

TITLE 2
PERSONNEL

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PERSONNEL

Chapters:

- 2.02 Personnel Policy and Procedure Handbook
- 2.50 Police Department
- 2.70 Fire Department

Chapter 2.02
PERSONNEL POLICY
AND
PROCEDURE HANDBOOK

Sections:

2.02.010 Adoption

2.02.010 Adoption. The Town of Orleans adopted **Town of Orleans Personnel Policy and Procedure Handbook** on April 16, 2009. This handbook can be obtained at the Town Hall. (Resolution 2013-1, Deferred Compensation Plan, April 18, 2013) (Ordinance 2009-05, April 16, 2009)

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)