

TITLE 2
PERSONNEL

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Chapter 2.06

EMPLOYEE POLICY

Sections:

- 2.06.010 Life and Health Insurance Plan
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2.06.010 Life and Health Insurance Plan. The Town of Orleans (General Fund, M.V.H., Waterworks Fund, and Sewage Works Fund) shall pay 100% for coverage of the employee and his family, excepting for \$1.00 which shall be withheld from each employee. The final decision for the selection of the Group Plan Life and Health Insurance Plan/Program/Group/Coverage/Company, etc., shall rest with the Board of Trustees. The 100% coverage is effective in January of 1985. (Ord. 1988-1, Sec. 1, February 4, 1988) (Ord. 1984-4, Sec. 1, December 6, 1984)

2.06.020 Delinquencies. Any and all monies due and payable to the Town of Orleans by an employee of the municipality can and will be deducted from the employee's salary by the Clerk-Treasurer when delinquent and upon proper notification to the employee. (Ord. 1988-1, Sec. 2, February 4, 1988) (Ord. 1984-4, Sec. 2, December 6, 1984)

2.06.030 Overtime and Compensatory Time. Compensatory time off in lieu of overtime (for those employees on hourly wages) will be the equal number of hours off for the number of hours worked over forty (40) in a work week. A work week begins at 4:30 P.M. on Friday and ends at 4:30 P.M. on the next Friday. When it is possible, compensatory time off will be taken within the same pay period that it is earned. Compensatory time can not be carried over to the next year, therefore must be used before December 31st of the year same was earned. (Ord. 1988-1, Sec. 3, February 4, 1988) (Ord. 1984-4, Sec. 3, December 6, 1984)

2.06.040 Holidays. Holidays to be observed with compensatory time off by the municipal employees are as follows: Two days each for both Christmas and Thanksgiving. One day each for New Years, for Good Friday, for 4th of July, for Memorial Day, and for Labor Day. To receive compensatory time off, employees must work the last scheduled work day preceding and the first departmental scheduled work day following said holiday. The Town Marshall shall designate regular police duty shifts deemed necessary on said holidays as to provide adequate police protection to the Town at regular salary. (Ord. 1988-1, Sec. 4, February 4, 1988) (Ord. 1984-4, Sec. 4, December 6, 1984)

2.06.050 Vacations. Vacations are set at 1 week after one year employment, 2 weeks after completing 2, 3, and 4 years employment, and 3 weeks after completing 5 or more years employment. The Marshalls shall set up schedules during this period so the town will be protected, but the on duty officers may have time away from the job by using the portable radios or telephone connection with the sheriff's office when public safety permits.

Vacation leave shall not be cumulative and employees shall take earned vacation within the year which it is earned, except that the board of trustees, at their discretion may allow earned vacation time to accumulate when it is for the best interest of the Town.

Personal desiring vacation leave shall submit request for leave to the Board of Trustees thirty (30) days in advance.

A vacation schedule shall be posted in the Town Hall.

Employees of the Town of Orleans shall take their vacations a week at a time unless they are called back to work by the Town Board due to an emergency. (Ord. 1988-1, Sec. 5, February 4, 1988) (Res. 1986-2, November 20, 1986) (Ord. 1984-4, Sec. 5, December 6, 1984)

2.06.060 Sick Leave.

- (1) An employee shall receive sick leave only for those days he or she is absent from work because of illness or injury.
- (2) Employees shall be entitled to receive five (5) full days in each municipal year for unavoidable absence from duty due to sickness or accident, and two (2) days for personal leave. Provided, however, the amount received by employees entitled to receive payments under the Workman's Compensation Act shall be deducted from allowed sick leave pay as to avoid double payment. Employees may accumulate up to 100 sick leave days; however, no compensation will be granted for unused sick leave upon termination or retirement of employee. Any claim for sick pay must be accompanied by a medical certificate, before returning to work, signed by a duly licensed physician to verify such sickness or accident if so required.
- (3) If an employee is absent from work three or more consecutive days the department head shall require the employee to present a doctor's statement or certificate pertaining to the employee's illness or injury. If that certificate is not presented, the employee shall not receive sick leave compensation regardless of how many years have been accrued for sick leave. (Ord. 2008-12, S1, August 21, 2008) (Ord. 1988-1, Sec. 6, February 4, 1988) (Ord. 1984-4, Sec. 5, December 6, 1984)

2.06.070 Terminal Pay. Employees who leave the service of the Town for any reason shall receive all pay which may be due them with the following qualifications:

- (1) Employee shall be paid for all unused accrued vacations provided that the Town Board is notified by the employee of his leaving two weeks in advance.
- (2) An employee who owes any money to the Town at the time of his separation shall have his final pay applied against whatever amount may be needed to satisfy it and shall be given a receipt for the amount credited. Partial settlement of an account by application of final pay shall not release an employee from any balance remaining due.
- (3) In case of death of an employee, his estate shall be paid for accrued vacation and regular pay then accrued. (Ord. 1988-1, Sec. 7, February 4, 1988) (Ord. 1984-4, Sec. 7, December 6, 1984)

2.06.080 Police Department. Extra help on the Police Department will be hired only by the Town Board when the Board deems necessary. (Ord. 1988-1, Sec. 8, February 4, 1988) (Ord. 1984-4, Sec. 8, December 6, 1984)

Chapter 2.07

DRUG-FREE WORKPLACE

Sections:

- 2.07.010 Statement publication**
- 2.07.020 Notification by Town and employee**
- 2.07.030 Notification to granting agency**
- 2.07.040 Drug abuse assistance or rehabilitation program**
- 2.07.050 Definitions**

2.07.010 Statement publication. That the Clerk-Treasurer of the Town of Orleans, shall publish a statement notifying municipal employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the municipal workplace of the Town of Orleans, Indiana, and that each municipal employee that is directly engaged in performance of the work of such grant be given a copy of said statement. (Ord. 1992-7, Sec. 1, August 6, 1992)

2.07.020 Notification by Town and employee. That the Clerk-Treasurer shall further notify each municipal employee required to be notified by said legislation, that as a condition of employment in such grant, the employee shall abide by the terms of the statement and the employee shall further notify the Town of Orleans, as employer, of any criminal drug statute conviction occurring in the workplace no later than five (5) days after such conviction. (Ord. 1992-7, Sec. 2, August 6, 1992)

2.07.030 Notification to granting agency. The Town of Orleans shall notify the granting agency within ten (10) days after receiving notice of a conviction from a municipal employee or otherwise receiving actual notice of such conviction. (Ord. 1992-7, Sec. 3, August 6, 1992)

2.07.040 Drug abuse assistance or rehabilitation program. That the Town of Orleans shall impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, and who was engaged in performance of such grant, as set forth in Section 703 of said title. (Ord. 1992-7, Sec. 4, August 6, 1992)

2.07.050 Definitions. That the definitions of "drug-free workplace", "employee", "controlled substance", "conviction", "criminal drug statute" and "grantee", as defined and set forth in 41 U.S.C.A. Section 706, shall also apply as definitions in this ordinance and are incorporated herein by reference. (Ord. 1992-7, Sec. 5, August 6, 1992)

Chapter 2.09

HARASSMENT PROHIBITED

Sections:

- 2.09.010 Prohibited Activity
- 2.09.020 Employees' Responsibilities
- 2.09.030 Compliant Procedures

2.09.010 Prohibited Activity.

- (1) No municipal employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person. (Ord. 1997-3, Sec. 1A, March 20, 1997)
- (2) Municipal employees shall not make offensive or derogatory comments based on race, color, sex, religion, or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by the Town of Orleans, Indiana. (Ord. 1997-3, Sec. 1B, March 20, 1997)
- (3) Sexual harassment is defined by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct is made either explicitly or implicitly a term or condition of municipal employment; or
 - B. Submission to or rejection of such conduct by a municipal employee is used as a basis for employment decisions affecting the municipal employee; or
 - C. Such conduct has the purpose or effect of unreasonably interfering with a municipal employee's work performance or creating an intimidating, hostile, or offensive working environment. (Ord. 1997-3, Sec. 1C (1), (2), (3), March 20, 1997)

2.09.020 Employees' Responsibilities.

- (1) The supervisor of each municipal department will be responsible for preventing acts of harassment. This responsibility includes:
 - A. Monitoring the work unit environment on a daily basis for signs that harassment may be occurring;
 - B. Counseling all municipal employees on the types of behavior prohibiting, and the agency procedures for reporting and resolving complaints of harassment;
 - C. Stopping any observed acts that may be considered harassment and taking appropriate steps to intervene, whether or not the involved municipal employees are within his line of supervision; and
 - D. Taking immediate action to limit the work contact between the two employees where there has been a complaint of harassment, pending investigation. (Ord. 1997-3, Sec. 2A (1), (2), (3), (4), March 20, 1997)
- (2) Each supervisor has the responsibility to assist any municipal employee who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Town Council. (Ord. 1997-3, Sec. 2B, March 20, 1997)
- (3) Each municipal employee is responsible for assisting in the prevention of harassment through the following acts:
 - A. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 - B. Reporting acts of harassment to a supervisor; and
 - C. Encouraging any municipal employee, who confides that he is being harassed, to report these acts to a supervisor. (Ord. 1997-3, Sec. 2C, March 20, 1997)
- (4) Failure to take action to stop known harassment shall be grounds for discipline. (Ord. 1997-3, Sec. 2D, March 20, 1997)

2.09.030 Complaint Procedures.

- (1) Municipal employees encountering harassment shall tell the person that their actions are unwelcome and offensive. The municipal employee shall document all incidents of harassment in order to provide the fullest basis for investigation. (Ord. 1997-3, Sec. 3A, March 20, 1997)

- (2) Any municipal employee who believes that he is being harassed shall report the incident(s) to his supervisor as soon as possible so that steps may be taken to protect the municipal employee from further harassment and appropriate investigative and disciplinary measures may be initiated. Where this is not practical, the municipal employee may instead file a complaint with another supervisor, or with the Town Council.
 - A. The supervisor or other person to whom a complaint is given shall meet with the municipal employee and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.
 - B. The municipal employee taking the complaint shall expeditiously deliver the complaint to the Town Council. (Ord. 1997-3, Sec. 3B (1), (2), March 20, 1997)
- (3) The Town Council shall be responsible for the investigation of any complaint alleging harassment.
 - A. The Town Council shall immediately notify the prosecutor's office if the complaint contains evidence of criminal activity, such as battery, rape, or attempted rape.
 - B. The Town Council shall make a determination whether other municipal employees are being harassed by the person, and whether other municipal employees participated in, or encouraged the harassment.
 - C. The Town Council shall inform the parties involved of the outcome of the investigation.
 - D. A file of harassment complaints shall be maintained in a secure location by the Town Clerk-Treasurer. (Ord. 1997-3, Sec. 3C (1), (2), (3), (4), March 20, 1997)
- (4) There shall be no retaliation against any municipal employee for filing a harassment complaint, or assisting, testifying, or participating in the investigation of such a complaint. (Ord. 1997-3, Sec. 3D, March 20, 1997)
- (5) This policy does not preclude any municipal employee from filing a complaint or grievance with an appropriate outside agency. (Ord. 1997-3, Sec. 3E, March 20, 1997)

Chapter 2.11

AMERICAN WITH DISABILITIES ACT

Sections:

2.11.010 Policy

2.11.020 Publication of Policies

2.11.010 Policy. That it is the official policy of the Town of Orleans, Indiana, to comply with the American with Disabilities Act. (Res. 1997-2, Sec. 1, April 17, 1997)

2.11.020 Publication of Policies. That in all future Federal and State grants the Town of Orleans will draft and publicize policies for provided services to disabled persons in the municipality. (Res. 1997-2, Sec. 2, April 17, 1997)

Chapter 2.12

EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS

Sections:

2.12.010 Non-discrimination employment policy

2.12.010 Non-discrimination employment policy. That it is the policy of the Town of Orleans, Indiana, that no person shall, on the grounds of race, creed, color, religion, sex, age, marital status, disability, public assistance status, or national origin be excluded from employment rights in, participation in, or be denied the benefits of, or otherwise subject to discrimination under any municipal program, service, or activity under the provisions of any and all applicable Federal and State laws against discrimination including the Civil Rights Act of 1964. (Ord. 1987-2, Sec. 1, February 5, 1987)

Chapter 2.20

REIMBURSEMENT OF EXPENSES INCURRED BY MUNICIPAL EMPLOYEES

Sections:

- 2.20.010 Definitions
- 2.20.020 Mileage Reimbursement
- 2.20.030 Reimbursement for other Expenses
- 2.20.040 Claims for Reimbursement

2.20.010 Definitions. For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (1) **OFFICIAL BUSINESS.** Shall include, but not be limited to, attendance of schools, seminars, workshops, or conventions of a civic, educational, or governmental nature.
- (2) **OFFICERS AND EMPLOYEES.** Elected officials, full-time employees, appointed members of boards and commissions. The office, department, board, or commission incurring the charges must have an appropriation to cover the travel expenses incurred. (Ord. 2008-5, S1, May 15, 2008)

2.20.020 Mileage Reimbursement. An authorized employee of the town who, while engaged in conducting official business for the town operates a personal motor vehicle outside of the town boundaries shall travel the most direct available route between destinations and shall be eligible to be reimbursed at the then current Federal Internal Revenue Service Standard Mileage Rate for business travel for each mile so traveled. (Ord. 2008-5, S2, May 15, 2008)

2.20.030 Reimbursement for other Expenses. An authorized employee of the town who, while attending out of town events for official business for the town, shall be reimbursed for the actual costs of meals and lodging, not exceeding the maximum amounts permitted at the current rates as authorized by the State of Indiana for state employees. (Ord. 2008-5, S3, May 15, 2008)

2.20.040 Claims for Reimbursement. All claims for reimbursement shall be submitted to the Town Council for approval on forms prescribed by the State Board of Accounts. The claims for mileage shall be itemized and supported in reasonable detail as a condition of reimbursement and shall not include travel to and from the officer's or employee's home and the governmental office in which he or she works. If two or more persons ride in the same motor vehicle, only one mileage reimbursement is allowed. All claims for reimbursement for meals and lodging must be accompanied by receipts for reimbursement. (Ord. 2008-5, S4, May 15, 2008)

Chapter 2.30

POLICY TO RESOLVE DISPUTES OR COMPLAINTS CONCERNING MUNICIPAL EMPLOYEES

Sections:

- 2.30.010 Purpose
- 2.30.020 Policy
- 2.30.030 Definitions
- 2.30.040 Procedures

2.30.010 Purpose. It is the purpose of this policy to provide a procedure whereby municipal employees may resolve disputes or complaints concerning the terms of their employment. (Ord. 1997-5, Sec. 1, April 17, 1997)

2.30.020 Policy. The Town of Orleans, Indiana, recognizes that every municipal employee has the right to be treated fairly in matters arising from municipal employment; that each municipal employee should have the opportunity to be heard fully any time his right to fair treatment has been violated; and that a carefully designed grievance process can help to reduce personnel dissatisfaction, increase morale, identify perception municipal employees have of their employment with the Town of Orleans, Indiana. Therefore, whenever an municipal employee believes that he has been treated unfairly with regard to terms and conditions of his employment, he may initiate proceedings as specified in this policy in order to resolve those matters. (Ord. 1997-5, Sec. 2, April 17, 1997)

2.30.030 Definitions.

- (1) Eligible Employee. All permanent, probationary or regular part-time municipal employees. Regular part-time employees are those who work 20 hours per week or more on a continuous basis for at least six months. (Ord. 1997-5, Sec. 3, April 17, 1997)

2.030.040 Procedures.

- (1) Conditions and Limitations
 - A. The grievance procedures set forth in this policy are applicable only to eligible employees.
 - B. This grievance procedure shall not be used in addition to other grievance procedures as may be in effect through other Indiana statutes. Under no circumstances shall more than one procedure be used to redress the same grievance, although use of this or other

procedures does not preclude municipal employees from seeking legal remedies as appropriate.

- C. The Town of Orleans, Indiana, retains the right under applicable laws ordinances and laws, to direct municipal employees in the performance of their duties; to take the necessary means to achieve the proper ends under emergency situations; and to hire, promote, transfer and assign employees as well as to suspend, demote, discharge or take disciplinary action against such municipal employees for just cause.
 - D. This grievance procedure is not applicable to matters for which an appeal process is otherwise provided and may not be used in addition to or in replacement of those processes.
 - E. The scope of the municipal grievance must:
 - 1. clearly define the situation in question through a written allegation of the specific wrongful act or situation, the harm done and the facts upon which it is based;
 - 2. arise out of an act or failure to act that directly relates to the working conditions of the eligible employee or to the municipal employee's employment relationship;
 - 3. define a matter within the control of the Town of Orleans, Indiana; and
 - 4. state which relief sought that is within the power of the Town of Orleans, Indiana, to grant. (Ord. 1997-5, Sec. 4A, April 17, 1997)
- (2) **Grievance Procedure.** The grievance procedure established by this ordinance consists of three steps for appeal, each of which must be utilized in turn before appeal is made to the next step unless specified in this policy.
- A. Step one-immediate supervisor. A municipal employee who believes that elements of his working environment are unsatisfactory and can be made more effective should take the following measures:
 - 1. Discuss the specific problem with his immediate supervisor. A problem that results from a specific event or action must be presented within seven days. The supervisor's decision regarding the matter *shall be rendered in writing* to the municipal employee with seven calendar days following the conference. The municipal employee has the right to the presence of a representative of his choosing during this conference.

2. If the problem cannot be resolved through the conference and/or the municipal wishes to document the grievance for further action, he may submit a formal written grievance to his immediate level supervisor. Municipal employees who do not have an immediate level supervisor may submit their grievance directly to the President of the Town Council.
- B. Step two-intermediate level supervisor. Grievances submitted to an intermediate level supervisor shall be writing on the designated department form. The grievance must:
1. be submitted within seven days following receipt of the immediate supervisor's response;
 2. include a copy of the immediate supervisor's response;
 3. specify the municipal employee's grievance and the specific remedy requested;
 4. provide a response to the immediate supervisor's decision; and
 5. be responded to by the intermediate level supervisor with seven day of receipt.
- C. Step three-President of the Town Council. If the matter is not satisfactorily resolved in step two, the problem may be presented in writing to the President of the Town Council, together with a copy of all preceding responses, within seven days following the response of the municipal employee's intermediate supervisor. The President of the Town Council shall meet with the affected municipal employee and a representative of his choosing if so desired. A written response will be provided to the municipal employee with seven days after receipt of the appeal from the municipal employee.
- D. Written responses to grievances. Written responses to grievances shall include the following:
1. Notation of the time, date and person who received the grievance.
 2. Analysis of the facts or allegation in the grievance.
 3. Affirmation or denial of the allegations.
 4. Identification of the remedies or adjustments, if any, to be made.

- E. Time limits. If a grievance is not processed by the aggrieved municipal employee within the specified time limits provided in this ordinance, the grievance shall be considered *void*. If the municipal representative fails to process a grievance within the time limits specified, the municipal employee may initiate action by proceeding to the next step. However, municipal employees are encouraged to make reasonable attempt to determine the reason for the delay.
- F. Time extension. All times specified in this procedure are subject to scheduled vacations, sick leave, or other authorized leave necessary for the proper conduct of departmental business. Additionally, involved parties may request one extension not to exceed seven days by providing written notice to the other parties prior to the expiration of the time limit established for that step.
- G. Withdrawal of grievance. At any time during the grievance process, the employee may withdraw the grievance by making written notification of the withdrawal available to all parties involved in the grievance process.
- H. Coordination of grievance procedures. The Clerk-Treasurer of the Town of Orleans, Indiana, is the official designated who shall coordinate the Town's grievance procedures as established within these guidelines. This officer shall also be responsible for:
1. maintaining and controlling all records relating to grievances in a manner that will ensure their confidentiality; and
 2. preparing written reports analyzing grievances filed as directed by the President of the Town Council.
 3. Appeal Hearing once the department's grievance procedure had been exhausted, a municipal employee and his representative have the right to explain and argue the grievance before full membership of the Town Council. The appeal hearing is informal and no record will be kept of the proceedings, although there is a right to cross examination. Findings of the Town Council shall be rendered within 15 days and are binding upon all parties involved. (Ord. 1997-5, Sec.4, April 17, 1997)

Chapter 2.50

POLICE DEPARTMENT

Sections:

- 2.50.010 Daily log of duties performed**
- 2.50.020 Logging long distance telephone calls**
- 2.50.030 Odometer readings on gasoline purchase tickets**
- 2.50.040 Appointment or hiring of deputy town marshalls**
- 2.50.050 Keys to the police station**
- 2.50.060 Clothing allowance**
- 2.50.070 Display of United States Flag**
- 2.50.080 Disciplinary proceedings for violation of rules**
- 2.50.200 Recognition of retiring member from Police Department**

2.50.010 Daily log of duties performed. A daily log showing each police officer on duty and general duties performed each day shall be made out on a weekly basis and turned in by the Town Marshall to the Clerk-Treasurer at the Town Hall each Friday afternoon by 4:00 P.M. A new log showing the proposed general work schedule of each police officer the following week shall be prepared and submitted to the Clerk-Treasurer also at said time by said Marshall. (Ord. 1985-1, Sec. 1, March 7, 1985)

2.50.020 Logging long distance telephone calls. All long distance telephone calls charged to the police station number shall be logged and identified and the log shall be turned in to the Clerk-Treasurer before the end of each month. (Ord. 1985-1, Sec. 2, March 7, 1985)

2.50.030 Odometer readings on gasoline purchase tickets. Odometer readings from each town police car shall be written on each gasoline purchase ticket for said vehicle and signed by police officer purchasing the same. (Ord. 1985-1, Sec. 3, March 7, 1985)

2.50.040 Appointment or hiring of deputy town marshalls. No deputy town marshalls shall be appointed or hired other than by the Town Board of Trustees. Refer to Ordinance #1988-1. No temporary or part-time deputy town marshall shall be appointed or employed with or without compensation, without prior permission of the Town Board of Trustees. (Ord. 1988-1, Sec. 8, February 4, 1988) (Ord. 1985-1, Sec. 4, March 7, 1985)

2.50.050 Keys to the police station. A key to the police station shall be turned in to the Clerk-Treasurer at the Town Hall and be secured in the safe at the Town Hall for emergency purposes only. Duplicate keys to the police station shall be issued by the Town Marshall and possessed only by said marshall and his deputies. (Ord. 1985-1, Sec. 5, March 7, 1985)

2.50.060 Clothing allowance. Each town police officer shall be permitted to spend the maximum sum of \$250.00 per year as a clothing allowance. (Ord. 1985-1, Sec. 6, March 7, 1985)

2.50.070 Display of United States Flag. The United States Flag shall be displayed daily at the flag pole at the Town Police Station by the Town Marshall or his deputies in accordance with the Code of Etiquette for display and use of the United States Flag, enacted by Congress. (Ord. 1985-1, Sec. 7, March 7, 1985)

2.50.080 Disciplinary proceedings for violation of rules. Any violation of these rules by police officers of the Town of Orleans, shall be cause for disciplinary proceedings and said rules shall take effect upon passage and adoption of the same. (Ord. 1985-1, Sec. 8, March 7, 1985)

2.50.200 Recognition of retiring member from Police Department. When an eligible police employee retires after at least twenty (20) years of service with the Orleans Police Department, he/she is authorized to retain his/her issued service weapon and receive a "Retired" gold badge in recognition of his/her service to the department and the public. Upon his/her retirement, the department shall issue to him an identification card that gives his/her name and rank, signifies that he/she is retired, and notes his/her authority to retain his/her service weapon; and shall further receive an identification card that gives his/her name and rank, and signifies that he/she is retired; and notes his/her authority to retain his/her service weapon. (Ord. 2000-4A, S1, Aug. 17, 2000)

Chapter 2.70

FIRE DEPARTMENT

Sections:

2.70.010 Approval of Fire Chief

2.70.010 Approval of Fire Chief. The Orleans Board of Trustees, Town of Orleans, Orange County resolves that anyone selected for the position of FIRE CHIEF of the Orleans Volunteer Fire Department must be approved by the Orleans Board of Trustees before elected. (Res. 1987-2, December 17, 1987)