

INDEX



## ABANDONED VEHICLES

- Abandonment of inoperable or discarded vehicle on private property, 96.03
- Definitions, 96.01
- Exceptions, 96.06
- Fee schedule for towing and storage, 96.08
- Impoundment, 96.07
- Keeping inoperable or discarded vehicle on private property, 96.04
  - Notice, 96.04
- Leaving inoperable vehicle on street or other public property, 96.02
- Penalty, 96.99
- Police Chief and designee may incur charges, 96.09
- Removal of vehicle by city, 96.05
  - Lien for expenses, 96.05

## ADVERTISING

- Garage sales, 112.05

## ALCOHOL (See DRUG AND ALCOHOL POLICY; PERSONNEL POLICIES)

## ALTERNATIVE WEST SIDE SEWER PROJECT, 34.48

## ANIMALS

- Bites, 90.03
- Definitions, 90.01
- Hunting, 130.18
  - Exception, 130.18
- Keeping of animals as nuisance, 95.03(F)
- Dogs and cats
  - Impoundment, 90.04
    - Costs, 90.04
    - Reclamation or disposition, 90.06
    - Registry required, 90.05
  - Rabies, 90.03
  - Running at large, 90.02

## ANNEXATIONS, T.S.O. I

## AVIATION FUEL FUND, 34.50

## BICYCLES, (See TRAFFIC CODE)

## BLIGHT ELIMINATION FUND, 34.55

## BOARD OF AVIATION COMMISSIONERS, 30.77

## BOARD OF PUBLIC WORKS AND SAFETY

- Appointment of head by Mayor, 30.12
- Control over executive departments, 30.11(A)
- Members, 30.11(B)
- Powers of executive departments, 30.11(C)

## BONDS

- Blanket bonds for officials and employees, 30.02

## BUILDING AND PLANNING DEPARTMENT

- Collection of fees, 150.81
  - Accounting and disposition of, 150.83
- Definitions, 150.80
- Fee schedule, 150.84
- Fees for services, 150.82

## BUILDING CODE (See also BUILDING AND PLANNING DEPARTMENT, UNSAFE BUILDINGS)

## Building permits

- Application for building permit, 150.16
- Building permit required, 150.15
- Certificate of occupancy, 150.18
- Issuance of building permit, 150.17

## General requirements

- Authority, 150.05
- Definitions, 150.03
- Purpose, 150.02
- Scope, 150.04
- Title, 150.01

## Enforcement

- Civil action, 150.48
- Permit revocation, 150.46
- Right of appeal, 150.49
- Stop-work order, 150.47
- Withhold issuance of permits, 150.45

## Investigations and inspections of construction activities

- General authority to make inspections and investigations, 150.25
- Inspections by fire department, 150.26

## Minimum constructions standards

- Adoption of rules by reference, 150.35
- Lifting devices located within a private residence, 150.36
- Penalty, 150.99

## BUILDINGS, DEPARTMENT OF (See also BUILDING AND PLANNING DEPARTMENT), 30.78

## BURNING, OPEN

- Garbage, 52.08
- Leaves and other rubbish, 52.08

## BUILDING STANDARDS

- Administration, 150.61
- Adoption of state law, 150.60
- Compliance required, 150.65
- Definitions, 150.62
- Penalty, 150.99
- Unsafe Building Fund, 150.63
- Work standards, 150.64

## CABLE TELEVISION

- Cable Communications Ordinance adopted by reference, 114.30
- Triad CATV Franchise
  - Bond to be filed, 114.07
  - Definition, 114.01
  - Forfeit of rights and privileges, 114.09
  - Franchise grant, 114.02
  - Length of term; additional term, 114.03
  - Period for acceptance, 114.06
  - Poles and appurtenances, 114.14
  - Protection from liability; insurance, 114.05
  - Provision of reasonable regulations, 114.04

- CABLE TELEVISION (Cont'd)  
 Triad CATV Franchise (Cont'd)  
 Rates, 114.15  
 Rights nonassignable, 114.08  
 Sales or repairs of television receivers prohibited, 114.16  
 School and city service, 114.12  
 Service standards, 114.11  
 Standards and requirements for construction and maintenance, 114.13  
 Subsequent legislation, 114.10  
 Use of equipment for transmission of program material confined, 114.17
- CAPITAL ASSET POLICY  
 Established, 34.25
- CATS (See ANIMALS)
- CITY COURT, 35.01  
 Headed by elected judge, 30.65
- CITY CREDIT CARD, USE POLICY, 34.02
- CITY GOVERNMENT, COMPOSITION OF, 30.01
- CIVIL EMERGENCIES  
 Curfew, imposition of, 92.04  
 Definitions, 92.01  
 Firearms and ammunition, 92.05(G)  
 Gasoline or other liquid flammable or combustible products, 92.05(E), (F)  
 National incident management system adopted, 92.06  
 Penalty, 92.99  
 Powers, 92.03  
 Proclamation by Mayor, 92.02  
 Sale of liquor and beer prohibited, 92.05(A) - (D)
- CLERK OF COUNCIL, 30.32
- CLERK-TREASURER  
 Administration of city utilities, 30.52  
 Deputies and assistants, 30.51  
 Fiscal officer, 30.50
- CODE OF ORDINANCES (See also ORDINANCES)  
 Captions, 10.04  
 Definitions, 10.05  
 Errors and omissions, 10.10  
 Interpretation, 10.02  
 Rules of, 10.06  
 Offices, reference to, 10.09  
 Penalty, 10.99  
 Reference to other sections, 10.08  
 Section histories, 10.18(A)  
 Severability, 10.07  
 Statutory references, 10.18(B)  
 Time  
 Official, 10.11  
 Reasonable, 10.12  
 Title, 10.01
- COMMON COUNCIL  
 Abstention, 30.39  
 Adoption of ordinances, resolutions, 30.35
- COMMON COUNCIL (Cont'd)  
 Appeal from decision of presiding officer, 30.37  
 Clerk of Council, 30.32  
 Disorderly manner during Council session, behaving, 30.34  
 Elections, 30.31(A)  
 Districts, 30.31(B)  
 Legislative branch, 30.30  
 Meetings, 30.33  
 Members, 30.31(A)  
 Powers and duties, 30.30  
 Questions of order, 30.36  
 Suspension of rules, 30.38
- COMMON COUNCIL PROMOTIONAL FUND, 34.45
- COMMUNITY CROSSING MATCHING GRANT FUND, 34.63
- CONTINUING DISCLOSURE POLICY  
 Additional information, 38.10  
 Annual submission of annual financial information and audited financial statements, 38.04  
 Definitions, 38.02  
 Disclosure training for city employees, 38.07  
 General action steps, 38.03  
 Introduction, 38.01  
 Issuance, 38.09  
 Manner of submission, 38.06  
 MRSB procedures for submission of continuing disclosure documents and related information, Ch. 38, App. D  
 Public statements regarding financial information, 38.08  
 Reporting of events, 38.05  
 Schedule 1: Disclosure policy, Ch. 38, App. A  
 Schedule 2: Outstanding obligations, Ch. 38, App. B  
 Schedule 3: Log of anticipated tasks, Ch. 38, App. C
- COMPREHENSIVE PLAN  
 Adopted by reference, 154.04
- CONTRACTING WITH A RELATIVE (See NEPOTISM AND CONTRACTING WITH A UNIT BY A RELATIVE)
- CONTRACTS AND AGREEMENTS, T.S.O. VII
- COPYING COSTS, 34.03
- COUNTYWIDE COMMUNITY DEVELOPER, 154.03
- CRIMINAL INVESTIGATION FUND, 34.57
- CUMULATIVE CAPITAL DEVELOPMENT FUND, 34.41
- CUMULATIVE CAPITAL IMPROVEMENT FUNDS, 34.40
- CURFEW  
 Civil emergencies, 92.04  
 Minors  
 Application of regulations, 130.04  
 Enforcement, 130.05  
 Hours for 15, 16 and 17 years, 130.02

## CURFEW (Cont'd)

- Hours for children younger than 15, 130.03
- Permitting minors to become loiterers, 130.01
- Responsibility of parent, guardian or custodian, 130.06

## DANGEROUS BUILDINGS (See BUILDING REGULATIONS)

## DANGEROUS TREES OR STACKS ADJOINING STREET, 95.03 (A)

## DEFINITIONS

- Abandoned vehicles, 96.01
- Animals, 90.01
- Civil emergencies, 92.01
- Fire prevention code, 93.01
- Flood damage prevention, 152.06
- Garage sales, 112.02
- Garbage collection, 52.01
- General definitions, 10.05
- Handbills and posters, 110.21
- Itinerant merchant, 110.01
- Littering, 94.01
- Manufactured housing, 153.02
- Nuisances, 95.01
- Peddler, 110.01
- Sewers, 50.001, 50.090, 50.110
- Solicitor, 110.01
- Taxicabs, 111.01
- Traffic code, 70.01
- Weapons, 130.15

## DEPARTMENT OF BUILDINGS (See also BUILDING AND PLANNING DEPARTMENT), 30.78

## DEPARTMENT OF LAW, 30.16

## DISTRICT BOUNDARIES

- Boundaries of city, 11.01
- Flood damage prevention district boundaries
  - Rules for interpretation, 152.11

## DOWNTOWN FACADE FUNDING PROGRAM, 34.04

## DOGS (See ANIMALS)

## DRUG AND ALCOHOL POLICY

- Alcohol- and drug-free workplace, 32.013
- Commercial Driver's License, 32.014

## ECONOMIC DEVELOPMENT FUND, 34.42

## ECONOMIC REVITALIZATION AREA

- Deductions for equipment and redevelopment, entitlement to, 151.02
- Designation of area, 151.01
- Extending deadline of economic revitalization area, 151.04
- Tax deductions, authority to substantiate applications for, 151.03

## EDIT PROMOTIONAL FUND, 34.46

## ELECTION DISTRICTS, 30.31 (B)

## EMERGENCY MANAGEMENT (See CIVIL EMERGENCIES)

## EMPLOYMENT POLICIES (See PERSONNEL POLICIES)

## FAA GRANT FUND, 34.59

- FAA grant fund - engineering, 34.66
- FAA grant fund - land acquisition, 34.60

## FAIR HOUSING

- Administrative enforcement, 97.11
- Coercion, 97.07
- Definitions, 97.02
- Discrimination in
  - Provision of brokerage services, 97.06
  - Residential real estate-related transactions, 97.05
  - Sale or rental of housing, 97.04
- Enforcement, administrative, 97.11
- Equal access to housing in HUD programs, 97.09
- Exemptions, 97.10
- Interference, 97.07
- Intimidation, 97.07
- Policy statement, 97.01
- Prevention of intimidation in fair housing cases, 97.08
- Unlawful practice, 97.03

## FINANCE

- Bonds, 30.02
- City credit card, use of, 34.02
- Funds (See also specific types of funds)
  - Recycled funds, 34.35
- Membership dues, payment to organizations for, 34.01
- Payment of claims, procedures for, 34.07
- Procurement and purchasing (See PROCUREMENT AND PURCHASING POLICY)

## FIRE DEPARTMENT

- Administration and course fees, 31.04
- Firefighters' Pension Board of Trustees, 30.76
- Longevity pay, 31.02
- Nonreverting Fire Equipment Fund, 34.49
- Physical examinations, 31.01
- Rules and regulations, Ch. 31, App. B
  - Acting in a higher classification, Ch. 31, App. B, § 2
  - Administration, Ch. 31, App. B, § 1
  - Chain of command, Ch. 31, App. B, § 14
  - Code of conduct, Ch. 31, App. B, § 15
  - Complaint / grievance procedure, Ch. 31, App. B, § 5
  - Controlled substances, Ch. 31, App. B, § 24
  - Daily work schedule, Ch. 31, App. B, § 31
  - Disciplinary actions, Ch. 31, App. B, § 4

## FIRE DEPARTMENT (Cont'd)

Rules and regulations (Cont'd)  
 Equal Employment Opportunity,  
 Ch. 31, App. B, § 3  
 Inappropriate behavior, Ch. 31,  
 App. B, § 25  
 Incident reports, Ch. 31, App. B,  
 § 35  
 Job descriptions, Ch. 31, App. B,  
 § 13  
 Lost / destroyed equipment, Ch. 31,  
 App. B, § 30  
 Media relations, Ch. 31, App. B, § 8  
 Minimum staffing, Ch. 31, App. B,  
 § 33  
 Obedience to orders, Ch. 31, App. B,  
 § 16  
 On duty meals, Ch. 31, App. B, § 29  
 Outside employment, Ch. 31, App. B,  
 § 26  
 Paid leave; vacations, Ch. 31,  
 App. B, § 7  
 Personal appearance, Ch. 31, App. B,  
 § 18  
 Probationary period, Ch. 31, App. B,  
 § 6  
 Professional relations, Ch. 31,  
 App. B, § 17  
 Promotions, Ch. 31, App. B, § 10  
 Recall to duty, Ch. 31, App. B, § 19  
 Records and forms, , Ch. 31, App. B,  
 § 34  
 Resignations, Ch. 31, App. B, § 9  
 Sexual harassment, Ch. 31, App. B,  
 § 27  
 Shift swaps, Ch. 31, App. B, § 11  
 Station duty, Ch. 31, App. B, § 20  
 Station supplies, Ch. 31, App. B,  
 § 32  
 Uniforms, Ch. 31, App. B, § 21  
 Use of tobacco, Ch. 31, App. B, § 28  
 Vehicles and equipment, Ch. 31, App.  
 B, § 22  
 Visitors at the station, Ch. 31,  
 App. B, § 23  
 Workers Compensation; injury leave,  
 Ch. 31, App. B, § 12

## FIRE PREVENTION CODE

Appeals, 93.06  
 Definitions, 93.01  
 Emergency lanes, 93.03  
 Enforcement, 93.04  
 Indiana Fire Code, adoption of, 93.02  
 Modifications, 93.05  
 Penalty, 93.99

## FIREFIGHTERS' PENSION BOARD OF TRUSTEES, 30.76

## FLOOD HAZARD AREAS

Abrogation and greater restrictions,  
 152.09  
 Administration  
 Designation of the administrator,  
 152.60  
 Duties and responsibilities of the  
 administrator, 152.61

## FLOOD HAZARD AREAS (Cont'd)

Applicability, 152.06  
 Compliance, 152.08  
 Definitions, 152.05  
 Disclaimer of liability, 152.12  
 Discrepancy between mapped floodplain  
 and actual ground elevations, 152.10  
 Findings of fact, 152.02  
 Interpretation, 152.11  
 Objectives, 152.04  
 Penalty, 152.99  
 Permits  
 Floodplain development permit, 152.20  
 Permit procedures, 152.21  
 Provisions for flood hazard reduction  
 Critical facility, 152.33  
 General standards, 152.30  
 Specific standards, 152.31  
 Standards for flood prone areas,  
 152.37  
 Standards for identified floodways,  
 152.34  
 Standards for identified fringe,  
 152.35  
 Standards for SFHAs without  
 established base flood elevation  
 and/or floodways/fringes, 152.36  
 Standards for subdivision proposals,  
 152.32  
 Regulatory flood data, 152.07  
 Statement of purpose, 152.03  
 Statutory authorization, 152.01  
 Variances  
 Conditions for variances, 152.53  
 Designation of Variance and Appeals  
 Board, 152.50  
 Duties of Variance and Appeals Board,  
 152.51  
 Historic structure, 152.55  
 Special conditions, 152.56  
 Variance notification, 152.54  
 Variance procedures, 152.52

FUNDS (See also specific types of funds;  
FINANCE)

Recycled funds, 34.35

## GARAGE SALES

Advertising signs, 112.05  
 Complaints, 112.07  
 Definition, 112.02  
 Injunctive relief, 112.08  
 Penalty, 112.99  
 Permit, 112.03(A)  
 Fee, 112.03(B)  
 Number limited, 112.03(B)  
 Purpose, 112.01  
 Sales hours, 112.04  
 Sidewalk areas to be unobstructed, 112.06

## GARBAGE COLLECTION

Accumulation of garbage and rubbish  
 prohibited, 52.07  
 Burning, 52.08  
 Containers, 52.02  
 Placement, 52.06

## GARBAGE COLLECTION (Cont'd)

- Definitions, 52.01
- Domestic trash, collection only of, 52.03
- Limitations on collection, 52.04
- Mowing and sweeping, 52.10
- Noncompliance, 52.09
- Penalty, 52.99

## GENERAL IMPROVEMENT FUND, 34.37

## GOLF CARTS

- Definitions, 77.01
- Financial responsibility, 77.04
- Occupants, 77.07
- Operation of, 77.02
- Operator, 77.03
- Penalty, 77.99
- Place of operation, 77.06
- Slow moving vehicle sign, 77.09
- Time of operation, 77.05
- Traffic rules, 77.08

## GROUP HEALTH INSURANCE, 32.130

## HANDBILLS AND POSTERS

- Bills and posters, 110.24
  - Billposters, 110.23
- Definitions, 110.21
- Distribution, 110.22
- Purpose, 110.20

## HANDICAP GRIEVANCE POLICY

- Assistance to those unable to present complaint, 33.04
- Complaints
  - Appeal, 33.03(C)
  - Assistance with, 33.03(A)(2), 33.04
  - Filing, 33.03(A)
  - Investigation of, 33.03(B)
  - Recommendation, 33.03(B), (D)
- Federal regulation, compliance with, 33.02
- Program coordinator designated, 33.01
- Transition plan, 33.02

## HEALTH AND SANITATION OFFICER, 30.17

## HEALTH INSURANCE, 32.130

## HISTORIC PRESERVATION

- Appeal provisions, 155.10
- Architectural character
  - Preservation of, 155.15
- Certificates of appropriateness, 155.06
- Conservation districts, 155.04
- Definitions, 155.01
- Downtown Facade Funding Program, 34.04
- Enforcement, 155.15
- Historic districts, 155.04
- Historic Preservation Commission, 155.02
  - Powers and duties, 155.03
- Historical character
  - Preservation of, 155.09

## HISTORIC PRESERVATION (Cont'd)

- Interested parties, 155.14
- Interim protection, 155.05
- Judicial review, 155.15
- Maintenance, 155.11
- Paint colors, 155.13
- Penalties, 155.15
- Purpose, 155.01
- Staff approvals, 155.07
- Visual compatibility, 155.08
- Zoning districts
  - Relationship with, 155.12

## HOLIDAYS, 32.115

## HUNTING, 130.18

## IDENTITY THEFT PREVENTION PROGRAM

- Detection (red flags), 37.03
- Personal information security program, 37.05
  - Purpose, 37.01
  - Response, 37.04
- Review and appeal, 37.06
- Risk assessment, 37.02

## INDIANA FIRE CODE, 93.02

## INTERNAL CONTROL STANDARDS, 34.05

## ITINERANT MERCHANTS (See PEDDLERS)

## JUNK VEHICLES (See ABANDONED VEHICLES)

## LEGISLATIVE BODY (See COMMON COUNCIL)

## LICENSES (See also PERMITS)

- Peddlers, itinerant merchants, and solicitors, 110.02 - 110.07
- Taxicabs, 111.03 - 111.06, 111.11
  - Drivers, 111.25 - 111.29
- Vehicles for public hire, 113.01 - 113.03

## LITTERING

- Removal of trash, debris from real estate
  - Building materials and equipment, placement or storage of, 94.04
- Definitions, 94.01
- Dumping trash, debris on real estate, 94.03
- Responsibility and duty of owners owning or controlling real estate, 94.02
- Use of real estate without owner's consent, 94.05

## LOIT Special Distribution Fund, 34.61

## MANUFACTURED HOUSING

- Definitions, 153.02
- Intent, 153.01
- Permitted placement, 153.15
- Structural alteration, 153.16
- Violations, 153.04
- Zoning and subdivision control ordinance, amendments to, 153.03

- MAYOR, 30.10  
 Appointments by  
   Certain officials, 30.15  
   Executive department heads, 30.12
- MAYOR'S GOLF OUTING FUND, 34.53
- MAYOR'S PROMOTIONAL FUND, 34.36
- MINORS (See CURFEW)
- MILESTONE CONTRACTORS, LP, RETAINAGE FUND, 34.65
- MOTOR VEHICLE FUNDS - UNALLOCATED AND ALLOCATED, 34.64
- MUHLENKAMP BUILDING CORP. RETAINAGE FUND, 34.62
- MUNICIPAL IMPROVEMENTS  
 Adopted by reference, 154.02  
 Permit required, 154.02  
 Standards for acceptance, 154.02
- NEPOTISM AND CONTRACTING WITH A UNIT BY A RELATIVE  
 Application and implementation of policies, 36.05  
 Compliance, 36.02  
 Contracting with a unit by a relative policy, 36.04  
 Findings, 36.01  
 Nepotism policy, 36.03
- NOISE  
 Exemptions, 91.03  
 Penalty, 91.99  
 Purpose of noise ordinance, 91.01  
 Violation, 91.02
- NONREVERTING CAPITAL IMPROVEMENT FUND, 34.39
- NUISANCES  
 Abatement, 95.04  
 Animals, keeping of, 95.03(F)  
 Common law, 95.02  
 Dangerous trees or stacks adjoining street, 95.03 (A)  
 Definitions, 95.01  
 Junk, storage of, 95.03(G)  
 Noxious odors or smoke, 95.03 (C)  
 Nuisance created by others, 95.05  
 Open wells, 95.03 (D)  
 Penalty, 95.99  
 Rubbish, accumulation of, 95.03 (B)  
 Trees and shrubbery obstructing streets and sidewalks, 95.03(E)
- ODORS OR SMOKE, NOXIOUS, 95.03 (C)
- OFFENSES  
 Curfew for minors; penalty, 130.01  
 Smoking in City Hall prohibited; penalty, 130.25  
 Synthetic Cannabinoid, 130.26  
 Weapons  
   Aiming of, 130.17  
   Discharge of, 130.16
- ORDINANCE VIOLATIONS BUREAU (See PARKING REGULATIONS)
- ORDINANCES (See also CODE OF ORDINANCES)  
 Adoption of, 30.35  
 Amendment of code by, 10.17  
 Effective date of, 10.15  
 Future, application of code to, 10.03  
 Modification of, 10.16  
 Repealed by code, 10.13, 10.16  
 Supplementing code by, 10.17  
 Unaffected by code, 10.14
- PARKING REGULATIONS  
 Alley parking, 72.05  
 Angle parking, Ch. 75, Sch. III  
 Civil penalty, 72.98  
 Enforcement  
   Authority, 72.25  
 Handicapped parking spaces, Ch. 75, Sch. VI  
 Limited parking on certain streets, Ch. 75, Sch. II  
 Loading zones, Ch. 75, Sch. IV  
 Locations where parking prohibited, 72.03  
 Official vehicle parking only, Ch. 75, Sch. V  
 Ordinance Violations Bureau  
   Clerk-Treasurer's duties, 72.36  
   Creation, 72.35  
 Oversize vehicle, parking of, 72.07  
 Parking lots, city, 72.06  
 Parking position, 72.01  
 Parking prohibited at all times on certain streets, Ch. 75, Sch. I  
 Penalty, 72.99  
 Protected properties, 72.09  
 Snow emergencies, 72.08  
   Routes, Ch. 75, Sch. VII  
 Stopping in front of buildings, 72.04  
 Towing of vehicles, 72.26  
 Unauthorized signs, 72.02  
 Waiver of violations for persons serving as jurors, 72.27
- PARKS AND RECREATION DEPARTMENT  
 Appointment of head, 30.15  
 Established; control; organization; procedures, 30.13
- PAYMENT OF CLAIMS, PROCEDURES FOR, 34.07
- PEDDLERS  
 Definitions, 110.01  
 License, 110.02 (A)  
   Application, 110.03  
   Expiration, 110.02 (D)  
   Fee, 110.02 (B)  
   Identification, exhibition of, 110.07  
   Issuance, 110.04  
   Nontransferable, 110.02 (C)  
   Revocation, 110.05, 110.06

## PENALTIES

Abandoned vehicles, 96.99  
 Building code, 150.99  
 Civil emergencies, 92.99  
 Curfew for minors, 130.01  
 Fire prevention code, 93.99  
 Flood damage prevention, 152.99  
 Garage sales, 112.99  
 Garbage collection 52.99  
 General penalty, 10.99  
 Nuisances, 95.05  
 Parking, 72.99  
 Sewers, 50.999  
 Traffic code, 70.99  
 Water, 51.99

## PERMITS

Garage sales, 112.03  
 Municipal improvements, 154.02

## PERSONNEL POLICIES

Employee Behavior and Conduct  
 Attendance; late arrival; occurrence, 32.050  
 Behavior, 32.049  
 Clothing allowance, 32.047  
 Employee appeal, 32.053  
 Employee fitness for duty, 32.048  
 Ethics; conflict of interest, 32.045  
 Grievance procedure, 32.054  
 Grooming; uniforms, 32.046  
 Outside employment, 32.051  
 Progressive discipline, 32.052  
 Employment  
 Classification plan, 32.026  
 Employee file, 32.032  
 Employment orientation, 32.029  
 Employment status, 32.025  
 Minimum job qualifications, 32.027  
 On-the-job training; conferences; professional development, 32.034  
 Performance evaluation, 32.031  
 Probationary period, 32.030  
 Resignation, 32.033  
 Vacancies and appointments, 32.028  
 General Policies  
 Blood-borne pathogens, 32.068  
 Cell phones, 32.079  
 Computers, Internet and e-mail, 32.078  
 Confidential information, 32.075  
 Definitions, 32.082  
 Handling citizens' questions and complaints, 32.080  
 Health and safety, 32.066  
 HIPAA privacy, 32.069  
 Hours of work, 32.076  
 Material Safety Data Sheet (M.S.D.S.), 32.067  
 Political activity, 32.081  
 Solicitation and distribution, 32.074

## PERSONNEL POLICIES (Cont'd)

General Policies (Cont'd)  
 Take-home vehicles, 32.073  
 Time sheets, 32.077  
 Tobacco policy, 32.070  
 Travel and expense reimbursement, 32.065  
 Use of city vehicles, 32.072  
 Use of tools and/or equipment, 32.071  
 Holidays, Vacations and Leaves  
 Bereavement leave, 32.120  
 Court leave, 32.121  
 Family Medical Leave Act (FMLA), 32.123  
 Holidays, 32.115  
 Military or reserve service, 32.122  
 Sick leave  
 Civilian and Police, 32.118  
 Fire, 32.119  
 Vacation  
 Civilian, 31.116  
 Police and Fire, 32.117  
 Insurance Coverage  
 Group health insurance; life insurance, 32.130  
 Workers' compensation, 32.131  
 Policy Administration  
 Alcohol- and drug-free workplace, 32.013  
 Americans with Disabilities Act (ADA), 32.009  
 Chapter administration, 32.003  
 Commercial Driver's License, 32.014  
 Discrimination; sexual harassment, 32.005  
 Equal employment opportunity, 32.004  
 Employer-employee relations, 32.012  
 Employment at will, 32.010  
 Harassment/discrimination grievance procedure, 32.008  
 Introduction and purpose, 32.001  
 Management rights, 32.015  
 Nepotism, 32.011  
 Organization and responsibility, 32.001  
 Physical harassment, 32.007  
 Verbal harassment, 32.006  
 Wages and Hours  
 Clothing allowance (Police and Fire), 32.104  
 Direct deposit, 32.101  
 Garnishments, 32.106  
 Longevity pay, 32.103  
 Overtime, 32.102  
 Payroll, 32.100  
 Pension plan, 32.105

## PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT, 30.14  
 Appointment of head, 30.15

- POLICE BENEVOLENCE DONATION FUND, 34.54
- POLICE CONFIDENTIAL FUND, 34.47
- POLICE DEPARTMENT
- Authority to enforce traffic code, 70.03
  - Communications officers
    - I.D.A.C.S., Ch. 31, App. A, § 27
    - N.C.I.C., Ch. 31, App. A, § 27
    - Appointment as probationary communications officer, Ch. 31, App. A, § 22
    - Conduct on duty, Ch. 31, App. A, § 25
    - Definitions, Ch. 31, App. A, § 21
    - Duties, Ch. 31, App. A, § 26
    - Organization, Ch. 31, App. A, § 23
    - Performance, Ch. 31, App. A, § 26
    - Rules and regulations, Ch. 31, App. A, § 20
    - Sick days, Ch. 31, App. A, § 28
    - Uniform, Ch. 31, App. A, § 24
    - Vacation days, Ch. 31, App. A, § 29
  - Death benefits, 31.01
  - Longevity pay, 31.02
  - Physical examinations, 31.01
  - Police Benevolence Donation Fund, 34.54
  - Police Pension Board of Trustees, 30.75
  - Police reserves, 31.15
  - Registration inspection, fee charged for certification of, 70.04
  - Retirement, 31.16
  - Rules and regulations, Ch. 31, App. A, § 5
    - Application requirements, Ch. 31, App. A, § 1
    - Conduct on duty, Ch. 31, App. A, § 9
    - Duties, Ch. 31, App. A, § 11
    - Firearms, Ch. 31, App. A, § 10
    - Hiring policy
      - Non-emergency, Ch. 31, App. A, § 3
      - Police and fire, Ch. 31, App. A, § 2
    - Members of Department subject to, Ch. 31, App. A, § 3
    - Organization, Ch. 31, App. A, § 6
    - Performance, Ch. 31, App. A, § 11
    - Personal appearance, Ch. 31, App. A, § 8
      - Uniforms, Ch. 31, App. A, § 7
    - Probationary police officer, appointment as, Ch. 31, App. A, § 4
    - Sick leave, Ch. 31, App. A, § 10
    - Uniforms, Ch. 31, App. A, § 7
  - Work period, 31.03
- POLICE PENSION BOARD OF TRUSTEES, 30.75
- POOL CONSTRUCTION FUND, 34.51
- PORTLAND MEN'S SOFTBALL LEAGUE DONATION FUND, 34.52
- PROCUREMENT AND PURCHASING
- City Purchasing Agency 34.15, 34.17
  - Department Purchasing 34.16
  - Purchase order procedure, 34.18
- PUBLIC WORKS FACILITIES
- Construction policy, 54.03
  - Intent, 54.02
  - Procedure for public improvements, 54.04
  - Purpose, 54.01
- RAINY DAY FUND, 34.44
- REAL ESTATE TRANSACTIONS, T.S.O. II
- RECYCLABLE MATERIALS
- Collection of recyclable materials, 53.03
  - Definitions, 53.01
  - Mandatory recycling, 53.02
  - Penalty, 53.99
  - User fee, 53.04
- REDEVELOPMENT COMMISSION, 30.79
- REPORTING MATERIAL ITEMS, 34.06
- RESOLUTIONS
- Adoption of, 30.35
- REVENUE BONDS, T.S.O. III
- RL TURNER RETAINAGE FUND, 34.56
- RUBBISH, ACCUMULATION OF, 95.03 (B)
- SEWERS
- Building sewers and connections
    - Barricades and lights, 50.051
    - Disconnection for late payment, 50.096
    - Excavations, 50.051
    - Gravity flow to public sewer, 50.047
    - Indemnification, 50.043
    - Inspection of connection to public sewer, 50.050
    - Installation and connection
      - Costs and expense, 50.043
    - Old building sewers, use with new buildings, 50.045
    - Permits
      - Building sewer permits, 50.042
      - Written permit required for use of public sewer, 50.041
    - Public sewer, connecting into, 50.049
    - Separate building sewer provided for every building, 50.044
    - Specifications, 50.046
    - Surface runoff or ground water, 50.048
  - Definitions, 50.001, 50.090, 50.110
  - Destroying or tampering with municipal sewage works, 50.007
  - Dumping certain wastes into city's sewerage system prohibited, 50.098

## SEWERS (Cont'd)

Enforcement, 50.099  
 Indemnification, 50.008, 50.043  
 Industrial pretreatment enforcement guide  
   Discharge permits, 50.129  
   Enforcement authority, 50.121  
   Enforcement responses  
     Description of, 50.125  
     Time frame for, 50.126  
     Types of, 50.124  
   Intent, 50.122  
   Noncompliance categories subject to enforcement, 50.128  
   Noncompliance events, table of, 50.132  
   Procedures, 50.127  
   Purpose, 50.120  
   Sample collection and analysis, 50.131  
   Significant industrial user, 50.130  
   Violations, categories of, 50.123  
 Inspections  
   Building sewer to public sewer, 50.050  
   Fee, 50.021  
   Indemnification, 50.008  
   Right of entry for purpose of, 50.008  
   Superintendent to inspect installations, 50.022  
 Liability to city for expenses, 50.132  
 Natural outlets, discharging into, 50.004  
 Objectionable wastes, depositing in unsanitary manner on private property, 50.003  
 Payment in lieu of taxes, 50.009  
 Penalty, 50.999  
 Private sewage disposal system  
   Additional requirements, noninterference with, 50.027  
   Building sewers connected to, 50.020  
   Connecting building sewer to public sewer, 50.026  
   Disposal facilities, maintenance of, 50.025  
   Inspection of installations by superintendent, 50.022  
   Public sewer, connecting to, 50.024  
   State Board of Health, compliance with, 50.023  
   Written permit to be obtained, 50.021  
     Application, 50.021  
     Inspection fee, 50.021  
 Privies, 50.005  
 Public sewers, use of  
   Application of stringent requirements, 50.076  
   Certain discharges prohibited, 50.066  
   Control manhole, 50.071  
   Determination of strength of wastewater

## SEWERS (Cont'd)

Public sewers, use of (Cont'd)  
   Facilities, pretreatment or control, 50.070  
   Industrial wastes  
     Special agreements, 50.075  
   Interceptors, 50.069  
   Measurements, tests, and analyses, 50.071  
   Pretreatment, 50.068  
   Restricting the discharge of certain wastes, 50.067  
   Sampling and analyses, 50.073  
   State or federal laws, compliance with, 50.076  
   Stormwater, unpolluted drainage, discharge of, 50.065  
   Unusual flows of wastes, notification of, 50.074  
   Waste flows, equalization of, 50.068  
   Wastewater flow characteristics, information to be supplied at user's expense, 50.072  
 Rates and charges  
   Adjustment for service rendered to users, 50.094  
   Billing, 50.095  
     Preparation and collection, 50.095 (A)  
     When effective for services, 50.095 (B)  
   Definitions, 50.090  
   Determination of quantity of water discharged into sanitary sewerage system, 50.093  
   Late payment, disconnection for, 50.096  
   Proper charges, determination of, 50.094  
   Purpose, 50.091  
   Schedule of, 50.092  
   Special rate contracts, authority to enter into, 50.100  
   Studies to be conducted to review rates and charges, 50.097  
 Septic tanks, 50.005  
 State or federal requirements, application of, 50.002  
 Toilet facilities, responsibility to install suitable, 50.006  
 Violations  
   Continuation of, 50.141  
   Liability to city for expenses, 50.142  
   Notice of, 50.143  
 SICK LEAVE  
   Civilian, 32.118  
   Fire, 32.119  
   Police, Ch. 31, App. A, § 10; 32.118  
 SMOKING  
   Smoking in City Hall prohibited; penalty, 130.25

- SNOWMOBILES  
 Exceptions, 73.03  
 Operation prohibited in city limits,  
 73.02  
 State statutes, application of, 73.01
- SOLICITATIONS  
 Prohibited on public rights-of-way,  
 110.35  
 Exemption of charitable or  
 nonprofit organizations, 110.36
- SOLICITORS (See PEDDLERS)
- STREETS AND SIDEWALKS  
 Construction on corner sidewalks, 98.01  
 Dangerous trees or stacks adjoining  
 street, 95.03 (A)  
 Garage sales obstructing sidewalks,  
 112.06  
 Penalty, 98.99  
 Requirements for construction, 98.02  
 Trees and shrubbery obstructing  
 streets and sidewalks, 95.03(E)
- SUBDIVISION CONTROL  
 Adopted by reference, 154.01  
 Comprehensive plan, adopted by reference,  
 154.04  
 Countywide Community Developer, 154.03  
 Standards for acceptance of municipal  
 improvements and permit procedures,  
 154.02
- TAXICABS  
 Compliance, 111.02  
 Definitions, 111.01  
 Drivers, 111.09  
 Employment of unlicensed, 111.29  
 License, 111.25  
 Application, 111.26  
 Conditional, 111.28  
 Issuance, refusal to, 111.27  
 Revocation, 111.27  
 Identifying signs, 111.08  
 License, 111.03  
 Application, 111.03  
 Fee, 111.04  
 Hearing, 111.11  
 Insurance, 111.06  
 Issuance, 111.05  
 Revocation, 111.11  
 Office required, 111.07  
 Stands, 111.10
- TRAFFIC CODE  
 Alley, emerging from, 71.02  
 Authority of police, 70.03  
 Bicycles and motorized bicycles, 71.08  
 Definitions, 70.01  
 Driver to exercise due care, 71.04  
 Emergency vehicles, 71.06  
 Engine compression brakes; prohibited,  
 71.09  
 Funeral, 71.05
- TRAFFIC CODE (Cont'd)  
 Intersections  
 Multi-stop, Ch. 74, Sch. IV  
 Restricted turn, Ch. 74, Sch. VII  
 Signalized, Ch. 74, Sch. VI  
 Stop, Ch. 74, Sch. III  
 Minimum passing distance when overtaking a  
 bicyclist, 71.10  
 Multi-stop intersections, Ch. 74, Sch.  
 IV  
 Obstruction of traffic  
 Duty to stop, 71.03  
 One-way  
 Alleys, Ch. 74, Sch. X  
 Streets, Ch. 74, Sch. IX  
 Parking (See PARKING REGULATIONS)  
 Penalty, 70.99  
 Processions, 71.05  
 Prohibition of open alcoholic beverage  
 containers  
 Citations, 76.04  
 Definitions, 76.01  
 Operator or owner of motor vehicle  
 in violation, 76.03  
 Penalty, 76.99  
 Possession or consumption  
 prohibited, 76.02  
 Signs, 76.05  
 Registration inspection, fee for  
 certification of, 70.04  
 Restricted turns, Ch. 74, Sch. VII  
 On red at signalized  
 intersections, Ch. 74, Sch. VIII  
 School speed zones, Ch. 74, Sch. II  
 Signalized intersections, Ch. 74, Sch. VI  
 Snowmobiles (See SNOWMOBILES)  
 Speed limits, 71.01; Ch. 74, Sch. I  
 School speed zones, Ch. 74, Sch. II  
 Stop intersections, Ch. 74, Sch. III  
 Streets, reference to, 70.02  
 Traffic-control devices  
 Authority to install, 70.15  
 Manual, 70.16  
 Obedience to, 70.17  
 Specifications, 70.16  
 Traffic lanes, 70.18  
 Traffic lanes, 70.18  
 Truck routes, Ch. 74, Sch. XI  
 Trucks, operation of, 71.07 (A)  
 Restrictions, 71.07 (B)  
 Routes, Ch. 74, Sch. XI  
 Yield intersections, Ch. 74, Sch. V
- TREES AND SHRUBBERY  
 Obstruction of streets and sidewalks,  
 95.03(E)
- UNEMPLOYMENT COMPENSATION NONREVERTING  
 FUND, 34.38
- URBAN DEVELOPMENT AREAS, T.S.O. IV
- VACATION TIME  
 Civilian, 32.116  
 Police and Fire, 32.117

## VACATIONS, T.S.O. V

## VEHICLES FOR PUBLIC HIRE

- Insurance required, 113.06
- License
  - Fee, 113.03
  - Issuance of, 113.02
  - Required, 113.01
  - Revocation of, 113.06
  - Term of, 113.03
- Numbering of, 113.04
- Operation of, 113.05
- Penalty, 113.99

## WATSON EXCAVATING RETAINAGE FUND, 34.58

## WATER

- Cross connection control
  - Definition, 51.45
  - Discontinuance of service, 51.48
  - Establishment of cross connection prohibited, 51.46
  - Inspection of cross connections, 51.47
  - Installation and maintenance of backflow preventer, consumers required to, 51.49
  - Maintenance of cross connection prohibited, 51.46
- Discontinuance of water service, 51.24
  - Hearing to contest, 51.25
- Freezing of lines, water to be kept running to avoid, 51.03
- Late payment penalty, 51.23
- Leaks, 51.02
- Name and address of owner to be furnished, 51.01
  - Notice of change of address, 51.01
- Payment in lieu of taxes, 51.04
- Penalty, 51.99
- Rates and charges, 51.15
  - After hours service, 51.26
  - Collection, 51.20
  - Deposits, 51.16
  - Nonpayment of service
    - Application of deposit in case of, 51.16
    - Returned checks considered, 51.21
  - Returned checks considered nonpayment, 51.21
  - Summer sprinkling credit, 51.27
  - Tapping fees, 51.17
  - Temporary users, 51.19
  - Water utility plant and other expenses, rates to provided for reasonable return on, 51.22
- Reason for discontinuance of water service, 51.24
- Tampering fees, 51.36
- Water meters
  - Reading meters, 51.35
    - Exception, 51.35
  - Tampering with, 51.36

## WEAPONS

- Aiming, 130.17
- Definitions, 130.15
- Discharge of, 130.16
  - Exception, 130.16
- Handgun
  - License to carry, 130.19 (A)
  - Transfer, application for, 130.19 (B)

## WEED CONTROL

- Enforcement, 99.04
- Notice to remove, 99.02
- Penalty, 99.99
- Removal; costs, 99.03
- Unlawful growth, 99.01

## WELLS, OPEN, 95.03 (D)

## WRECKED VEHICLES (See ABANDONED VEHICLES)

## ZONING ADMINISTRATOR

- Duties as to flood damage prevention, 152.61

## ZONING CODE

- Adopted by reference, 154.01

## ZONING MAP CHANGES, T.S.O. VI

