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<b>Title:</b> Inspections by Village Employees		
<b>Authority:</b> Shorewood Village Board		

The Village Board is adopting Policy No. 14 for the purpose of establishing guidelines for inspections by Village employees.

### **PURPOSE**

The Shorewood Village Board considers the conducting of building, electrical, plumbing, fire, health and other inspections by Village employees to be a key element in the protection of the health safety and welfare of the residents and businesses of Shorewood. As such, the Village is committed to using appropriately trained, licensed or certified individuals to perform inspection duties on behalf of the Village in a manner consistent with the direction contained in this policy.

### **DEFINITIONS**

EMPLOYEE – Any individual acting in an official capacity under agreement with or on behalf of the Village of Shorewood that is engaging in work which is a normal function of said Village.

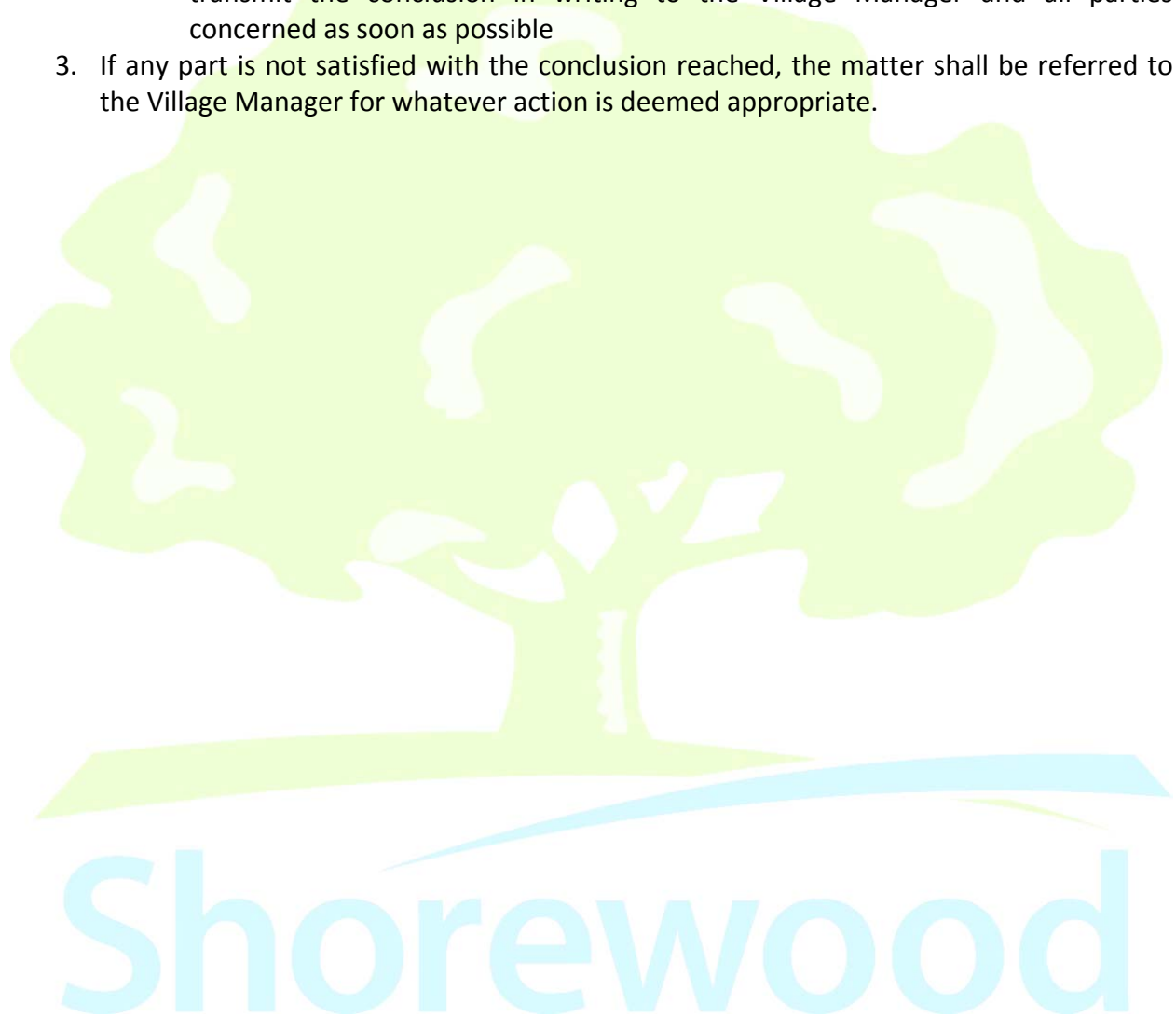
### **POLICIES**

1. Employees shall not act as an inspector on any work they have done as a contractor.
2. Employees shall not act as an inspector on any work they have bid on as a contractor if at all possible. The department head shall be notified if an inspector must review work they had bid on as a contractor.
3. Once an employee is involved with any work as an inspector, they shall not become involved in the work in any other capacity.
4. Employees shall not recommend nor comment on any contractor or the work of a contractor except as may be necessary within staff to attain compliance with the code.
5. Employees shall not use the office or position held for personal financial gain or benefit other than the agreed upon remuneration for the position.
6. Any employee having questions regarding a conflict of interest and all inquiries regarding a conflict of interest with regard to any employee shall be directed to the Village Attorney.
7. Employees shall at all times conduct themselves in such a manner which is both helpful and courteous to the public.

### **COMPLAINTS**

The following procedure shall be compiled with when handling complaints.

1. Complaints emanating from ANY source are to be brought to the attention of the department head as soon as is practical.
2. The department head will speak to all parties involved and;
  - explain the nature of the complaint,
  - review the subject with all parties,
  - investigate all information received,
  - formulate a conclusion based on the facts as determined above and
  - transmit the conclusion in writing to the Village Manager and all parties concerned as soon as possible
3. If any part is not satisfied with the conclusion reached, the matter shall be referred to the Village Manager for whatever action is deemed appropriate.



\*Adopted March 2, 1992

\*Revised August 25, 2014

\*Adopted March 2, 2015