

BILL NO: 23-004

ORDINANCE NO. 4922

FIRST READING: 02-07-2023

SECOND READING 02.22.2023

AN ORDINANCE REVISING CHAPTER 2 - ADMINISTRATION, ARTICLE IV. – OFFICERS AND EMPLOYEES BY CREATING A NEW DIVISION 3, COMPLAINT PROCESS; OF THE REVISED ORDINANCES OF THE CITY OF HANNIBAL TO CLARIFY THE PROCESS FOR COMPLAINTS REGARDING OFFICERS OF THE CITY

Be it Ordained by the City Council of the City of Hannibal:

Section 1. WHEREAS, the City Council has determined that it is in the best interest of the Citizens of Hannibal to provide a clear process for reporting alleged wrongdoing or impropriety by certain officers of the City of Hannibal;

AND WHEREAS, the council has reviewed the matter and wishes to establish certain policies and procedures to accomplish this goal.

NOW THEREFORE, the City Council orders as follows:

Section 2. That Chapter 2 - Administration, Article IV. – Officers and Employees is hereby amended to include the following New, Division 3 – Complaint process regarding certain officers of the City.

Section 2-240. Complaints

1. The City Manager is hereby authorized to create a form for filing complaints regarding any alleged improper actions by any officer of the City. Such complaint forms shall be held in the office of the City Clerk and shall be made available upon request to the public. Such complaint forms shall also be generally available to any City Employee without the requirement that they retrieve such a form from the City Clerk or City Manager's office. The form shall also be made available on the City's Website.
2. Complaints regarding the City Clerk by either the public or by employees of the City of Hannibal shall be delivered to the City Manager.
3. Complaints regarding the City Manager by either the public or by employees of the City of Hannibal shall be delivered to the City Clerk.
4. Complaints regarding any other officer of the City by the public or by employees of the City of Hannibal shall be delivered to the City Manager.

Section 2-241. Investigation. Any complaint form received regarding an officer of the City shall be forwarded by the receiving party to the entire council within ten (10) days of receipt. It shall thereafter be the duty of the Council to investigate the matter in such manner as they deem appropriate, including designating a person or persons to investigate, hiring outside investigators, or taking such other action as they deem necessary.

1. Investigation regarding alleged impropriety of the City Clerk shall be the responsibility of the Council.
2. Investigation regarding alleged impropriety of the City Manager, Mayor or council shall be the responsibility of the Council.
3. Investigation regarding alleged impropriety of any officer who is supervised by the City Manager, either directly or in their chain of command shall be the responsibility of the City Manager.


Section 3. It hereby is declared to be the intention of the City Council that each and every part, portion and sub-portion of this Ordinance shall be separate and severable from each and every other part, portion or sub-portion hereof and that the City Council intends to adopt each said part, portion or sub-portion separately and independently of any other part, portion or sub-portion. In the event that any part of this Ordinance shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, portions and sub-portions shall be and remain in full force and effect.

Section 4. All ordinances and parts of ordinances in conflict with this ordinance, in so far as they conflict, are hereby repealed.


Section 5. That this Ordinance shall be in full force and effect from and after its passage and approval.

Adopted 2/22/23

Approved 2/22/23


JAMES HARK, Mayor

(Seal)

Attest: 
Melissa Cogdal, Deputy City Clerk