

CHAPTER 28

GENERAL TOWN POLICY

- Section 28.1 Town vehicles, equipment and machinery fuel policy
- Section 28.2 Police and firemen finger printing
- Section 28.3 Reserved
- Section 28.4 Departmental regulations
- Section 28.5 Surplus property
- Section 28.6 Notification procedure of special meetings
- Section 28.7 Municipal elections

SECTION 28.1 TOWN VEHICLES, EQUIPMENT AND MACHINERY FUEL POLICY.

Numbers will be placed on all Town Vehicles, machines and equipment that burn or use fuel, number all stations where fuel is purchased, have vehicle expense forms made up and so placed in each vehicle and be kept in all departments on all other machinery using fuel. These forms to be filled out as purchases occur, kept up to date, and turned in by department heads at the end of each month to Town Clerk for board accounting and inspection.

Form to be titled: Town of Blanchard vehicle expense form —show month and year blanks. Also show date, vehicle # — station # — mileage and gallons, quarts, used — cost charge card # — part description tire position, serv. # etc., and signature of operator or driver.

SECTION 28.2 POLICE FINGER PRINTING

That finger prints be taken of all part and full time police department personnel, these original prints be placed in each employees personal record file and secured there by the Town Clerk.

SECTION 28.3 RESERVED.

SECTION 28.4 DEPARTMENTAL REGULATIONS

1. Purpose

(a) Each Town employee must understand the rights of the people with whom he deals and the limitations upon his own power. For this reason, these regulations are drafted.

(b) All personnel shall be guided by and adhere to any orders or instructions lawfully given by a superior officer or the elected official or officials, which serves as the head, president or supervisor of that particular and respective department, whether or not it is contained in these printed rules and orders.

(c) Violations of any ordinance, resolution, regulation or procedures shall be grounds for disciplinary action, and ignorance of said regulations and procedures shall not constitute a defense.

2. Insubordination

(a) Any failure to show proper respect for the rank of any supervisor officer or the elected official shall constitute a violation of this rule.

(b) Failure to comply immediately with any lawful command or order, oral or written, issued by a supervisory officer or the elected official, which serves as the head, president or supervisor of that particular department shall constitute a violation of this rule.

(c) All officials, employees, servants, and agents are required to report immediately, in writing, any actions of any employee, servant, agent, elected official, appointed official, or supervisor which may be a violation of these regulations to his respective supervisor or department head, failure to do report shall constitute a violation of this rule.

(d) No officer or any other employee shall publicly criticize or ridicule the department, its policies, elected officials, or other officers by speech, writing, or other expression which is defamatory, obscene, unlawful, undermines the effectiveness of the department, interferes with the maintenance of discipline or a false statement made with reckless disregard for the truth.

SECTION 28.5 SURPLUS PROPERTY

The following property is no longer needed for public purposes and are surplus to-wit:

Sears Coldspot Air/Cond.
Sears Coldspot Air/cond.
Fedders Air/Cond.
Weedeater 3111' Whizz Witch Hoffco
1980 Toyota PU Beige
1979 Dodge Van
1981 Ford LTD (police car)
1981 Ford LTD (police car)
Regency VHF—FM BTL 304 Transceiver 39.5 radio
Regency Lenier FCC—TX Data Ball—100

SECTION 28.6 NOTIFICATION PROCEDURE FOR SPECIAL MEETINGS

The Board of Aldermen will be notified by type written notices hand delivered and a notice posted on door of Town Hall of special meetings called.

SECTION 28.7 MUNICIPAL ELECTIONS

The Municipal Elections for the Town Officials shall be held at the same time as the Congressional Elections beginning in 1990 in accordance with Revised Statute 18:402 and Act 781 of 1985. The officers shall take office on the first day of January following their election and every 4 years thereafter.