

21-41

SPONSOR: Janet Venecz
Councilwoman at Large

ORDINANCE NO. 9527

AN ORDINANCE AMENDING ORDINANCE NUMBERS 6049, 7472, 8620, 8638, 8669, 9181, 9242, AND 9429 ALSO KNOWN AS SECTION 37.020 OF THE HAMMOND MUNICIPAL CODE, PERTAINING TO AN EMPLOYEE REPORTING POLICY

WHEREAS, the City of Hammond presently has a Personnel Policy Manual/Employee Handbook for Hammond employees as set forth under Section 37.020 of the Hammond Municipal Code; and

WHEREAS, to protect the safety of Hammond employees and the public when an employee engages in off duty conduct that leads to their arrest related to their job duties, the Employee Handbook must now be amended to include an employee reporting policy addendum; and

WHEREAS, the addendum to be added to the Employee Handbook shall be added to Section 5-1. Workplace Conduct, is attached as an exhibit, and made part of this Ordinance as if listed here in its entirety, and

THEREFORE, BE IT ORDAINED by the Common Council of the City of Hammond, Indiana that Ordinance Numbers 6049, 7472, 8620, 8638, 8669, 9181, 9242, and 9429, the same being known as Section 37.020 of the Hammond Municipal Code is amended to reflect the added employee reporting policy addendum to Section 5-1. Workplace Conduct as follows:

See Attached Exhibit

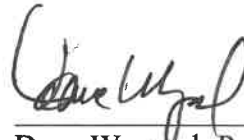
THEREFORE, BE IT FURTHER ORDAINED that if any part of this ordinance shall be held invalid by a court of competent jurisdiction, the remainder thereof shall not be affected.

AN ORDINANCE AMENDING ORDINANCE NUMBERS 6049, 7472, 8620, 8638, 8669, 9181, 9242, AND 9429 ALSO KNOWN AS SECTION 37.020 OF THE HAMMOND MUNICIPAL CODE, PERTAINING TO AN EMPLOYEE REPORTING POLICY

BE IT FURTHER ORDAINED this Ordinance shall be considered as amending Section 37.020 of the Hammond Municipal Code, and if there be any conflict therewith any other section, this Ordinance shall take precedence.

BE IT FURTHER ORDAINED by the Common Council that this Ordinance shall be in full force and effect from and after its passage by the Common Council, signing by the President thereof, and approval by the Mayor.

ADOPTED AND APPROVED BY the Common Council of the City of Hammond, Indiana this 12th day of October, 2021.

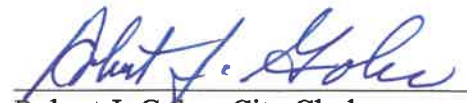


Dave Woerfel, President
Hammond Common Council

ATTEST:


Robert J. Golec, City Clerk

PRESENTED BY ME, the undersigned City Clerk of the City of Hammond to the Mayor of said City for his approval on the 13th day of October, 2021.



Robert J. Golec, City Clerk
City of Hammond, Indiana

AN ORDINANCE AMENDING ORDINANCE NUMBERS 6049, 7472, 8620, 8638, 8669, 9181, 9242, AND 9429 ALSO KNOWN AS SECTION 37.020 OF THE HAMMOND MUNICIPAL CODE, PERTAINING TO AN EMPLOYEE REPORTING POLICY

The foregoing Ordinance No. 9527 consisting of three (3) typewritten pages, including this page, and attached exhibit, was APPROVED AND SIGNED BY ME, the undersigned Mayor of the City of Hammond, Indiana on this 13th day of October, 2021.



Thomas M. McDermott, Jr., Mayor
City of Hammond, Indiana

PASSED by the Common Council on the 12th day of October, 2021 and Approved by the Mayor on the 13th day of October, 2021.



Robert J. Golec, City Clerk
City of Hammond, Indiana

**CITY OF HAMMOND EMPLOYEE HANDBOOK ADDENDA
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Addendum 5-1. Workplace Conduct

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**Addendum to Section 5-1. Workplace Conduct
Employee Reporting Policy, Criminal Misdemeanor and/or Felony Charge or Arrest**

Purpose and Scope

The City of Hammond has established the following policy to protect the safety of its employees and the general public when an employee engages in off duty conduct that leads to their arrest or charge related to their job duties.

The City of Hammond commits to review the circumstances of the arrest and/or pending charge(s), and conduct an individualized assessment of the charge, the circumstances, and connection to the employee's job duties. The department head/supervisor, in conjunction with the Personnel Director, will determine the most appropriate course of action, if any. Such action may include, but is not limited to, modification of duties or work assignment.

Misrepresentation of the circumstances or nature of arrest and/or charge may be grounds for disciplinary action, up to and including termination.

Procedure

It is the responsibility of all City of Hammond employees to report to their supervisor and/or department head any arrest or charge for a criminal misdemeanor or felony, within seventy-two (72) hours of the inciting incident. The employee must provide to their supervisor/department head any written documentation that describes the criminal arrest and/or charge(s) in question. The employee's supervisor/department head shall then immediately notify the Personnel Director.