for rehabilitation, redevelopment or economic development of areas by private enterprise and the town by establishing a Department of Redevelopment.

(B) The Town Council establishes the Department of Redevelopment of the town.
(Ord. 7-93, passed - -93)

§ 32.21 TAXING DISTRICT.

Pursuant to the Act all of the territory within the corporate boundaries of the town will be a taxing district to be known as the Town Redevelopment District for the purpose of levying and collecting special benefit taxes for redevelopment purposes as provided in the Act. The Town Council finds and determines that all of the taxable property within this special taxing district will be considered to be benefited by the redevelopment projects and economic development projects carried out under the Act to the extent of the special taxes levied under the Act.

(Ord. 7-93, passed - -93)

Departments, Boards and Commissions

§ 32.22 MEMBERSHIP.

(A) The Department will be controlled by a board of five members known as the Town Redevelopment Commission.

(B) The President of the Town Council shall appoint three of the five members of the Town Redevelopment Commission.

(C) The term of office of the members of the Town Redevelopment Commission shall commence from the date of their appointment and expire on January 1, 1995.
(Ord. 7-93, passed - -93)

PURCHASING AGENCY.

§ 32.30 PURCHASING AGENCY.

(A) The Board of Trustees is designated as the established Purchasing Agency for the town.

(B) The Purchasing Agency shall have all the powers and duties authorized under IC-5-22 and as may be supplemented from time to time by ordinances adopted by the Council and policies adopted by the Purchasing Agency.

(C) The Purchasing Agency shall act as the purchasing agency for every agency, board, office, branch, bureau, commission, council, department or other establishment of the town.

(D) The Purchasing Agency may designate in writing any employee of the town as a purchasing agent.

(Ord. 7-7-98, passed 7-7-98)

Cross Reference:

See Purchasing rules, § 35.60

CHAPTER 33: POLICE AND FIRE DEPARTMENTS

Section

Police Department

[Reserved pending future legislation]

Reserve Deputy Program

- 33.20 Authority
- 33.21 Revised policy
- 33.22 Purposes
- 33.23 Number of Reserve Deputies; appointment
- 33.24 Training; probation
- 33.25 Power of Reserve Deputies
- 33.26 Residence
- 33.27 Uniforms
- 33.28 Duties of Reserve Deputies
- 33.29 Benefits of Reserve Deputies
- 33.30 Application of Policies and Procedures Manual

Volunteer Fire Department

[Reserved for future legislation]

POLICE DEPARTMENT

[Reserved pending future legislation]

RESERVE DEPUTY PROGRAM

§ 33.20 AUTHORITY.

Reserve Deputies shall be appointed by the same authority and in the same manner as regular deputies are now appointed. Reserve Deputies, as they shall be designated, are “police reserves” as contemplated in Indiana Code 36-8-3-20.

(’66 Code, § 2.32.010) (Ord. 3-87, passed 6-16-87; Am. Ord. passed 10-17-89)

§ 33.21 REVISED POLICY.

The policy and rules regulating the appointment, service, and discharge of Reserve Deputies shall be that policy set forth in the "Revised Policies and Procedures Manual for Deputy Reserves," which is adopted by reference and incorporated as a part hereof.

('66 Code, § 2.32.020) (Ord. 3-87, passed 6-16-87; Am. Ord. passed 10-17-89)

§ 33.22 PURPOSES.

The purposes of the Reserve Deputy Program are as follows:

(A) To provide supplemental law enforcement to the regular Police Department.

(B) To assist the Police Department and community during emergencies.

(C) To assist the Police Department and community during community functions and affairs.

('66 Code, § 2.32.030) (Ord. 3-87, passed 6-16-87; Am. Ord. passed 10-17-89)

§ 33.23 NUMBER OF RESERVE DEPUTIES; APPOINTMENT.

(A) The number of Reserve Deputies shall be provided by ordinance of the Town Council.

(B) Reserve Deputies shall be appointed by the same authority that appoints regular Police Department members; and none may be appointed until he or she has completed the training as set forth herein.

('66 Code, § 2.32.040) (Ord. 3-87, passed 6-16-87)

§ 33.24 TRAINING; PROBATION.

(A) Reserve Deputies shall be required to complete a minimum of 40 hours of intense police training in order to qualify for uniform duties.

(B) Reserve Deputies shall be required to complete minimum training in the following areas:

(1) Self defense.

(2) Firearms instruction.

(3) Criminal law.

(4) Patrol procedures.

(5) Traffic enforcement.

(6) Community relations.

(7) Departmental policies and procedures.

Police and Fire Departments

(C) Training, as available shall be provided on station, with another department, at the Indiana Law Enforcement Academy, and by correspondence.

(D) Reserve Deputies shall be subject to the probationary terms set forth in the "Procedures Manual for Police Department Personnel."

('66 Code, § 2.32.050) (Ord. 3-87, passed 6-16-87; Am. Ord. passed 10-17-89)

§ 33.25 POWER OF RESERVE DEPUTIES.

Reserve Deputies may not be members of the regular Police Department but have all of the same police powers as regular Department members consistent with Indiana law.

('66 Code, § 2.32.060) (Ord. 3-87, passed 6-16-87; Am. Ord. passed 10-17-89)

§ 33.26 RESIDENCE.

Reserve Deputies shall reside within Fall Creek Township at the time of appointment.

('66 Code, § 2.32.070) (Ord. 3-87, passed 6-16-87; Am. Ord. passed 10-17-89)

§ 33.27 UNIFORMS.

(A) All Reserve Deputies shall be required to provide the following items to qualify for uniform duties:

- (1) Pants (one pair).
- (2) Short sleeve shirt (one).
- (3) Long sleeve shirt (one).
- (4) One set duty leather (belt, holster, keepers, cuff case, speed loader, holders, and the like).
- (5) Black, plain-toed shoes (one pair).
- (6) Approved silver buttons (fourteen).
- (7) Approved silver name tag (one).
- (8) .38 special/.357 magnum, 9 mm, 45 acp., which must be inspected and approved by the Town Marshal or training officer.

(B) Reserve Deputies may be required to provide the following items, as weather requires:

- (1) Light-weight jacket.
- (2) Heavy-weight jacket.
- (3) Raincoat (yellow recommended).

(C) The Police Department shall provide the following items:

- (1) Silver badge (two).
- (2) Silver M.P.D. collar brass (two).
- (3) Cloth M.P.D. shoulder patches (four).
- (4) Blue baseball-type cap (one).

(D) All items issued by the Police Department shall remain the exclusive property of the Department and shall be returned to the Department upon termination of employment. ('66 Code, § 2.32.080) (Ord. 3-87, passed 6-16-87; Am. Ord. passed 10-17-89)

§ 33.28 DUTIES OF RESERVE DEPUTIES.

(A) Reserve Deputies shall complete at least 24 training hours on the base station radio during their first 90 days of uniform duties.

(B) Reserve Deputies shall perform uniform duties a minimum of 12 hours per month, four of which may be performed as on-station radio operators.

(C) Reserve Deputies shall attempt to limit their duty hours to the following:

- (1) Fridays, 7:00 p.m. - 11:00 p.m.; 11:00 p.m.-3:00 a.m.
- (2) Saturdays, 7:00 p.m. - 11:00 p.m.; 11:00 p.m.- 3:00 a.m.
- (3) Sundays, 7:00 a.m. - 11:00 a.m.; 11:00 a.m. - 3:00 p.m.

(D) Reserve Deputies shall make themselves available for duty during all community events, e.g., parades, fairs, festivals.

(E) Reserve Deputies shall make themselves available for specialized training, e.g., I.L.E.A. as opportunities are presented.

(F) Reserve Deputies shall complete the reserve schedule as soon as possible after the first of each month and shall complete daily logs, including hours as on-station dispatcher.

(G) Reserve Deputies shall only ride with regular deputies and not alone or in pairs unless under direct order of the Town Marshal. ('66 Code, § 2.32.090) (Ord. 3-87, passed 6-16-87; Am. Ord. passed 10-17-89)

§ 33.29 BENEFITS OF RESERVE DEPUTIES.

(A) Reserve Deputies shall not be entitled to the procedural rights incidental to suspension or termination of employment enjoyed by regular Department members.

Police and Fire Departments

(B) Reserve Deputies may be eligible, to the extent provided by the “Policies and Procedures Manual for Police Department Personnel,” subject to limitations set forth in this subchapter, or provided by the Town Council to:

- (1) Receive a uniform allowance.
- (2) Receive compensation for time lost from other employment because of court appearances; and
- (3) Be insured for life, accident and sickness coverage.

(C) Reserve Deputies are ineligible to participate in any pension program provided to regular Department members.
(‘66 Code, § 2.32.100) (Ord. 3-87, passed 6-16-87)

§ 33.30 APPLICATION OF POLICIES AND PROCEDURES MANUAL.

Except as otherwise provided herein or by the Town Council, all Reserve Deputies shall be subject to the provisions of the “Policies and Procedures Manual for Police Department Personnel.” Each Reserve Deputy shall be provided a copy of the supplemental provisions to this manual set forth in this subchapter and the “Policies and Procedures Manual” and shall be chargeable with the knowledge of their provisions. (‘66 Code, § 2.32.110) (Ord. 3-87, passed 6-16-87)

CHAPTER 34: PERSONNEL REGULATIONS

Section

General Provisions

- 34.01 Status qualifications
- 34.02 Hours of work
- 34.03 Equipment
- 34.04 Job instructions; communications from employees
- 34.05 Paid vacations
- 34.06 Holidays
- 34.07 Sick pay; rules and regulations
- 34.08 Bereavement pay
- 34.09 Jury duty
- 34.10 Public employees retirement benefits
- 34.11 Disciplinary action
- 34.12 Infractions
- 34.13 Appeal procedure
- 34.14 Equal opportunity

Employee Purchases

- 34.25 Notification of purchases; purchases under \$100
- 34.26 Purchases over \$100
- 34.27 Purchases over \$1,500
- 34.28 Purchases over \$25,000
- 34.29 Emergencies

GENERAL PROVISIONS

§ 34.01 STATUS QUALIFICATIONS.

All employees of the town will be designated according to the following status.

(A) Full-time employee, is a employee working 37 or more hours per week.

(B) Part-time employee, is a employee working less than 37 hours per week.

(C) Temporary or seasonal employee, is a employee scheduled to work on a job for a short or limited duration.

(Ord. 3-93, passed 5-18-93)

§ 34.02 HOURS OF WORK.

(A) *Standard work week.* The work week will be no longer than 40 hours, except police officers in accordance with state statute. Employees will be paid only for the hours worked.

(B) *Overtime.*

(1) Overtime will be paid for more than 40 hours of work each week at a rate of regular pay plus one-half, except police officers.

(2) Part-time employees who are filling in for a full time employee on vacation, sick leave, etc. are eligible for overtime pay should overtime become necessary.

(C) *Bi-weekly pay.* All employees will be paid on a bi-weekly basis.
(Ord. 3-93, passed 5-18-93)

§ 34.03 EQUIPMENT.

(A) Safety precautions in the use of all equipment, tools, and all other actions must be practiced and adhered to by all employees at all times.

(B) Any equipment assigned to an employee operator shall first be checked to insure the equipment is in proper operating condition. This includes checking oil, water, fuel and tires before putting the equipment into operation. If equipment is not operating correctly, the employee shall immediately shut down the equipment and notify the department head. The department head will not allow the equipment to be operated until all measures are taken to make the equipment safe and operative and releases it for operation.

(C) Town vehicles and tools will be used only for official business of the town, not for any private purpose, except when employees are on call within town limits. Speed limits and motor vehicle statutes and ordinances shall be followed at all times and places. Any moving traffic violations of this section shall constitute a minor infraction.

(D) Every vehicle or piece of equipment must have STANDARD OPERATING PROCEDURES posted on vehicles in clear view of the operator.
(Ord. 3-93, passed 5-18-93)

§ 34.04 JOB INSTRUCTIONS; COMMUNICATIONS FROM EMPLOYEES.

(A) Each department shall promulgate rules and regulations appropriate to its particular function and circumstance. These are referred to as Job Instructions, which must be clearly posted in every department.

(B) All employees are required to furnish their department head and the Clerk Treasurer with the following information:

(1) Cancellation of insurance benefits.

Personnel Regulations

(2) Change in number of dependents.

(3) Change of marital status.

(4) Change of address and/or phone.

(5) All changes shall be promptly communicated to the department head and Clerk Treasurer.
(Ord. 3-93, passed 5-18-93)

§ 34.05 PAID VACATIONS.

(A) All employees of the town shall be entitled to paid vacations in accordance with and dependent upon the uninterrupted and continuous length of service to the town.

(B) Vacation time shall be given as follows:

<i>Length of Service</i>	<i>Hours of Vacation</i>
1 year but less than 3	40
3 years but less than 5	60
5 years but less than 10	80
10 years but less than 15	100
15 years or more	120

(C) No employee shall be allowed to accumulate paid vacation time from one year to another.

(D) If any employee does not take his or her paid vacation he or she shall be paid his vacation pay at the end of the calendar year after his anniversary date.

(E) The employees of each department shall schedule their vacation in writing and present it to their supervisor at least two weeks in advance of the vacation date. Any days taken without proper notification shall be considered absent from work without pay.

(F) In the case of two employees asking for the same dates off work, seniority shall prevail.
(Ord. 1-73, passed - -73; Am. Ord. 6-82, passed - -82; Am. Ord. 4-87, passed 6-16-87; Am. Ord. 3-92, passed 2-4-92; Am. Ord., passed 7-18-95)

§ 34.06 HOLIDAYS.

(A) *Legal holidays.* The following days shall be declared legal holidays:

New Year's — January 1
Good Friday — 1/2 day
Memorial Day — last Monday in May
Independence Day — July 4
Labor Day — first Monday in September
Thanksgiving Day - Fourth Thursday in November
Christmas Eve — December 24 - ½ day
Christmas Day - December 25
New Year's Eve - ½ day

Middletown - Administration

(B) *Holidays on weekends.* If a holiday falls on Sunday, the following Monday will be considered the holiday; when a holiday falls on Saturday, the preceding Friday will be considered the holiday.

(C) *Requirements for holiday pay.* Any employee absent without authorization on the day preceding and/or following a holiday will not receive his or her holiday pay.

(D) *Working on a holiday.* Any employee required to work or render service on a stated holiday will be compensated at the town's approved overtime rate.

(E) *Vacation during holiday.* If a holiday falls in an employee's scheduled vacation he or she shall be entitled to one additional day off at a time approved by his or her department head.

(F) *Exceptions.* This section shall not apply to the Town Marshal, deputies or other Police Department employees.
(Ord. 3-93, passed 5-18-93)

§ 34.07 SICK PAY; RULES AND REGULATIONS.

(A) *Length of employment.* Each employee of the town, after the first 90 days of employment, shall be granted sick leave with full pay at the rate of one-half day per one month of continuous service. ('66 Code, § 2.28.010)

(B) *Purpose of sick leave.* Sick leave is to be paid solely and exclusively for the purpose of:

(1) Illness or injury of employees;

(2) Avoiding jeopardizing the health of other municipal employees, such as a contagious or communicable disease; or

(3) Illness or injury within the immediate family requiring the assistance of the employee.
(66 Code, § 2.28.030)

(D) *Qualification for sick pay.* To qualify for sick leave pay, the employee must comply with the following conditions:

(1) The employee shall notify his supervisor of his absence prior to the start of his or her work shift.

(2) Doctor's certification of sickness or illness may be required, at the option of the Town Council.
(66 Code, § 2.28.040) (Ord. 3-1980, passed -80; Am. Ord. 4-92, passed 2-4-92)

§ 34.08 BEREAVEMENT PAY.

(A) When a death occurs in an employee's immediate family as defined below, and the employee has completed 90 days of employment with the town, an employee, on request, will be excused for any of the first three normally scheduled work days excluding Saturdays, Sundays and holidays immediately following the date of death provided he or she attends the funeral. The **IMMEDIATE FAMILY** for purposes of this section is defined as including the employee's:

Personnel Regulations

- (1) Spouse;
- (2) Parent;
- (3) Child;
- (4) Brother;
- (5) Sister; or
- (6) Grandparent.

(B) An employee shall also be excused from one day of scheduled work, excluding Saturdays, Sundays and holidays, to attend the funeral of other family members as defined below:

- (1) Sister-in-law of current spouse; or
- (2) Brother-in-law of current spouse.

(C) An employee excused from work under this section shall, after making written application, receive the amount of wages he or she would have earned by working during straight time hours on such scheduled days of work for which he or she is excused, excluding Saturdays, Sundays and holidays. The employee must bring in proof of death.

(Ord. 5-92, passed 2-4-92)

§ 34.09 JURY DUTY.

The town grants to their full-time employees, who are required to serve on a jury, time off without loss of pay under the following conditions:

(A) Leave shall be received for involuntary jury duty upon prior notification to the department head.

(B) The employee will be paid the difference between jury duty pay and their regular work day pay. Satisfactory proof must be presented to the Clerk Treasurer of the amount of payment received for said service.

(C) This does not apply to an employee who volunteers for jury duty.
(Ord. 3-93, passed 5-18-93)

§ 34.10 PUBLIC EMPLOYEES RETIREMENT BENEFITS.

The town recognizes the need for retirement benefits for full-time employees.

(A) The town elects to become a participant in the Public Employees Retirement Fund (PERF) as established by the acts of 1945, Chapter 340 and all acts amendatory and supplemental thereto.

(B) All full-time employees including the Police Department will be covered by PERF.

(C) Cost to employees will be a percent of total earnings. This percent can change according to PERF. The Clerk Treasurer will always use the percent allocated by PERF.
(Ord. 3-93, passed 5-18-93)

§ 34.11 DISCIPLINARY ACTION.

(A) It is the policy of the town to recognize the fact that through misunderstandings, or other reasons there are some situations involving the infractions of rules and policies that result in the need for disciplinary action. This action is meant to give the employee maximum opportunity to modify his/her behavior to acceptable standards. Disciplinary action is not meant to punish or harass the employee.

(B) This policy applies to all employees.

(C) Employee and Supervisor (dept. heads) behavior:

(1) Employees and supervisors are expected to maintain high standards of personal appearance, conduct, cooperation, efficiency, and economy in their work.

(2) Every supervisor is expected to discuss improper or inadequate performance, by the employee, with the employee in order to correct deficiencies and avoid the need for disciplinary action. The supervisor is expected to adhere to the disciplinary guideline set forth in a uniform and equitable manner. The supervisor must properly identify and document any infraction of rules and report to the Town Council or Council President.

(Ord. 3-93, passed 5-18-93)

§ 34.12 INFRACTIONS.

(A) Infractions by employees will be categorized as minor or major.

(B) Minor infractions include:

(1) Absence from work without notification or authorization, or

(2) Habitual tardiness (two or more times per month), or

(3) Neglect or failure to perform assigned duties, or

(4) Improper use of town property, or

(5) Failure to report to supervisor upon returning to work after a sickness or accident, or

(6) Violation of safety rules, or

(7) Unsatisfactory performance of job duties, or

(8) Leaving the job before quitting time, or

(9) Doing personal work on town time or property, or

Personnel Regulations

(10) Vulgarity or use of foul language, or

(11) Rudeness in community relations.

(C) Major infractions include:

(1) Deliberate non-conformance of job duties, or

(2) Committing an act of violence or committing an act of improper or immoral conduct, or

(3) Violation of Middletown's Standard of Conduct in regard to alcoholic beverage and controlled substance abuse, or

(4) Causing willful damage to town property, or

(5) Falsification or alteration of time card, or

(6) Acceptance of gratuities (tips), or

(7) Insubordination, or

(8) Violation of safety rules which results in placing an employee and/or another party in physical danger.

(D) Committing three minor infractions by an employee within a one year will be considered a major infraction.

(E) Repeat of an infraction for which a written warning was issued within a period of six months from the date of the infraction is considered a major infraction.

(F) Disciplinary action shall consist of and be dealt with in the following manner:

(1) *Written warning.*

(a) A written warning shall be issued by the department head to an employee who commits a minor infraction.

(b) A written warning for a minor infraction must be issued within 24 hours of the date of the infraction.

(c) The written warning must state the date and place where the infraction occurred and explain the nature of the infraction. The warning must be dated and signed by the department head.

(d) The warning shall be personally delivered to the employee by the department head; and a copy placed in his/her personnel file. The warning must be signed and dated by the employee who received the warning.

(2) *Suspension.*

(a) An employee who commits a major infraction shall be subject to suspension.

(b) A suspension is a period of time, not to exceed 30 days. The employee will be relieved of all duties and will not receive any pay during the time of the suspension.

(c) Any suspension will be decided by the Town Council with input by the department head, for the number of days considered appropriate.

(d) A suspension shall be issued in writing, specifically stating the time, date and place where the infraction occurred. The nature of the infraction shall be explained, the number of days suspended shall be stated and the suspension shall be dated and signed by the Town Council and department head.

(e) The suspension will be sent by registered mail to the employee. A copy must be placed in the employee's personnel file.

(3) *Dismissal.*

(a) A dismissal is the termination of the employee's employment with the town.

(b) An employee who commits a major infraction shall be subject to dismissal.

(c) If the department head believes the major infraction warrants dismissal of the employee he/she will make this recommendation in writing to the Town Council. The Council will determine if the employee shall be dismissed.

(d) If the employee is dismissed, the dismissal shall be noted in writing specifically stating the reason for dismissal. A copy of the dismissal shall be delivered by registered mail to the employee. A copy of the dismissal must be placed in the employee's personnel file.

(Ord. 3-93, passed 5-18-93)

§ 34.13 APPEAL PROCEDURE.

(A) It is the policy of the town to offer to any town employee who feels he/she has been improperly demoted, suspended, dismissed or disciplined or has any other valid complaint as to the application or interpretation of any work rules or personnel policies an opportunity to appeal the decisions under certain guidelines.

(B) This policy applies to all full-time employees.

(C) It is desired, whenever possible, to handle appeals informally and both department head and employee are expected to make every effort to recognize that there will be appeals which will be resolved only after formal appeal. The appeal procedures listed below shall be followed.

(1) Notification of department head within three days of incident or problem on an informal basis in attempt to solve the problem mutually.

(2) The employee must submit a written appeal to the department head using the following guidelines.

(a) Appeal must be submitted five days after informal contact with department head.

Personnel Regulations

(b) The appeal must be signed and dated by the appealing employee.

(c) The appeal must contain the specific matters of the complaint and surrounding circumstances.

(d) The department head must send a written answer back to the employee within five working days of receiving the written appeal.

(e) A meeting between the employee and the department head may be held at the department head's discretion.

(f) The employee must submit the same written appeal to the Town Council within three working days after receiving the department head's answer with a copy of that answer.

(g) The Town Council must give a written answer to the employee and department head within five working days after receiving the written appeal and the department head's answer.

(h) A meeting may be held, if the Town Council deems it necessary. The employee and department head must attend the meeting along with any other person/persons having relevant information as to the matter.

(D) The decision of the Town Council will be final and binding.
(Ord. 3-93, passed 5-18-93)

§ 34.14 EQUAL OPPORTUNITY.

The town is an equal opportunity employer. Decisions of employment will not be made upon race, color, religion, sex, national origin, mental or physical handicaps, or age.
(Ord. 3-93, passed 5-18-93)

EMPLOYEE PURCHASES

§ 34.25 NOTIFICATION OF PURCHASES; PURCHASES UNDER \$100.

The Town Council hereby adopts the following guidelines and procedures for the purchase of equipment, supplies and other necessary items by employees of the town:

(A) As a general rule the Clerk-Treasurer should be notified of any purchase by an employee of the town.

(B) For equipment, supplies or other necessary items under \$100, employees should inform the Clerk-Treasurer prior to purchase.
(66 Code, § 2.36.010) (Res. passed 4-5-88)

§ 34.26 PURCHASES OVER \$100.

Any purchase over \$100 must have a purchase order completed and signed prior to the purchase by the appropriate department head. Additionally, for purchases of equipment valued from \$100 to \$1,500, the following requirements must be satisfied:

(A) Certification by the Clerk-Treasurer prior to purchase that money has been appropriated in departmental budgets for said items.

(B) If the purchase requires a transfer of funds, the item cannot be purchased until the Town Council approves a resolution to transfer appropriate monies.
(‘66 Code, § 2.36.020) (Res. passed 4-5-88)

§ 34.27 PURCHASES OVER \$1,500.

Any purchase of equipment exceeding \$1,500 must satisfy the following requirements:

(A) Certification by the Clerk-Treasurer prior to purchase that money has been appropriated for such a request.

(B) If a transfer of funds is required, the item cannot be purchased until the Town Council approves a resolution to transfer appropriated monies.

(C) Recommendation of appropriate department head.

(D) Whenever possible, at least two price quotes should be on file.

(E) Approval of Town Council prior to purchase.

(F) Purchase order completed and signed prior to purchase.
(‘66 Code, § 2.36.030) (Res. passed 4-5-88)

§ 34.28 PURCHASES OVER \$25,000.

Any purchase exceeding \$25,000 must follow the competitive bidding procedures as set forth in IC 36-1-9-3.

(‘66 Code, § 2.36.040) (Res. passed 4-5-88)

§ 34.29 EMERGENCIES.

In the event of an emergency, where items exceed \$1,500, all reasonable efforts should be made to contact at least two members prior to purchase.

(‘66 Code, § 2.36.050) (Res. passed 4-5-88)

CHAPTER 35: MUNICIPAL FUNDS; FINANCES; PURCHASES

Section

Cash Reserve Fund

35.01 Cash reserve fund established

Law Enforcement Continuing Education Fund

35.15 User fee fund established

35.16 Monthly claims

35.17 Deposit of monies

35.18 Remaining monies

Unsafe Building Fund

35.20 Establishment of fund

Cumulative Capital Development Fund

35.25 Establishment of fund

35.26 Ad valorem property tax levy

35.27 Maximum rate of levy

35.28 Use of fund

35.29 Exceptions

Accident Report Fees

35.35 Accident report fees

35.36 Authority

Handgun License Fee

35.40 Handgun license fee

Payment of Claims

35.50 Payment of claims in advance

Purchases

35.60 Purchasing rules

Code Enforcement Fund

35.70 Purpose

Middletown - Administration***Rainy Day Fund***

35.80 Purpose

E-Biofuels Non-reverting Fund

35.90 Establishment

Cross-reference:*For provisions concerning the Stormwater Utility Cumulative Fund, see § 54.05****CASH RESERVE FUND*****§ 35.01 CASH RESERVE FUND ESTABLISHED.**

A Cash Reserve Fund is established as provided by law and the Clerk-Treasurer is authorized and directed to set up a separate account for the Reserve Fund and that 10% of the monthly receipts from the electric utility shall be placed in said account.
(‘66 Code, § 3.04.010) (Ord. 4-65, passed - -65)

LAW ENFORCEMENT CONTINUING EDUCATION FUND**§ 35.15 USER FEE FUND ESTABLISHED.**

A town user fee fund is hereby established, to be administered by the Clerk-Treasurer, which shall consist of the fees collected by the Clerk-Treasurer for the Law Enforcement Continuing Education Program. Such account shall be entitled “The User Fee Fund — Law Enforcement Continuing Education Program Account.”
(‘66 Code, § 3.20.010) (Ord. 3-88, passed 6-7-88)

§ 35.16 MONTHLY CLAIMS.

The Town Police Department may make monthly claims submitted on oath to the Clerk-Treasurer, along with a verified statement of cause numbers for fees collected that are attributable to the Police Department efforts.
(‘66 Code, § 3.20.020) (Ord. 3-88, passed 6-7-88)

§ 35.17 DEPOSIT OF MONIES.

The Police Department shall deposit all monies received through this program into its Law Enforcement Continuing Education Fund, from which it may make distributions without the need for obtaining an appropriation.
(‘66 Code, § 3.20.030) (Ord. 3-88, passed 6-7-88)

Municipal Funds; Finances; Purchases

§ 35.18 REMAINING MONIES.

At the end of the fiscal year of the town, any money remaining in the Law Enforcement Continuing Education Fund shall revert to the Law Enforcement Training Fund.
(‘66 Code, § 3.20.040) (Ord. 3-88, passed 6-7-88)

UNSAFE BUILDING FUND

§ 35.20 UNSAFE BUILDING FUND.

An Unsafe Building Fund is hereby established in the operating budget of the town in accordance with the provisions of IC 37-7-9-14.
(Ord. 3-20-2001-3, passed 4-3-01)

CUMULATIVE CAPITAL DEVELOPMENT FUND

§ 35.25 ESTABLISHMENT OF FUND.

There is hereby established a Cumulative Capital Development Fund.
(‘66 Code, § 3.40.010) (Ord. 8-88, passed 8-2-88; Am. Ord. 5-8-96, passed 5-8-96)

§ 35.26 AD VALOREM PROPERTY TAX LEVY.

An ad valorem property tax levy will be imposed and the revenues from the levy will be retained in the Cumulative Capital Development Fund.
(‘66 Code, § 3.40.020) (Ord. 8-88, passed 8-2-88; Am. Ord. 5-8-96, passed 5-8-96)

§ 35.27 MAXIMUM RATE OF LEVY.

The maximum rate of levy under § 35.26 will not exceed .15 per \$100 for 1996, 1997, and 1998.
(‘66 Code, § 3.40.030) (Ord. 8-88, passed 8-2-88; Am. Ord. 5-8-96, passed 5-8-96)

§ 35.28 USE OF FUND.

The funds accumulated in the Town Cumulative Capital Development Fund may be used for any of the following:

IC 8-16-3	Cumulative Bridge Fund
IC 8-22-3-25	Cumulative Building Fund - Airports
IC 13-2-31-26	Cumulative Building Fund - Levees
IC 13-3-3-89	Cumulative Maintenance Fund - Channel Improvements
IC 16-12.2-5-32	Cumulative Hospital Building Fund
IC 36-8-14	Cumulative Firefighting Building, Equipment, Police Radio Fund
IC 36-9-4-48	Cumulative Transportation Fund - Buses
IC 36-9-16-2	Cumulative Building Funds

Middletown - Administration

IC 36-9-16-3	Cumulative Capital Improvement Fund
IC 36-9-16.5	Cumulative Street Fund
IC 36-9-17	General Improvement Fund
IC 36-9-26	Cumulative Building Fund - Sewers
IC 36-9-27-100	Cumulative Drainage Fund
IC 36-10-3-21	Cumulative Building Fund - Parks
IC 36-10-4-26	Cumulative Sinking and Building Fund - Parks

('66 Code, § 3.40.040) (Ord. 8-88, passed 8-2-88; Am. Ord. 5-8-96, passed 5-8-96)

§ 35.29 EXCEPTIONS.

Notwithstanding § 35.28 funds accumulated in the Cumulative Capital Development Fund may be spent for purposes other than the purposes stated in § 35.28, if the purpose is to protect the public health, welfare or safety in an emergency which demands immediate action. Money may be spent under the authority of this section only after the Council President issues a declaration that the public health, welfare or safety is in immediate danger that requires the expenditure of money in the fund. ('66 Code, § 3.40.050) (Ord. 8-88, passed 8-2-88; Am. Ord. 5-8-96, passed 5-8-96)

ACCIDENT REPORT FEES**§ 35.35 ACCIDENT REPORT FEES.**

The Marshal or Chief of Police through the Clerk Treasurer's Office shall charge the sum of \$5 for each and every copy of an accident report prepared and distributed by the Department. The fee so collected shall be deposited in the Local Law Enforcement Continuing Education Fund, said Fund being established by the Council pursuant to IC 5-2-8-2. ('66 Code, § 3.08.010) (Ord. 8-81, passed - 81; Am. Ord. 4-4-06, passed 4-4-06)

§ 35.36 AUTHORITY.

The authority to charge a fee for accident reports is subject to and governed by the specific provisions of IC 9-29-11-1. ('66 Code, § 3.08.020) (Ord. 8-81, passed - 81)

HANDGUN LICENSE FEE**§ 35.40 HANDGUN LICENSE FEE.**

The Town Marshal is authorized to receive and charge a monetary fee of \$10 with each application for a handgun license, \$5 of which shall be refunded if the license is not issued. The fees so collected shall

2007 S-10

Municipal Funds; Finances; Purchases

be deposited in the Town Marshal's Firearms Training Fund or other appropriate training activities fund and shall be used at the discretion of the Town Marshal exclusively for the purpose of training the personnel of his Department in the proper use of firearms or other law enforcement duties.
(66 Code, § 3.12.010) (Ord. 4-83, passed 9-27-83)

PAYMENT OF CLAIMS

§ 35.50 PAYMENT OF CLAIMS IN ADVANCE.

(A) Pursuant to IC 36-5-4-12 authorizing fiscal officers to pay certain types of claims in advance of the Council allowing the claim by ordinance, the Town Council hereby lists the following claims as being approved for advance payment:

- (1) Property or services purchased from the U.S. Government.
- (2) Licenses or permit fees.
- (3) Insurance premiums.
- (4) Utility payments or connection charges.
- (5) Grant programs if advanced funding is not prohibited, and the contracting party provides sufficient security for the amount advanced.
- (6) Maintenance of service agreements.
- (7) Lease or rental agreements.
- (8) Bond payments.
- (9) Payroll and taxes.

(B) Each payment of expenses paid pursuant to division (A) above shall be supported by a fully itemized claim. The claim shall be reviewed and allowed by the Town Council having jurisdiction over the allowance of the claim at its next regular meeting following the pre-approved payment of the expense.

(Ord. 15-92, passed 9-15-92)

PURCHASES

§ 35.60 PURCHASING RULES.

(A) *Purchase of Supplies Manufactured in the United States.* Supplies manufactured in the United States shall be specified for all town purchases and shall be purchased unless the town determines the following:

2001 S-7

Middletown - Administration

(1) The supplies are not manufactured in the United States in reasonably available quantities.

(2) The prices of the supplies manufactured in the United States exceeds by an unreasonable amount the price of available and comparable supplies manufactured elsewhere.

(3) The quality of the supplies manufactured in the United States is substantially less than the quality of the comparably priced available supplies manufactured elsewhere.

(4) The purchase of supplies manufactured in the United States is not in the public interest.

(Ord. 7-21-98, passed 7-21-98)

Cross Reference:

See Purchasing Agency, § 32.30

CODE ENFORCEMENT FUND**§ 35.70 PURPOSE.**

(A) There is hereby created a non-reverting cumulative capital fund entitled the Middletown Code Enforcement Fund.

(B) The fund shall receive monies annually budgeted to that specific fund by the Town Council, reimbursement from any grant funds associated with home rehabilitation, home improvement, or neighborhood rehabilitation and improvement and any other funds donated or designated for the purpose of code enforcement.

(C) The Town Council shall appropriate monies from said fund for the purpose of code enforcement which include but are not limited to the following:

(1) Demolition of structures determined to be in violation of town and state codes and standards;

(2) Rehabilitation, repair, or securing structures that are deemed to be in violation of town and state codes and standards;

(3) Removing trash, debris, junk and abandoned vehicles and bringing real property up to acceptable town and state standards and into conformity with existing ordinances, laws and standards;

(4) The payment of expert fees, costs, legal fees and other costs associated with the enforcement of town ordinances and standards with regard to the condition of real property and the abatement of nuisances and code violations including all costs associated with litigation, planning and remediation; and

(5) Any effort to improve neighborhoods, lots, improved or unimproved real estate, and cause same to conform with town and state ordinances, laws, codes, and standards.

(Ord. 05-17-05, passed 6-21-05)

2005 S-9

Municipal Funds; Finances; Purchases

RAINY DAY FUND

§ 35.80 PURPOSE.

(A) The purpose of the Rainy Day Fund is to provide resources from which the town may draw revenues to operate, pay salaries, pay indebtedness, or replace equipment in the event that the town cannot raise sufficient revenues through its normal budgeting process to fulfill these obligations. The sources of funding the Rainy Day Fund include all those sources enumerated in IC 36-1-8-5.1(b)(2)(A) and (B) and any other funding source allowable by the State of Indiana.

(B) The town shall transfer an amount not to exceed 10% of its total annual budget for the fiscal year to the Rainy Day Fund. Any withdrawal of funds from the Rainy Day Fund cannot occur until a resolution approving the withdrawal has been adopted by the Town Council at a public meeting. (Ord. 1-1-07, passed 1-16-07)

E-BIOFUELS NON-REVERTING FUND

§ 35.90 ESTABLISHMENT.

There is hereby created a special fund entitled the E-Biofuels Non-reverting Fund. All state and grant monies received for public infrastructure associated with the E-Biofuels Plant along with the town's matching funds shall be deposited in the account. Further, the funds from the account shall only be used in a manner consistent with the grant purposes and for public infrastructure associates with the aforementioned E-Biofuels Plant. The expenditure of monies from the Fund shall be subject to all applicable federal, state and local laws and ordinances. (Ord. 4-3-07-2, passed 4-3-07)

Municipal Funds; Finances; Purchases

CHAPTER 36: ORDINANCE VIOLATIONS BUREAU

Section

- 36.01 Created
- 36.02 Penalties apply to specific ordinances and code sections
- 36.03 Violations Clerk; duties
- 36.04 Civil Penalty Schedule
- 36.05 Additional violations

§ 36.01 CREATED.

There shall be created an Ordinance Violations Bureau for the town and the Town Clerk-Treasurer shall serve as the Violations Clerk of the Bureau.
(Ord. 4-90, passed 12-18-90)

§ 36.02 PENALTIES APPLY TO SPECIFIC ORDINANCES AND CODE SECTIONS.

The penalties set forth in the Civil Penalty Schedule amend all specific or general penalty sections of the code and ordinances of the town only as they relate to the specific offenses set out in the Civil Penalty Schedule. Otherwise, this chapter does not amend any penalty section of the code or of other ordinances of the town.
(Ord. 4-90, passed 12-18-90)

§ 36.03 VIOLATIONS CLERK; DUTIES.

Pursuant to IC 33-6-3-1, the Violations Clerk shall accept written appearances, waivers of trial, admissions of violations, and payment of civil penalties of not more than \$100 in code and ordinance violation cases.
(Ord. 4-90, passed 12-18-90)

§ 36.04 CIVIL PENALTY SCHEDULE.

The code sections and ordinances of the town that are set forth in the following schedule shall be subject to admission of violation before the Violations Clerk:

Code Section	Violation	Civil Penalty	Subsequent Penalty
§ 50.20	Permit to haul trash	\$ 10	\$ 25
Ch. 72; Ch. 75	Parking illegally	10	2
§ 72.01	Parking in park	10	25
§§ 90.01 - 90.04	Care of premises	10	25
§§ 90.15 - 90.18	Weeds	10	25
§§ 90.30 - 90.36	Vacant lots	10	25
§§ 90.50, 90.51	Nuisance dwellings, structures and excavations	10	25
§§ 90.60, 90.61	Ashes, trash and garbage	10	25
§§ 90.85 - 90.88	Trash and leaf burning	10	15
§ 91.01	Farm animals	10	25
§§ 91.02,91.15-91.21	Animal control regulations	10	25
§ 92.01	Obstructing sidewalks	10	25
§ 92.02	Horses and the like in streets	10	25
§ 93.01	Littering in park	10	25
§ 111.02	Peddlers and solicitors	25	50
§ 130.01	Shooting in town limits	10	25
[Reserved]			
[Reserved]			

(Ord. 4-90, passed 12-18-90)

§ 36.05 ADDITIONAL VIOLATIONS.

Any person, corporation or organization who commits more than one violation of any of the offenses specifically noted in the Civil Penalty Schedule within any 30-day period will be subject to an increased

Ordinance Violations Bureau

“subsequent” fine as set forth in the schedule for each and every violation. Every day, or part of a day, that a violation is committed or continues in existence is a separate violation for which civil penalties may be imposed.

(Ord. 4-90, passed 12-18-90)

CHAPTER 37: DRUG AND ALCOHOL POLICY

Section

37.01 Adopted by reference

§ 37.01 ADOPTED BY REFERENCE.

(A) The Town Council does hereby adopt by reference a drug and alcohol policy for the town employees.

(B) The Clerk-Treasurer shall be responsible for the distribution of a copy of this policy to each town employee. The employee shall sign a receipt acknowledging that he or she has received a copy of the policy. A copy of this policy shall be posted and shall be distributed to every supervisor. Copies of this policy shall be made available to members of the general public pursuant to the Indiana Public Records Law.
(Ord. 3-21-06-2, passed 4-18-06)

