

## CITY OF YACHATS

**ADMINISTRATIVE POLICY NO. 6**

**USE OF CITY STAFF**

### **OBJECTIVE**

To clarify the procedure for requesting City Staff work or time.

### **WHO MAY REQUEST STAFF WORK/TIME**

City Attorney - Use of the City Attorney's time must be authorized by the Mayor or Council President.

City Staff - Only the Mayor, Councilors, or Commission Chairs are authorized to request work/time of City Staff. This shall include, but not be limited to, typing, site inspection, telephoning, etc.

### **FORM AND TIMING OF REQUESTS**

Requests for staff work/time are to be in writing and submitted at least three days before the work is required.

Emergency needs for City Staff work/time must be addressed through the Mayor or Council President.

### **CITIZEN REQUESTS FOR DOCUMENTS OR INFORMATION**

All requests made by citizens for information or to inspect public documents will be filled in a "reasonable" time. The amount of time that is reasonable will depend upon the volume of information or documents requested and the staff available to respond to the requests.

Any request for public information or documents that cannot be filled will be reported to the City Council.

### **HARASSMENT OF CITY STAFF**

Department heads (City Recorder, Superintendent of Public Works, City Planner) will be responsible for suspending contact with any citizen who is deemed by them to be impeding the staff from carrying out their duties to the entire city or harassing a staff member. All such incidents will be reported to the City Council.

**REVISED AND ADOPTED** by City Council April 11, 1996.

**LAST REVIEWED** July 10, 1997 (No changes made).