

CHAPTER 8

PERSONNEL & ADMINISTRATION^{*}

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^{*} State Law reference—Authority of city council to appoint, remove and prescribe duties for any officer it deems necessary, V.T.C.A., Local Government Code, Section 26.041.

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Regular Meeting
Ladonia City Council
Monday, March 14, 2016
7:00 p.m. at Ladonia City Hall

MINUTES

- I. The meeting was called to order by Mayor Pro Tem Discha Threlkeld at 7:02 pm and a quorum was established.
- II. Roll Call/Members present: Todd Akers, Cheryl Seilhan, Janice Sterling, Dana Cuba and Discha Threlkeld
Members absent: Chris Burch
- III. Invocation by Todd Akers and the pledges were recited by all present.
- IV. Citizens Comments — *(State law prohibits the City Council from considering or deliberating on items not listed on the posted City Council Agenda. A person may address the Council on items not on the printed agenda. Comments are limited to three (3) minutes. The Council may not comment or deliberate regarding such statements or comments during this period. Any discussion of the subjects must be limited to a proposal to place the subject on the agenda for a future meeting. Sec 551.042 Open Meetings Act.)*
Sandra Cuba addressed the council about the culvert not replaced, pot holes in the roads, cars blocking road at stop sign.
- V. Consent Agenda
 - A. Discuss, Consider, Action / Minutes of February, 2016 meetings
Motion was made by Todd Akers and seconded by Cheryl Seilhan to accept the minutes of the February 1 & 15, 2016 meetings. Vote 5-0
 - B. Discuss, Consider, Action / Accounts payable
Motion was made by Dana Cuba and seconded by Janice Sterling to accept the accounts payable. Vote 4-0-1
(Cheryl Seilhan abstained)
 - C. Discuss, Consider, Action / Financial Report, February
Motion was made by Cheryl Seilhan and seconded by Janice Sterling to accept the financial report for February. Vote 5-0
- VI. Information Reports *(These reports are for information only. No discussion is appropriate unless there is a specific item listed below or there is a request that the item be placed on a subsequent agenda as a discussion and action item.)*
 - A. Public Works Department/Robert Waldrip
 1. Water Leaks/3 minor leaks, replaced 1 meter box, installed two water lines (3200 feet and 120 feet)
 2. Sewer Plant/2 lift station problems (1 pump stopped up, 1 electrical)
 3. Roads/ TXDOT cleaned ditches on Main Street, Fannin County
cleaned ditch from Eastside to Housing units.
 4. Ground Maintenance/mowed at city hall, Heritage Hall, Fire Dept., wells and towers

- B. Volunteer Fire Department reports were given by Discha Threlkeld.
 - 1. 8 Total Calls/4 Medical, 1 Grass Fire, 1 Accident, 2 smoke investigations.
 - 2. General Fund is \$1269.71
 - 3. Truck Fund is \$1856.38
 - 4. New Truck Fund is \$1285.90
 - 5. Volunteer Hours for February, 2016, was 35.06
- C. Administrative Reports were given by Debbie Nichols.
 - 1. May 2016 Election, Candidates names drawn for ballot position
Have four running for mayor, three for the 2 two-year terms, and three for the 2 one-year unexpired terms.

VII. New Business

- A. Discuss, Consider, Action / TCEQ Agreed Order Docket No. 2016-0061-PWS-E
Motion was made by Cheryl Seilhan and seconded by Dana Cuba to pay TCEQ Docket No 2016-0061-PWS-E. Vote 5-0
- B. Discuss, Consider, Action / Resolution 2016-03-11 appointing Election Judge and Alternate Election Judge
Motion was made by Dana Cuba and seconded by Todd Akers to approve Resolution 2016-03-11 appointing Lavonne Duncan as election judge and Charlene Crosby as alternate election judge for May 7 election. Vote 5-0
- C. Discuss, Consider, Action / Spring Clean-up Week/6-3/12 or 6-10/19
Motion was made by Cheryl Seilhan and seconded by Dana Cuba to set June 3 through June 12 as Spring Clean-Up Week. Vote 5-0
- D. Discuss, Consider, Action / Green Mountain Energy renewal agreement
Motion was made by Janice Sterling and seconded by Todd Akers to table the renewal agreement with Green Mountain. Ms. Sterling will check into different rates with electrical companies. Vote 5-0
- E. Discuss, Consider, Action / Legacy Contracting service agreement
Motion was made by Todd Akers and seconded by Dana Cuba to accept the contract with Legacy Contracting. Vote 4-0-1
(Cheryl Seilhan abstained)
- F. Discuss, Consider, Action / Change amount of expenditure mayor can approve without council approval.
Motion was made by Cheryl Seilhan and seconded by Janice Sterling to change the amount of expenditure the mayor can approve without council approval to \$500.00. Vote 5-0
- G. Discuss, Consider, Action / Sale or scrap of city vehicles
Motion was made by Cheryl Seilhan and seconded by Dana Cuba to table the sale or scrap of city vehicles until more information is available. Vote 5-0
- H. Discuss, Consider, Action / Pat's Pump Service – disposal at sewer plant
Motion was made by Cheryl Seilhan and seconded by Dana Cuba to table this item until more information is available. Vote 5-0

VIII. Old Business

- A. Discuss, Consider, Action / Accept 2014-15 Financial Audit
Motion was made by Cheryl Seilhan and seconded by Janice Sterling to
accept the 2014-15 Financial Audit. Vote 5-0
- B. Discuss, Consider, Action / Sale of city property (formerly Delta Funeral
Home)
The council convened in closed session.


IX. The council convened in Executive Session as authorized by Texas Government
Code at 7:47 pm.

- A. Texas Government Code Section 551.072 (Deliberation Regarding Real
Property) to deliberate the purchase, exchange, lease, or value of real
property if deliberation in an open meeting would have a detrimental
effect on the position of the governmental body in negotiations with a
third person.
 - 1. Discuss, Consider, Action / sale of city property (formerly Delta
Funeral Home)

X. The council reconvened in Open Session to take action (if any) on items
discussed in executive session at 8:28 pm.

- A.1. Motion was made by Cheryl Seilhan and seconded by Dana Cuba to
advertise for bids in the Fannin County Leader for two weeks for the
sale of city property formerly Delta Funeral Home. Vote 5-0

XI. The meeting adjourned at 8:32 p.m.


Debbie Nichols, City Secretary



ARTICLE 8.100 MAYOR, ELECTION AND DUTIES***Sec. 8.101 Election**

The mayor shall be elected for a two year term, and shall serve until his successor is elected and qualified as is provided by statute.

Sec. 8.102 Duties

The mayor shall be the chief executive officer of the city, shall preside over the meetings of the council, and shall perform such duties as may be required of him by statute or ordinance. He shall have supervision over all of the executive officers and employees of the city, and shall have the power and authority to inspect all books and records pertaining to city affairs and kept by any officer or employee of the city at any reasonable time.

Sec. 8.103 Appointment of Officers

The mayor shall appoint by and with the advise and consent of the city council, all officers of the city whose election or appointment is not otherwise provided for. Any vacancies occurring in an appointive office shall be filled in the same manner.

Sec. 8.104 Designation of Officers Duties

Whenever there is a dispute as to the respective duties or powers of any appointed officer of the city this dispute shall be settled by the mayor after consultation with the city attorney; and the mayor shall have the power to delegate to any appointed officer any duty which is to be performed when no specific officer has been directed to perform that duty.

Sec. 8.105 Mayor Pro-Tem

During a temporary absence or disability of the mayor, the city council shall elect one of its number to act as mayor pro tem, who during such absence or disability shall possess the powers of mayor, as is provided by statute.

Sec. 8.106 Acting Mayor

In the event of a vacancy in the office of mayor the council may appoint one of its members as acting mayor to serve until the vacancy is filled at a regular or special election as provided by law.

* State Law reference—Aldermanic form of government in a Type A general law municipality, V.T.C.A., Local Government Code, Section 22.001 et. seq.

Sec. 8.107 Formal Occasions

The mayor shall act for and on behalf of the city on formal occasions and receptions; but in his absence or inability to attend any such function the council may select any other city officer to so act.

(Ordinance adopting Code)

ARTICLE 8.200 CITY CLERK/SECRETARY/TREASURER*

Sec. 8.201 Appointment

The city clerk shall be appointed by the mayor and the city council after review of specific qualifications for the appointment.

Sec. 8.202 Bond

Before entering upon his duties of the office, the city clerk shall execute a bond in such amount as is provided by statute, conditioned upon the faithful performance of his duties.

Sec. 8.203 Signatures

The city clerk shall seal and attest all contracts of the city and all licenses, permits and such other documents as shall require this formality.

Sec. 8.204 Money Collected

The city clerk shall deposit all money received by him on behalf of the city in the bank promptly upon receipt of the same, or at the end of each work day as may be directed by the city council; and with such money he shall provide a statement as to the source thereof. Copies of all deposits and a summary review of total monthly deposits shall be presented to the mayor and city council for their review at each regular meeting of the city council.

Sec. 8.205 Accounts

The city clerk shall keep accounts showing all money received by him and the source and disposition thereof; and such other accounts as may be required by statute or ordinance.

* **State Law reference**—Powers and duties of city secretary, V.T.C.A., Local Government Code, Section 22.073.

Sec. 8.206 Records

In addition to the record of ordinances and other records which the clerk is required by statute to keep, he shall keep a register of all licenses and permits issued and the payments thereon; a record showing all of the officers, regular employees and volunteer representatives of the city; and such other records as may be required by the city council.

Sec. 8.207 Seal

The city clerk shall be the custodian of the city seal, and shall affix its impression on documents wherever this is required.

Sec. 8.208 Documents

The clerk shall be the custodian of all documents belonging to the city which are not assigned to the custody of some other officer.

Sec. 8.209 Indices

The city clerk shall keep and maintain a proper index to all documents and records kept by him, so that ready access thereto and use thereof may be had.

Sec. 8.210 Ex Officio Collector

The city clerk shall act as and perform all the duties of collector unless and until a separate collector is appointed.

Sec. 8.211 City Council Minutes

The city clerk shall attend all city council meetings and shall keep the minutes of the meeting and shall post the minutes on the indoor and outside bulletin board at City Hall and on the City website in a timely manner.

This Ordinance Amendment shall become effective upon its passage.

PASSED AND APPROVED, the 24th day of January, 2012.

ORDINANCE NO. 2012-01-17

Sec. 8.213 Vacancies

In case the city clerk position shall become vacant for any reason, the city council shall appoint a successor.

(Ordinance adopting Code)

ARTICLE 8.300 WATERWORKS SUPERINTENDENT*

Sec. 8.301 Establishment

There is hereby created the position of superintendent of waterworks, who shall be appointed by the city council after review of specific qualifications for appointment.

Sec. 8.302 Duties

The superintendent of waterworks shall have charge of the maintenance, repair and operation of the water distribution system of the city, and of all intakes, wells, reservoirs, mains, hydrants, meters and other appurtenances thereto; and in addition he shall perform such other duties as may be assigned to him by the mayor and council. Must have a Class C license as required by the State of Texas.

Sec. 8.303 Employees

All employees assigned to the maintenance or operation of the water plant shall be under the supervision and direction of said superintendent.

(Ordinance adopting Code)

ARTICLE 8.400 SEWER PLANT SUPERINTENDENT†

Sec. 8.401 Establishment

There is hereby created the position of superintendent of the sewage disposal plant, who shall be appointed by the city council after review of specific qualifications for the appointment.

Sec. 8.402 Duties

The superintendent of the sewage disposal plant shall have charge of the maintenance and operation of the sewage disposal plant of the city and supervision over all employees assigned thereto. He must have a Class C license as required by the State of Texas for waste water management.

(Ordinance adopting Code)

* Cross reference—Chapter 11, Utilities & Solid Waste.

† Cross reference—Chapter 11, Utilities & Solid Waste.

ARTICLE 8.500 POLICE DEPARTMENT*

Sec. 8.501 Creation

There is hereby created a police department for the city which shall consist of the chief of police and such other members as may be provided for by the city council.

Sec. 8.502 Appointments

The chief of police shall be appointed by the city council. Promotions shall be made by the city council.

Sec. 8.503 Rank

The chief of police shall be the head of the police department and shall have supervision over any members thereof.

Sec. 8.504 Duties of Chief

The chief of police shall keep such records and make such reports concerning the activities of his department as may be required by statute or the city council. The chief of police shall be responsible for the performance by the police department of its functions, and all persons who are members of the police department shall serve subject to the orders of the chief of police.

Sec. 8.505 Duties

It shall be the duty of the members of the police department to see to the enforcement of all of the ordinances of the city and all statutes applicable therein; and to preserve order and prevent infractions of the law and arrest violators thereof.

Sec. 8.506 Serving Process

No member of the police department, except the chief, shall serve any process except on command of the chief of the police department.

Sec. 8.507 Conduct of Members

It shall be the duty of every member of the police department to conduct himself, or herself, in a proper and law abiding manner, at all times, and to avoid the use of unnecessary force. Each member of the department shall obey the orders and directions of his superior.

* State Law reference—Police officers in Type A general law municipality, V.T.C.A., Local Government Code, Section 141.006.

Sec. 8.508 Witness Fees

Every member of the police department shall appear as witness whenever it is necessary in a prosecution for a violation of an ordinance or of any state or federal law. No such members shall retain any witness fee for service as witness in any action or suit in which the city is a party; any fees paid for such services shall be turned over to the chief, who shall deposit the same with the city treasurer.

Sec. 8.509 Rules and Regulations

The chief of the police department may make or prescribe such rules and regulations as he shall deem advisable, such rules subject to approval by the city council; such rules, when approved by the council, shall be binding on department members. Such rules and regulations may cover, besides the conduct of the members, uniforms and equipment to be worn or carried, hours of service, vacations, and all other similar matters necessary or desirable for the better efficiency of the department.

Sec. 8.510 Stolen Property, Custody Of

The chief of police shall have the custody of all lost, abandoned or stolen property recovered in the city.

Sec. 8.511 Rewards

The chief of police, for meritorious service rendered by himself or any member of the police force in the due discharge of his duty, may retain or permit such member to retain for his own benefit, so far as he may be permitted by law, any reward or present tendered him therefor, and it shall be cause of removal for any member of the force, including the police chief, to receive any such reward or present without notice thereof to the city council and without their permission.

(Ordinance adopting Code)

ARTICLE 8.600 CONDUCT OF MEMBERS OF THE POLICE DEPARTMENT**Sec. 8.601 Chief of Police**

The chief of police shall be specifically charged with the supervision of all members of the department and shall be held strictly responsible for the conduct, and efficiency of all such members for the general good order of the department, and shall be responsible to the mayor and the city council. He shall have regular hours of duty during each working day. The chief of police shall have a thorough knowledge of all sections of the city, and when going on duty shall immediately familiarize himself with all police business transacted since his last tour of duty. The chief of police shall diligently inquire into all

complaints and charges of laxity and misconduct in the performance of duty by members under his command and shall take such steps as set forth in these rules and regulations, or as he may deem necessary when not in conflict with these rules and regulations:

- (1) It shall be the duty of the chief of police to cause the public peace to be preserved and to enforce all ordinances of the city of which the police department must take cognizance. The chief of police shall receive and give proper attention to complaints of all persons referred to him and perform such other duties as may be required from time to time prescribed by the rules and regulations.
- (2) The chief of police shall have full power and authority to reprimand any member of the police department, and to file charges against any member or members of the police department with the city council for nonconformance with these rules and regulations.
- (3) The chief of police shall have custody and control of all books, records, machines, tools, apparatus, or equipment of every kind necessary for the use of the department.
- (4) Further, all the following rules and regulations which are applicable to the members of the police department are also applicable to the chief of police.

Sec. 8.602 Police Officer

Every police officer, in carrying out the functions of the police department, namely, the preservation of the public peace, the protection of life and property, the prevention of crime, the arrest of violators of the law, the proper enforcement of all the laws and ordinances of which the department takes cognizance, shall be consistently direct in their efforts to accomplish that end intelligently and efficient]y, and shall hold themselves in readiness at all times to answer the calls and obey the orders of their superiors, and shall be accountable to their superiors for the general conditions of the city during the hours assigned to them.

- (1) All original appointments shall be for a probational period of three (3) months. Continuance in service shall be dependent upon the conduct of the appointee and his fitness for the performance of the duties to which he is assigned as indicated by the quality of his work and the reports and recommendations of the police chief. If, during the first year, the appointee proves unfit, he will be dismissed from the service by the chief of police with the approval of the city council and shall not be entitled to appeal from such dismissal.
- (2) Police officers, unless otherwise ordered, shall wear the regulation uniforms in keeping with the specifications, including material, designated and adopted by the department and approved by the city council.

Sec. 8.603 Police Officers Responsibility

Members of the police department will have regular hours assigned to them for active duty each day, and when not so employed they shall be considered off duty, unless otherwise agreed upon with the city council. They shall, however, be held to be subject to duty at all times, and although practically relieved from the routine performance of duty, are at all times subject to orders from the proper authorities and to calls from superiors. The fact that they may be technically off duty shall not relieve them from the responsibility of taking proper police action in any matter coming to their attention at any time. In order to be able to fully execute this responsibility, all police officers shall carry firearms at all times when in the city.

Sec. 8.604 Absence from Duty

No member of the police department shall be absent from his regular hours of duty without permission. In the event of sickness, notice shall be given to the mayor, or city clerk, allowing ample time to make arrangements to fill the vacancy, if required, of any such person reporting sick.

Sec. 8.605 Leaving the City

No member of the department doing patrol duty shall go beyond the limits of the city unless in the performance of actual police duty, or upon direct orders from the mayor or city council.

Sec. 8.606 Attention to Duty

All regular members of the department shall at all times be attentive to their duties.

Sec. 8.607 Asleep on Duty

Sleeping or loafing on duty is a serious dereliction, and any member or employee of the department guilty of such conduct is subject to charges for neglect of duty.

Sec. 8.608 Department Stationery

Department stationery shall not be used for personal correspondence, nor shall any department property, whatsoever, be used for private purposes.

Sec. 8.609 False Reports

No member of the department shall knowingly make a misstatement or make a false report.

Sec. 8.610 Address and Telephone

Members of the department shall notify the mayor and the council and the city clerk of any change in their residence address or telephone number.

Sec. 8.611 Insubordination

Members and employees of the police department shall treat their superiors with respect, and in their demeanor toward other associates in the city shall be courteous and considerate, guarding themselves against jealousy and other unfriendly feelings. It is their duty to inform their superiors of any neglect or disobedience of orders that may come to their knowledge. Members and employees shall not, under any circumstances, or in any manner whatsoever, speak critically or derogatorily to any member of the city staff, or to any person outside the city regarding orders or instructions issued by a superior; provided, however, in any case where there is a sound reason to believe that such orders or instructions are inconsistent or unjust, it is the right of and duty of any member or employee to appeal to a higher authority.

Sec. 8.612 Courtesy

(a) Courtesy and civility towards the public are demanded from all members and employees of the police department and any conduct to the contrary will not be tolerated.

(b) Members and employees in their conduct and deportment shall be quiet, civil and orderly and shall at all times be attentive and serious in the discharge of their duties, controlling their tempers and exercising the utmost patience and discretion. They must at all times refrain from using violent, profane, and insolent language, but when required must act with sufficient force to perform their duties. They shall be civil and respectful towards each other.

Sec. 8.613 Criticizing

Members of the police department shall not discuss or criticize publicly or privately the personal habits, character or conduct of or the official action of other members of the department unless it be a violation of the rules and regulations, in which case the same should be reported to their superiors.

Sec. 8.614 Name and Number

A police officer shall furnish such information or render such aid to all persons when requested, as is consistent with his duties. He shall at all times, when in uniform, keep his badge in sight, and give his name and badge number in a respectful manner when requested.

Sec. 8.615 Care of Equipment

Members and employees of the department shall be responsible for the good care of department property whether fixed or moveable, assigned to their use or keeping, and shall promptly report to their commanding officers the loss or damage to, or unserviceable condition of such property. Roughness or carelessness in the handling of such property will not be tolerated and will be made the subject of charges of superiors who will be responsible for the strict enforcement of this rule. Any member found guilty of damages to or destruction of city property, either through willfulness or negligence, shall be required to pay all costs of repairs or replacements thereto, besides suffering any penalty for the violation of this section.

Sec. 8.616 Lost Equipment

All members of the department shall immediately report to the chief of police, or the mayor, the loss of any city equipment that has been furnished to the individual.

Sec. 8.617 Furlough, Vacation and Holidays

(a) When the police appropriation for the maintenance of the police department is sufficient, and no emergencies exist, furloughs with full pay will be granted to each member of the department as provided for herein.

- | | |
|----------------------------------|---------------------|
| (1) 1– 5 years of employment | 1 week of vacation |
| (2) 5–10 years of employment | 2 weeks of vacation |
| (3) After 10 years of employment | 3 weeks of vacation |

(b) Vacation must be taken. It will not be paid or days cannot be carried over.

(c) Sick leave is accumulated the same as vacation. Sick leave can be carried over up to thirty (30) days.

(d) One week notice must be given before vacation can be taken.

(e) The holidays will be as follows:

- (1) New Year's Day
- (2) Martin Luther King's Birthday
- (3) President's Day
- (4) Memorial Day
- (5) Fourth of July
- (6) Labor Day

- (7) Columbus Day
- (8) Veteran's Day
- (9) Thanksgiving and the following Friday
- (10) Christmas Eve and Christmas Day
- (11) Personal Day

(f) The chief of police shall designate when said annual vacation furlough shall take place. In addition, each member of the department shall be granted one (1) day off out of each seven (7) days.

(g) The chief, however, shall have the right to refuse or cancel any annual vacation furlough or days off in the event of any emergency

Sec. 8.618 Performance of Duties

No member of the police department shall perform his duty or duties in an ineffective manner.

Sec. 8.619 Games of Chance

Police officers shall not engage in any games of chance while on duty.

Sec. 8.620 Drinking

Members of the police department shall not drink any intoxicating liquor while either on duty or in uniform in the city limits.

Sec. 8.621 Intoxication

No member of the department shall become intoxicated or under the influence of alcohol while either on or off duty.

Sec. 8.622 Drug Test

All members of the police department must pass a drug test showing that they are free from drugs prior to employment and are subject to further random drug testing as long as they remain employees of the city.

Sec. 8.623 Aiding Persons

No member of the department shall aid any prisoner in obtaining an attorney or a bondsman.

Sec. 8.624 Altercations

Members of the department shall refrain from physical altercations except in the line of duty and shall not maltreat any person or prisoner.

Sec. 8.625 Conduct

No member of the police department shall conduct himself in a disorderly or any other manner as to bring discredit upon the department.

Sec. 8.626 Debts

Members of the police department shall pay when due all just bills and obligations owed by such member, and such member shall not incur or become liable for obligations which he, in the reasonable course of events, could not possibly meet at their maturity. No member of the department shall sell or assign any wages to be received from the police department.

Sec. 8.627 Confidential Information

(a) No member of the department shall give out or release any information covering the affairs, business or operation of the police department without the consent of the police chief.

(b) Members and employees of the police department shall not deliver addresses in meetings concerning the work of the police department, nor shall they make statements for publication concerning plans, policies or affairs of the police department unless authorized to do by the chief of police, or in the case of the chief of police, the mayor.

Sec. 8.628 Subpoenas

Members of the department when subpoenaed or requested to appear for the defense in the prosecution of a criminal case, shall immediately report to the police chief whose duty it shall be to notify the state's attorney.

Sec. 8.629 Stolen or Abandoned Property

It shall be the duty of all officers, upon the finding or recovery of any abandoned vehicle or stolen property, or abandoned property, to bring such vehicle or property to the police station, placing such vehicle or property in the care of the chief of police.

Sec. 8.630 Accepting Rewards

No member of the department shall receive or accept any reward from any person, firm or corporation for any services rendered in the line of his duty. However, as to all rewards

received by members of the department, where the individual has contributed outstanding work in the recovery of property, etc., a written report thereof will be made to the mayor outlining the case in question and submitting the reward to the city council to be acted upon by them.

Sec. 8.631 Acceptance of Presents

No member of the department shall accept any fee, reward, or gift of any kind, from persons arrested or from any friend in his behalf while he is in custody, or after release or discharge. Members of the department shall not accept presents or gifts from other members of the department, groups, clubs, associations, societies, citizens, lodges, or political parties. Members of the department shall not solicit contributions for a fund for the purposes of presenting other members of the department with a gift, unless authorized by the mayor and the city council.

Sec. 8.632 Bribes

No member of the department shall accept bribes of money, gifts or other articles of apparent or actual value.

Sec. 8.633 Firearms

All members of the police department shall buy a firearm approved by the chief of police. The same shall be submitted for inspection, and the members shall be qualified for use of firearms by a training course adopted by the department.

Sec. 8.634 Uniforms and Specifications

All members of the police department shall be furnished with such required uniform and such police equipment as provided by the city council in its annual appropriation. The chief of police shall, from time to time, supply members of the department with specifications and requirements for uniforms and other police equipment. All uniforms shall be inspected and approved by the city council.

Sec. 8.635 Identification

Every member of the department shall be furnished a shield which shall be worn by the member and shall not under any circumstances be traded or misplaced.

Sec. 8.636 Fines

All fines assessed by the fire and police departments and collected pursuant to the terms of this code shall be forthwith turned over to the city.

Sec. 8.637 Resignation

- (a) All members of the police department shall give fourteen days written notice to the mayor and city council of their intentions of resigning from the police department.
- (b) Any member leaving the department without due notice as aforesaid shall be disqualified from ever again becoming a member of the police department. However, before any resignation is accepted all equipment and property belonging to the city must be returned to the mayor or city council.

Sec. 8.638 Employment Outside of the Police Department

All regular members of the police department shall devote their entire and exclusive time to the business of the police department. Any outside employment or business interests that do not interfere with the efficiency of the police department may be submitted in writing to the chief of police or the mayor and the city council for approval. In no case shall such outside work be for a full eight hour day or period, and in all cases the police officer should be available for emergency duty.

Sec. 8.639 Other Laws

In addition to the within rules and regulations as established by the city council, the laws of the state, ordinances of the city, and federal laws pertaining to and affecting police officers shall be the governing factors in the conduct of all members of the police department, who shall at all times be subject to the same.

(Ordinance adopting Code)

ARTICLE 8.700 AFFIRMATIVE ACTION**Sec. 8.701 Purpose**

Equal opportunity for all people without regard to race, color, religion, sex, age or national origin is part of the American Ideal. City of Ladonia, as a matter of policy, can make vital contributions toward this Ideal by taking affirmative action to provide equal employment opportunities for all. The following policy is issued to reflect the commitment of City of Ladonia to the spirit of equal employment opportunity (EEO).

Sec. 8.702 Statement of Policy

It is the policy of City of Ladonia to recruit, employ and to provide compensation, promotion and other conditions of employment without regard to race, color, religion, sex, age or national origin. It is the policy of the City to provide productive employment opportunities for the handicapped by placing such individuals in positions where their