

CHAPTER 33: POLICE DEPARTMENT

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ORGANIZATION

§ 33.01 POLICE DEPARTMENT.

(A) The Police Department shall within the city:

- (1) Preserve peace;
- (2) Prevent offenses;
- (3) Detect and arrest criminals;
- (4) Suppress riots, mobs, and insurrections;

(5) Dispense unlawful and dangerous assemblages and assemblages that obstruct the free passage of public streets, sidewalks, parks, and places;

- (6) Protect the rights of persons and property;
- (7) Guard the public health;
- (8) Preserve order at elections and public gatherings;
- (9) Direct the movement of vehicles in public ways or public places;
- (10) Remove all nuisances in public parks or public ways;
- (11) Provide proper police assistance at fires;
- (12) Assist, advise, and protect strangers and travelers in public ways or at transportation facilities;
- (13) Carefully observe and inspect all places of business under license, or required to have them; and
- (14) Enforce and prevent the violation of all laws in force in the city.

(B) The Police Chief and each Captain in the city may supervise and inspect all businesses, other places, and activities within the limits of the city. Any member of the Department may be authorized by the Chief, in writing, to exercise the same powers.

(Prior Code, § I-1-5)

Statutory reference:

Related provisions, see I.C. 36-8-3-10

§ 33.02 NUMBER OF POLICE OFFICERS.

The Police Department and the city shall employ no more than four full-time officers and a Chief of Police for a total of five total officers.

(Ord. 1997-2, passed 3-26-1997)

§ 33.03 CONTRACT; REIMBURSEMENT OF FUNDS.

The Police Department shall not hire any police officer unless that police officer formally agrees to remain with the city's Police Department for a period of not less than three years, and to reimburse the city for funds expended by the city in connection with the police officer's required training and his or her physical if the police officer leaves the city's employ before the agreed period expires.

(Prior Code, § II-1-3) (Ord. 1992-24, passed 11-9-1992)

§ 33.04 RESIDENCY REQUIREMENT.

A member must have adequate means of transportation into the city. In addition to these requirements, a member of the Police Department must reside within the corporate boundaries of the city until he or she has served for five years.

(Prior Code, § II-4-2) (Ord. 84-11, passed - -)

§ 33.05 RESERVE UNIT.

(A) There is a City Police Reserve Unit pursuant to the provisions of I.C. 36-8-3-20.

(B) The number of police reserve officers shall be any number not in excess of seven.

(C) Members of the Police Reserve Unit shall be appointed by the Chief of Police, subject to the approval of the Board of Public Works and Safety.

(D) Members of the Police Reserve Unit shall have the police powers as provided by I.C. 36-8-3-20.

(E) The Police Department shall adopt rules for the Police Reserve Unit, subject to the approval of the Board of Public Works and Safety.

(F) No member of the Police Reserve Unit may be approved until that person has completed the training and probationary period specified by the rules of the Department.

(Ord. 2004-03, passed 4-12-2004)

§ 33.06 PART-TIME POLICE OFFICERS.

(A) New positions are established within the Police Department which shall be part-time police officers.

(B) These positions shall require that the applicants have completed the Indiana Law Enforcement Academy and received their degree from same.

(Ord. 2005-3, passed 3-14-2005)

*EMPLOYMENT POLICIES***§ 33.20 VACATION POLICY.**

The following is the vacation policy:

(A) A full time employee shall be entitled to annual vacation leave with pay.

(B) A new employee will receive five days of vacation on his or her first anniversary.

(C) The employee will receive five days of vacation on January 2 of his or her second year of employment.

(D) On the following January 2, the employees will receive ten days of vacation per year through the ten-year anniversary.

(E) On January 2 of the eleventh year of employment the employee will receive 11 days of vacation.

(F) On January 2 of the twelfth year of employment the employee will receive 12 days of vacation.

(G) On January 2 of the thirteenth year of employment the employee will receive 13 days of vacation.

(H) On January 2 of the fourteenth year of employment the employee will receive 14 days of vacation.

(I) On January 2 of the fifteenth year of employment the employee will receive 15 days of vacation.

(J) On January 2 of the sixteenth year of employment the employee will receive 16 days of vacation.

(K) On January 2 of the seventeenth year of employment the employee will receive 17 days of vacation.

(L) On January 2 of the eighteenth year of employment the employee will receive 18 days of vacation.

(M) On January 2 of the nineteenth year of employment the employee will receive 19 days of vacation.

(N) On January 2 of the twentieth year of employment the employee will receive 20 days of vacation per year thereafter.

(O) Vacation accrued during a calendar year must be taken during the current calendar year if possible. With department head approval, 40 hours may be carried over into the next year but must be used within the first six months of the year.

(P) Vacation days may be taken in no less than one-day increments.

(Q) Vacation leave is credited for all continuous service in active pay status. Vacation is not earned while an employee is in a non-paid status (i.e. leave of absence without pay, disciplinary suspensions, and disability leave under unpaid family and medical leave).

(R) Vacations are scheduled in accordance with workload requirements of the individual department or office. For this reason, it is essential that vacation requests be made at least one week in advance of the proposed starting date. Elected officials/department heads have the authority to approve or deny vacation requests.

(S) Employees, who leave employment with the city in good standing, will be paid for all remaining unused vacation days.

(T) Any employee who is terminated for just cause will not be paid their remaining unused vacation days.

(U) The balance of the employee's vacation time at December 31, 2009 will be banked and carried forward. New vacation time earned as of January 1, 2010 will be required to be used up within the specifications of the policy and procedure manual.. This applies to all full-time employees.
(Res. 2011-6, passed 6-13-2011)

§ 33.21 UNIFORM AND EQUIPMENT.

(A) The city shall provide the necessary uniforms and equipment for a newly hired police officer during the probationary period of one year.

(B) The cost of outfitting and equipping a newly hired police officer shall not exceed \$450.

(C) All uniforms and equipment shall remain the property of the city.

(D) After one year on the Police Department, the officer shall be entitled to the uniform allowance then in effect.

(Prior Code, § II-1-5) (Ord. 86-2, passed 2-10-1986)

§ 33.22 USE OF CITY POLICE VEHICLES.

(A) The purpose of the extra (second) police vehicle is that it shall be used as an alternate to the existing police car. It shall be used for duty purposes on a regular basis and is to allow the hours of use on the existing vehicle to be lowered and the life of that vehicle expanded.

(B) Police vehicles are to be driven by Police Department officers only. These vehicles are to be used for official police duty. Any misuse of any vehicle assigned to the Police Department shall constitute official misconduct and be dealt with according to laws governing the same.

(C) Any vehicle assigned to the Police Department shall not be allowed outside the city limits, unless under the following conditions:

(1) On official police business, as defined in I.C. 36-8-3-6, and other uses not defined, such as court proceedings, transfer of command, trips to county offices, and transporting prisoners; and

(2) When requested for assistance by another agency, emergency only. When the other agency arrives and assistance is no longer needed, the officer must return to the city.

(D) Needs for leaving the city limits for assistance should be judged by the necessity versus risk of loss of life, and any use of either vehicle outside the city limits shall be logged on the vehicle use log and presented to the Council when requested.

(Ord. 1994-8, passed 6-13-1994)