

ORDINANCE NO. 2007-8

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CLOVERDALE DEALING WITH COMPLAINT POLICY RELATING TO TOWN EMPLOYEES, CONTRACTORS AND AGENTS OF THE TOWN

SECTION I. It is the policy of the Town of Cloverdale to consider complaints against employees, contractors and agents of the Town upon the following conditions only:

1. A written complaint signed by the complainant is required.
2. The complaint must contain a reasonable level of specificity as to who, what, when and where the conduct complained of occurred.
3. Complaints that contain abusive language and or name calling will be given less weight than complaints that lack such language.

SECTION II. Written complaints will be received as follows:

1. Complaints should be directed to the appropriate supervising body or individual.
2. In the event a complaint is received by the wrong supervising body or individual, it shall be immediately forwarded to the proper authority.
 - a. Complaints about police officers shall be directed to the Chief of Police.
 - b. Complaints about the Chief of Police and other town department heads shall be directed to the Town Council.
 - c. Complaints about employees of the Clerk-Treasurer shall be directed to the Clerk-Treasurer.
 - d. Complaints about utility employees shall be directed to the Utility Manager.

SECTION III. The supervising body or individual who is responsible for the individual complained of may investigate and take any action that they, he or she deems appropriate in response to the complaint.

This ordinance is hereby passed and adopted at the meeting of the Town Council of the Town of Cloverdale, Indiana this 9th day of October, 2007.

ATTEST:

Patti Ruop
Clerk-Treasurer

By: [Signature]
President

[Signature]
Dennis Padgett, Vice-President

[Signature]
Judy Whitaker, Member

[Signature]
John Davis, Member

[Signature]
Glen Vickroy, Member