




POLICY: HR-15
**Citizen or Individual Concern of Employee Service
 or Conduct**

Effective Date 4-12-2016	Revision Number	Approved by 	Number of Pages 2
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It is the policy of the City of Circleville Department of Human Resources to politely receive and investigate concerns regarding this organization and/or its personnel. The objective of this policy is to provide persons with a fair and effective avenue for redress of their legitimate grievances against the City of Circleville or its personnel, to protect employees from false allegations of misconduct, and to provide persons and City personnel with due process safeguards.

Note: Concerns regarding service or conduct of Circleville Police Department employees shall follow a separate procedure and shall be investigated solely by the Circleville Police Department (ORC 2917.32; 2921.1; 2921.15).

The City of Circleville seeks to maintain its organizational integrity and that of its personnel. It is committed to providing services that are effective, efficient, fair and impartial. The City does not condone or excuse any acts of misconduct committed by its employees.

I. Processing

1. Concerns alleging employee misconduct will be accepted from any source whether made in person, by postal mail, e-mail, fax or telephone.
2. A Concern may be filed on an anonymous basis; however, individuals should be aware that the results of the investigation could be affected by making the Concern anonymous. Because the accused has certain rights, statements by an anonymous individual are not admissible in themselves and must be corroborated by another source.
3. Concerns alleging employee misconduct shall be handled by the HR Department. The Circleville Police Department shall inform the HR Department when a concern regarding a Police Department employee is received.
4. Individuals are encouraged to report their concern in person in order to be complete and as thorough as possible. A form is available in the HR Department or on the City's website.
5. The concern will be accepted and documented by HR accordingly.
6. Concerns involving employee misconduct will be considered confidential until determined otherwise. If the concern is deemed a legal matter, the proper authority will be contacted.
7. Human Resources will notify the individual of the concern disposition as warranted, on a case-by-case basis and as determined by the disposition and/or its findings.
8. Individuals may appeal the disposition to the Mayor.

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EMPLOYEE ACKNOWLEDGEMENT – Citizen Concern of Employee Service or Conduct

I acknowledge that I have received a copy of this policy and understand that I should consult with Human Resources if I have questions. I understand and agree that I will comply with this policy.

Employee (Print)

Employee Signature

Date