

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: NOTIFICATION OF CITY
MANAGER POLICY

Date Adopted: January 1, 1976

File 1.65
Number

POLICY OBJECTIVE

To define the instances in which the City Manager should be notified of specific occurrences.

ASSIGNED RESPONSIBILITY

All department heads and personnel in charge of operations.

APPLICABILITY

Applicable to all departments, specifically those responsible for public safety functions or maintenance of public facilities.

PROCEDURES

The City Manager, or person designate to be acting on behalf of the Manager, should be notified immediately in any of the following incidents:

1. Unusual occurrences, such as a serious health and safety hazard, either potential or actual, major hazards such as floods, land slides, destruction of property and loss of lives;
2. Unusual public safety or law enforcement incidents, such as major fires, violent crimes, homicides, multiple deaths or injuries, civil disorder, arrests of potentially controversial persons;
3. Incidents involving appointed or elected officials or city employees where injury or death has or may occur;
4. Incidents involving appointed or elected officials in which public exposure may reflect on the City;
5. Serious misconduct by an appointed City employee, which may result in disciplinary action;
6. Complaints by citizens that may result in the form of the filing of a complaint with the Mayor, a member of the City Council, or City Manager for neglect of duty, misconduct, incompetence, inefficiency, or moral turpitude;

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7. Natural disasters of a minor level where City property has been damaged or disruption of City or private business may occur.

The City Manager or Acting City Manager shall endeavor to keep the City Council and Mayor informed of these events, as is deemed necessary.

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