

Introduction:

It is the policy of the City of Taft to require the highest standards of ethical conduct of the appointed officers of the City of Taft and of all municipal employees.

At the same time, it is the responsibility of the City of Taft to protect individual officers and employees from the unfavorable consequence of public statement of unfounded or malicious charges of misconduct in office.

To reconcile these responsibilities, the City of Taft has established a procedure for receiving, investigating, and disposing of all allegations of misconduct against municipal officers and employees.

RECEIVING CHARGES

1. Any individual wishing to file an allegation of misconduct in office against any officer or employee of the City of Taft other than elected officers and those appointed by the City Council, shall submit a written complaint to the City Manager, City of Taft, 209 E. Kern Street, Taft, California 93268.
2. Complaints submitted in accordance with this policy shall cite a specific act allegedly constituting misfeasance, malfeasance or nonfeasance in office by a municipal officer or employee, shall include the date such act occurred and sufficient information to permit full investigation of the allegation and shall be personally signed by complainant.
3. Complaints submitted in accordance with policy shall be accompanied by written evidence supporting the alleged misconduct, if applicable, and by the names and addresses of such witness as are known to the complainant.
4. Allegations of misconduct in office against an officer or employee of the City of Taft shall be filed no later than 90 days following the acts which the complainant alleges constitute misfeasance, malfeasance or nonfeasance in office by the accused officer or employee.
5. The City Manager shall provide written acknowledgement of all complaints of misconduct in office against any officer or employee of the City of Taft other than elected officers and those appointed by the City Council, within five working days following receipt of said complaint, provided the complaint has been filed in accordance with provisions of this policy.

INVESTIGATION CHARGES

1. Upon receipt of a complaint of misconduct in office against any officer or employee of the City of Taft other than elected officers or municipal employees appointed by the City Council, the City Manager shall initiate a complete investigation of charges provided that such complaint has been filed in accordance with provisions of this policy.
2. In conducting an investigation of misconduct in office against any officer or employee of the City of Taft, the City Manager may utilize the investigative services of the Taft Police Department. The investigative resource of other federal, state and local or private agencies may be used at the discretion of the City Manager.

DISPOSING OF CHARGES

1. Following a complete investigation of misconduct in office charges, the City Manager shall initiate appropriate disciplinary action, if warranted. Disciplinary actions shall be in accordance with provisions of the Taft Municipal Code and the Personnel Policies and Procedures of the City of Taft.
2. Following a complete investigation of misconduct in office charges and the conclusion of disciplinary proceedings, if warranted, the City Manager shall advise the complainant of action taken, if any, in response to charges filed, such notice to be mailed in writing to the complainant's address of record.