



Village of

Little Chute

AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, December 9, 2015
TIME: 6:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Public Appearance for Items Not on the Agenda

1. Other Informational Items—November Fire and FVMPD Reports
2. Approval of Minutes
Minutes of the Regular Board Meeting of December 2, 2015
3. Discussion—2016 Board Schedule
4. Discussion—Municipal Service Building RFP and Services Selection Committee
5. Discussion—CIP 2016-2020
6. Discussion—Personnel Manual
7. Discussion/Potential Action—Sanitorium Parking
8. Discussion—DPW Temporary Facility
9. Discussion/Potential Action—McKinley Project on North Wilson Street
10. Unfinished Business
11. Items for Future Agenda
12. Closed Session:
19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Sale of Village Owned Property*
13. Return to Open Session

14. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852 or email laurie@littlechutewi.org. Prepared: December 4, 2015

Prepared: December 4, 2015

**Little Chute Fire Department
Incident report
November 2015
16 responses**

11/03/15 Gas leak @ 322 Johnson Avenue, located & shut off gas supply, stand by until WE Energies arrived.

11/04/15 Alarm sounding @ Little Chute High/Middle School 1402 Freedom Road, investigated with staff found a faulty detector in ventilation system

11/05/15 Structure fire @ 231 Grand Avenue-Garage fire

11/06/15 Garbage pile on fire @ Park & Ride located @ Evergreen & Hwy. N. Waste Management truck had a load on fire, dumped load in Park & Ride lot for extinguishment. Waste Management in charge of cleanup, Outagamie Emergency Management & WI DNR notified

11/06/15 Auto accident-Hwy. N & 41 interchange-assist FVMPD with accident scene safety & clean up

11/07/15 Structure fire @ 208 Hayes Street. Fire in garage on an attached house.

11/08/15 Burning complaint @ 627 Monroe Street, person burning leaves, advised about burning ordinance had them extinguish

11/08/15 Garbage can on fire @ Van Lieshout Park, garbage can near restroom facilities was burning.

11/10/15 CO alarm sounding @ 1110 Cedar Street, found low readings of CO, advised to turn off furnace, have a HVAC tech check over furnace.

**11/14/15 Oil spill @ 441 Northbound on ramp from Hwy. OO
Unknown spiller**

**11/19/15 Alarm sounding @ Civic Center/Library-false alarm
pull station pulled**

**11/21/15 Possible structure fire @ 111 Main Avenue, false
alarm-fire in fireplace**

**11/22/15 Water in the basement @ 1517 E. Main Street, water
was backing up into the basement, FVMPD assisted
person with contacting proper people**

**11/25/15 Animal rescue-1309 Biscayne Drive-retrieved a cat in
a tree**

**11/27/15 Extrication-person trapped in vehicle-Hwy. OO
across from Outagamie County Landfill-vehicle in
creek-1 person trapped**

**11/28/15 Smoke alarm sounding-3501 Cherryvale Avenue, Apt.
48-faulty alarm head**

Incident Count by Incident Type

PremierOne CAD

Represents calls for service for the month of November 2015

Incident Type Description	Incident Count
TRAFFIC STOP	290
ASSIST	123
ACCIDENT	41
MEDICAL	40
OPEN DOOR	39
WELFARE CHECK	39
911 HANG UP	27
SUSPICIOUS SITUATION	25
ANIMAL	20
MOTORIST ASSIST	18
THEFT	18
RECKLESS DRIVING	16
FIRE CALL	15
ORDINANCE	14
PARKING COMPLAINT	14
JUVENILE COMPLAINTS	10
LOST / FOUND	9
RETAIL THEFT	9
ALARM	9
CRIME PREVENTION	9
DISTURBANCE	9
SUSPICIOUS VEHICLE	9
DAMAGE TO PROPERTY	8
FRAUD	8
HARASSMENT	8
DRUGS	6
CIVIL MATTER	6
TRAFFIC HAZARD	6
SUSPICIOUS PERSON	6
VIOLATION OF COURT ORDER	5
ABANDONED VEHICLE	5
911 ASSIST	4
NOISE COMPLAINT	4
WARRANT	4
TRESPASSING	3
RUNAWAY	3
BURGLARY	3
DOMESTIC DISTURBANCE	3
ACCIDENT WITH INJURY	2
SEX OFFENSE	2

Agency: FV

Incident Count by Incident Type

PremierOne CAD

EMERGENCY COMMITTAL	2
TRUANCY	2
WEAPON	1
FIREWORKS	1
MISCELLANEOUS	1
MISSING PERSON	1
ALCOHOL	1
DISORDERLY CONDUCT	1
BATTERY	1
Total	900

MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 2, 2015

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

Pledge Allegiance to the Flag

President Vanden Berg led members in the reciting of the Pledge of Allegiance.

Roll call of Trustees

PRESENT: Michael Vanden Berg, President

Larry Van Lankvelt, Trustee

John Elrick, Trustee

Skip Smith, Trustee

James Hietpas, Trustee

Bill Peerenboom, Trustee

David Peterson, Trustee

PRESENT: James Fenlon, Village Administrator

Eric Misselt, Fox Valley Metro Police Department

Jim Moes, Community Development Director

Laurie Decker, Village Clerk

Teri Matheny, Finance Director

Roy Van Gheem, Director of Public Works

Charles Koehler, Village Attorney

EXCUSED: Beth Carpenter, Library Director

Public Appearance for Items Not on the Agenda

None

Report of Other Minutes

Minutes of the Plan Commission Meeting of October 12, 2015

Minutes of the Meeting of Kimberly-Little Chute Public Library Board Meeting of October 20, 2015

Minutes of the Utility Commission Meeting of October 20, 2015

Minutes of the Fire Commission Meeting of November 2, 2015

Minutes of the Utility Commission Meeting of November 3, 2015

Approval of Minutes

Minutes of the Little Chute Village Board Joint Budget Meeting with the Village of Kimberly and Combined Locks of November 9, 2015

Minutes of the Regular Board Meeting of November 18, 2015

Moved by Trustee Elrick, seconded by Trustee Peterson to Approve the Minutes of the Joint Budget Meeting with the Village of Kimberly and Combined Locks of November 9, 2015 and the Minutes of the Regular Board Meeting of November 18, 2015 as presented.

Ayes 7, Nays 0 – Motion Carried

President Vanden Berg entertained a motion to amend the agenda to add the 2016 Budget Public Hearing

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to amend the agenda to add the 2016 Budget Public Hearing.

Ayes 7, Nays 0 – Motion Carried

Public Hearing—2016 Budget

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Enter into the Public Hearing.

Ayes 7, Nays 0 – Motion Carried

Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve Disbursement List and Authorize the Finance Director to pay all vendors.

Ayes 6, Abstain 1 (Elrick), Nays 0 – Motion Carried

Call for Unfinished Business

Trustee Smith would like input from the Little Chute Windmill Board of Directors in regards to the future bench policy.

Items for Future Agendas

None

Adjournment

Moved by Trustee Smith, seconded by Trustee Hietpas to Adjourn the Regular Board Meeting at 7:03p.m.

Ayes 7, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

Attest:

By:

Michael R. Vanden Berg, Village President

Laurie Decker, Village Clerk

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2016 Board Schedule Discussion

PREPARED BY: James P. Fenlon, Administrator



REPORT DATE: December 4, 2015

ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)

EXPLANATION: To facilitate the discussion of the 2016 Board schedule, the following is attached:

- Proposed Schedule
- Ordinance 2-55 on Meetings
- Ordinance 2-147 on Committee of the Whole

RECOMMENDATION: Discuss and provide direction to staff on the future Board schedule.

**VILLAGE OF LITTLE CHUTE
MEETING SCHEDULE FOR 2016**

MONTH	REGULAR BOARD	COMM. OF THE WHOLE	PLAN COMM.	UTILITY COMM.	LIBRARY BOARD	JOINT POLICE COMM.	FIRE COMM.	PARK PLAN COMM.
January	6 & 20	13 & 27	11	19	19			
February	3 & 17	10 & 24	8	16	16	9	8	
March	2 & 16	9 & 23	14	15	15			2
April	6 & 20	13 & 27	11	19	19			
May	4 & 18	11 & 25	9	17	17	10	9	
June	1 & 15	8 & 22	13	21	21			7
July	6 & 20	13 & 27	11	19	19			
August	3 & 17	10 & 24	8	16	16			
September	7 & 21	14 & 28	12	20	20	13	12	6
October	5 & 19	12 & 26	10	18	18			
November	2 & 16	9	14	15	15	8	14	
December	7 & 21	14 & 28	12	20	20			6

Meeting time schedule -

Regular Board
Committee of the Whole
Plan Commission
Utility Commission
Library Board
Fire Commission

Monthly

(1st and 3rd Wed)
(2nd and 4th Wed)

(2nd Mon.)
(3rd Tue.)
(2nd Wed.)

4:30 p.m. (3rd Tue.)
5:45 p.m. (2nd Mon. Quarterly)

Police Commission	6:00 p.m.	(2 nd Tue. Quarterly)
Park Planning Committee	6:00 p.m.	(1 st Tue. Quarterly)
Design Review Board	meets as needed	

Design Review Board meets as needed
CDA meets as needed

* Indicates changes from normal meeting date/time
meets as needed



- (a) Subject to Wis. Stats. § 61.32, the village president and trustees shall receive such compensation as may be established by the village board, from time to time.
- (b) The municipal judge shall receive a salary as determined from time to time by the village board, which salary shall be in lieu of fees and costs. No salary shall be paid to the judge during which the judge has not executed his official bond or official oath as required by this article and the state statutes.

(Code 2006, § 2-2-8; Ord. No. 6(Ser. of 1998), 4-1-1998; Ord. No. 25(Ser. of 2001), 12-19-2001; Ord. No. 15(Ser. of 2006), 9-20-2006)

State Law reference— Village board salaries, Wis. Stats. § 61.32; salary and fees of municipal court judge, Wis. Stats. § 755.04.

Sec. 2-55. - Meetings.



- (a) *Regular meetings.* Regular meetings shall be held at the village hall or at any other place designated by the village board and properly noticed on the first and third Wednesdays of every month at 6:00 p.m. Whenever any regular board meeting falls on a legal or other regularly recognized holiday, such meeting shall be held either on the preceding or the following day at the same hour. The village board retains the option to cancel any regular meeting.
- (b) *Annual organizational meeting.* The village board shall hold an annual organizational meeting at the first regular board meeting on the third Tuesday in April after the spring election for the purposes of organization.

(Code 2006, § 2-2-9)

Sec. 2-56. - Special meetings.



Special meetings of the board may be called by two trustees filing a request with the village clerk at least 48 hours prior to the time specified for such meeting. The village administrator shall select the day for the special meeting and the village clerk shall immediately notify each trustee of the time and purpose of such meeting. The notice shall be delivered or mailed to each trustee personally or left at their usual place of abode a minimum of 24 hours prior to the meeting time. The village clerk shall cause an affidavit of such notice to be filed in the clerk's office prior to the time fixed for such special meeting. No business shall be transacted at a special meeting except for the purpose stated in the notice thereof. Notice to the public of special meetings shall conform to the open meeting requirements of Wis. Stats. §§ 61.32 and 19.81 et seq.

(Code 2006, § 2-2-10)

Sec. 2-57. - Open meetings: adjournment of meetings.

to attend a minimum of two-thirds of the meetings in each six month period of their respective bodies. Unexcused failure to comply with this subsection may result in the removal and replacement of the official found to be in noncompliance.

(Code 2006, § 2-5-9; Ord. No. 23(Ser. of 2004), 11-3-2004)

Sec. 2-147. - Committee of the whole.



- (a) *Composition.* The committee of the whole shall be comprised of the village president as chairman and the entire village board. The village clerk and village administrator shall be required to attend all committee of the whole meetings.
- (b) *Meetings.* Meetings of the committee of the whole shall take place on the second and fourth Wednesday of each month at 6:00 p.m. Whenever any regular meeting of the committee of the whole falls on a legal or regularly recognized holiday, such meeting shall be either held on the preceding or the following date at the same hour. The village board meeting as said village board or meeting as the committee of the whole retains the option to cancel any regular meetings of the committee of the whole. The conduct of meetings and order of business shall be similar to section 2-62.
- (c) *Special committees.* The village president may, from time to time, appoint special committees of the committee of the whole as he deems necessary, which appointments shall be announced to the full board of trustees stating the number of members of the committee and the object of the committee.
- (d) *Alcohol and drug abuse prevention committee.* The village shall continue to have a standing committee known as the alcohol and drug abuse prevention committee, as established by Resolution No. 7, Series of 1983, adopted April 5, 1983, until further amendment to the ordinance by the village board.
- (e) *Quorum requirements.* The quorum, withdrawal from meetings, and general rules set forth in this article shall be construed to be a part of this section.

(Code 2006, § 2-2-4)

Sec. 2-148. - Board of review.



- (a) *Composition.* Pursuant to the optional method set forth in Wis. Stats. § 70.46, the board of review shall consist of six residents of the village. One member may be publicly employed by the village. At the village board's organizational meeting, the members shall be appointed by the village president, subject to confirmation of the village board, for staggered five-year terms. A member shall continue to serve until successor is appointed and confirmed.
- (b) *Duties.* The duties and functions of the board of review shall be as prescribed in Wis. Stats. §§ 70.46 and 70.47.
- (c) *Compensation.* Compensation for the members of the board of review shall be established from time to time by ordinance of the village board.
- (d) *Proceedings.* At the first annual meeting of the board, the members shall elect a

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Personnel Manual Review, Continued

PREPARED BY: James P. Fenlon, Administrator



REPORT DATE: December 4, 2015

ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)

EXPLANATION: To facilitate the discussion of a new personnel manual, the following is attached:

- DRAFT Series 800 – Workplace Policies
- Comment Tracker on previous sections

Our primary goal this evening is to address the following:

- Review the 800 series and previous comments
- Provide comments on previously reviewed sections so that staff can finalize comments, concerns and questions.

Moving forward, a comprehensive review will take place to ensure all aspects of the previous manual are encapsulated in the updated document.

RECOMMENDATION: Discuss and provide direction on the drafting of the new personnel manual.

WORKPLACE POLICIES (OTHER)

- [Policy 801. Conflict of Interest](#)
- [Policy 803. Outside Employment](#)
- [Policy 805. Parking Regulations](#)
- [Policy 807. Personal Appearance](#)
- [Policy 809. Personnel Files](#)
- [Policy 811. Ethics and Confidentiality](#)

POLICY 801 CONFLICT OF INTEREST

1. Purpose. In order to ensure that Village decisions be made in proper channels of the governmental structure; that public office not be used for improper personal gain, and that conflicts between private interests and public responsibilities be avoided, employees are expected to adhere to the following conflict of interest guidelines.

2. Specific Conflicts Defined.

2.1 Incompatible employment.

2.1.1 No employee will engage in or accept private employment or render services to any other governmental body or to anyone in the private sector which would tend to be incompatible with the proper discharge of his or her duties, unless otherwise permitted by law.

2.2 Representing private interests before agencies or court.

2.2.1 No employee who is admitted to practice law will represent, as an advocate any private interests, other than his or her own or that of his or her own family, in any proceeding adverse to the county before any federal or state court or agency.

2.3 Disclosure of confidential information.

2.3.1 No employee will, without proper authorization, disclose confidential information, nor use such information to advance the actual or anticipated financial or personal interests for him or herself to others.

2.4 Gratuities or Kickbacks.

2.4.1 An employee will not accept anything of value whether in the form of a gift, service, loan or promise from any person, which may impair his or her independence of judgment or action in the performance of his or her official duties.

2.4.2 No payment of a gratuity or kickback will be made by or on behalf of any person and be accepted by any employee as an inducement or reward for the latter's action in procuring the award of any contract or order.

2.4.3 It is not a conflict of interest for an employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.

POLICY 801 CONFLICT OF INTEREST

Effective Date:

Revised Date:

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2.5 Nepotism forbidden.

- 2.5.1** Employees will not engage in nepotism as outlined in Policy 103.
- 2.5.2** Employees will not use their positions to influence the county to employ a member of their immediate family or to retain the services of a member of their immediate family as an independent contractor or agent.

2.6 Conducting private business on village premises and time.

- 2.6.1** Employees will not conduct their personal or private business while on village premises and engaged in their public duties.

3. Prohibited Contracts with the Village.

- 3.1** No village official or employee who, in capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on part shall enter into any contract with the village unless, within the confines of Wis. Stats. § 946.13:
- 3.2** The contract is awarded through a process of public notice and competitive bidding or the village board waives the requirement of this section after determining that it is in the best interest of the village to do so.
- 3.3** The provisions of this subsection shall not apply to the designation of a public depository of public funds.

4. "Anything of Value" Defined.

- 4.1** Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but DOES NOT INCLUDE such things as compensation and expenses paid by the state or county, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials or unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals.
- 4.2** The Village's working definition of "anything of value" is anything with a value in excess of twenty-five dollars (\$25.00). When an employee receives something of value, the employee should take one of the following three steps.

- 4.2.1** Return the item and document return of item;

- 4.2.2** Donate the item to charity and document the donation;

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4.2.3 If the item is of potential use to the Village, consult with Administration on appropriate disposition.

5. Municipal Code. See Municipal Code Chapter 2-185, Conflict of Interest.

6. Cross Ref. Policy 103 Nepotism, Policy 803 Outside Employment.

POLICY 801 CONFLICT OF INTEREST

Effective Date:

Revised Date:

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POLICY 803 OUTSIDE EMPLOYMENT

1. Purpose. To ensure employees are not engaging in outside employment that conflicts with or affects performance of county duties.

2. Policy.

- 2.1** Employees may hold outside employment as long as they continue to meet performance standards of their village position, and provided the outside employment does not create a conflict of interest with the village position or affects the performance of village duties.
- 2.2** Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.
- 2.3** Outside employment that creates a conflict of interest is prohibited. The determination of whether a conflict of interest exists is the sole discretion of the employer.

3. Prohibited Conduct.

- 3.1** Use of village-assigned work number for any business purpose other than Village of Little Chute business.
- 3.2** Use of village-assigned telephones for incoming or outgoing telephone calls for outside employment purposes.
- 3.3** Storage of personal business records on village computers or use of any village equipment or property in conducting an outside business or outside employment.
- 3.4** Engaging in outside employment during regular working hours.
- 3.5** Use of paid time off or extended leave bank benefits when an injury or illness is due to or incurred while in the employ of others or course of self-employment.

POLICY 803 OUTSIDE EMPLOYMENT

Effective Date:

Revised Date:

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POLICY 805 PARKING REGULATIONS

- 1. Purpose.** To assist in the business of the Village by providing parking facilities in support of this function within the limits of available space.
- 2. Designated Parking.**
 - 2.1** Village employees only park in spaces designated by the Administrator or Village Board.

POLICY 805 PARKING REGULATIONS

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

POLICY 807 PERSONAL APPEARANCE

1. Purpose. Village employees are in the forefront of providing service to the general public. Personal appearance is an essential element of good public relations. The Village of Little Chute expects its employees to be well groomed and neatly dressed. Employees should dress in a manner consistent with a professional business atmosphere and should practice good personal hygiene. Jewelry, perfume and other accessories should not interfere with an employee's or co-workers' ability to perform their jobs and should not pose a safety or health hazard.

2. Scope.

2.1 This policy applies to all regular full-time, regular part-time, limited term employees, seasonal employees, and temporary employees of the Village of Little Chute. Employees working in municipal building offices should dress in business-casual clothing. Employees working in the field or in strenuous labor positions are permitted to wear clothing as set-forth by their department rules or guidelines.

3. Policy.

3.1 Employees are expected to dress in an appropriate and professional manner while at work. These established general guidelines will be used when considering appropriate dress unless department needs require alternative guidelines as approved by the department head.

4. Inappropriate Attire.

4.1 Hats unless prior approved by the department head.

4.2 Tops showing bare shoulders, tank tops/halter tops unless covered with a blouse, shirt, or jacket.

4.3 Midriff bearing tops or tops portraying any offensive words, terms, logos, pictures, cartoons, or slogans.

4.4 Hooded sweatshirts and t-shirts.

4.5 Jeans, sweatpants, exercise pants, shorts, and spandex pants.

4.6 Tight skirts, miniskirts, skorts, sundresses, beach dresses, and spaghetti strap dresses.

POLICY 807 PERSONAL APPEARANCE

Effective Date:

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4.7 Footwear resembling what is considered a bedroom slipper or beach flip-flops.

5. Appropriate Attire.

5.1 T-shirts/sweatshirts portraying the county seal are considered acceptable clothing assuming the work schedule permits.

5.2 Dress pants will be worn to work Monday through Thursday unless otherwise approved by the department head. Acceptable dress pants include: Slacks similar to Dockers, khakis, wool pants, dressy capris, or black dress pants.

5.2.1 Jeans with no holes or tears will be permitted on Fridays assuming the work schedule permits.

5.3 Dresses and skirts worn at a length in which an individual is able to sit comfortably in a public setting.

5.4 Footwear must fit securely enough to ensure safe movement, be appropriate for the work environment, and must have a hard or rubber sole.

6. Additional Information.

6.1 If there are any questions or concerns regarding appropriate county attire, employees should address their supervisor or department head on what clothing is acceptable personal appearance.

7. Consequences of Policy Violation.

7.1 In addition to corrective or disciplinary action, depending on the severity of the dress violation the supervisor reserves the right to send the employee home (without pay) until they dress in accordance with the Village of Little Chute Personal Appearance Policy.

POLICY 807 PERSONAL APPEARANCE

Effective Date:

Revised Date:

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POLICY 809 PERSONNEL FILES

1. Policy. Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality.

2. Procedure.

2.1 Employees, and other authorized viewers of records, will have the authority to review and copy, but not to remove or alter, personnel records. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement explaining his/her position which will be included in the file.

POLICY 809 PERSONNEL FILES

Effective Date:

Revised Date:

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POLICY 811 ETHICS AND CONFIDENTIALITY

1. **Purpose.** To ensure the privacy of all clients and to protect the confidentiality of personal, health, and other related information and assure the confidentiality of Village of Little Chute's human resources, payroll, fiscal, and information systems (collectively "Confidential Information").
2. **Policy.**
 - 2.1 Throughout the course of employment, employees may come into the possession of confidential information. It is the policy of the village that the information will not be disclosed to others, including friends or family, who do not have a need to know it.
 - 2.2 This policy applies to all village employees, temporary employees, volunteers, and interns.
 - 2.3 Anyone who intentionally causes a breach in confidentiality will be held accountable and disciplinary action may result up to and including termination. Some circumstances may warrant legal action and criminal penalties for failure to maintain required confidentiality.
3. **Physical and Electronic Safeguards.**
 - 3.1 Physical and Electronic safeguards to maintain the integrity, confidentiality and availability of confidential information must remain in place at all times. Employees, temporary employees, volunteers and interns are expected to understand and abide by the following practices:
 - 3.1.1 Confidential information will not be disclosed to others, including friends or family, who do not have a need to know it.
 - 3.1.2 Personal access codes, user ID(s), and passwords used to access computer systems are to be considered confidential information.
 - 3.1.3 Confidential Information will not be accessed and equipment will not be utilized for purposes not related to the performance of your job duties.
 - 3.1.4 Confidential information will not be discussed where others can overhear the conversation. This includes, but is not limited to, hallways, elevators, breakrooms, restaurants, and social events. It is not acceptable to discuss confidential information in public areas even if a client's name is not used. Such discussions may raise doubts among other clients and visitors about respect for their privacy.

POLICY 811 ETHICS AND CONFIDENTIALITY

Effective Date:

Revised Date:

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- 3.1.5 Employees will not make inquiries about confidential information for other personnel who do not have proper authorization to access such confidential information.
- 3.1.6 Employees will not willingly inform another person of their computer password or knowingly use another person's computer password instead of their own for any reason, except maintenance or technical support.
- 3.1.7 Employees will not make any unauthorized transmissions, inquiries, modifications, or purging of confidential information in the village's computer system. Such unauthorized transmissions include, but are not limited to removing and/or transferring confidential information from the Village of Little Chute's computer system to unauthorized locations (for instance, home).
- 3.1.8 Employees will password protect any computer prior to leaving it unattended.
- 3.1.9 Employees will comply with any security or privacy policy and/or procedure promulgated by the village to protect the security and privacy of confidential information.
- 3.1.10 Upon cessation of employment, all employees will immediately return any documents, or other media containing confidential information to the Village of Little Chute.

4. Reporting a breach of confidentiality.

- 4.1 A breach of confidentiality may occur through a variety of means, some unintended and others by intent to steal or do harm. These include but are not limited to:
 - 4.1.1 Unintended mistakes that cause accidental disclosures
 - 4.1.2 Abuse of access privileges
 - 4.1.3 Knowingly accessing information for non-work related purposes
 - 4.1.4 Unauthorized physical intruders
- 4.2 Employees will immediately report any activity, by any person, including themselves that is in violation of this policy or of any Village of Little Chute security or privacy policy to their direct supervisor. This will allow the process of mitigating the effect of the breach and preventing any additional loss of data.

POLICY 811 ETHICS AND CONFIDENTIALITY

Effective Date:

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- 4.3 The employee and/or supervisor will immediately contact the Village Administrator to report the breach of confidentiality.

POLICY 811 ETHICS AND CONFIDENTIALITY

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