

BOROUGH OF MT. OLIVER

RESOLUTION NO. 787-19

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF MT. OLIVER, ALLEGHENY COUNTY, PENNSYLVANIA, ADOPTING A POLICY FOR THE REPORTING, REVIEW AND PROCESSING OF COMPLAINTS MADE BY THE PUBLIC CONCERNING BOROUGH PERSONNEL MATTERS

WHEREAS, the Council of the Borough of Mt. Oliver desires to adopt a policy for the reporting, review and processing of complaints made by the public concerning Borough personnel matters.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Mt. Oliver, Allegheny County, Pennsylvania, hereby resolves to adopt the following policy regarding the reporting, review and processing of complaints made by the public concerning Borough personnel matters:

1. Complaints.
 - a. All complaints regarding the actions of any Non-Uniform Borough employee shall be put in writing and filed with the Borough Manager. The writing shall include the name of the person who is filing the complaint, such person's contact information and the date the complaint is filed.
 - b. In the event a complaint is reported to a member of the Borough Council, such Borough Council member shall advise the complaining party to file a written complaint with the Borough Manager, in accordance with this policy.
 - c. In the event a written complaint is received by a member of the Borough Council, such Borough Council member shall forward the written complaint to the Borough Manager for review, in accordance with this policy.
 - d. Anonymous complaints regarding Non-Uniform Borough personnel will not be reviewed by the Borough Manager nor Borough Council.

2. Review.

- a. The Borough Manager shall review all complaints that meet the requirements set forth in Paragraph 1(a) above and conduct an investigation, to the extent the Borough Manager determines an investigation is necessary.
- b. In accordance with Chapter 21, § 21-5(B) of the Borough Code of Ordinances, the Borough Manager shall have the authority to determine whether employee discipline is necessary and may administer the same. In the event the Borough Manager determines employee discharge is recommended, such recommendation shall be made to the Borough Council, pursuant to Chapter 21, § 21-5(B) of the Borough Code of Ordinances.

3. Confidentiality.

- a. The name, telephone number, email address and/or home address of any person who files a complaint in accordance with this policy shall not be disclosed by the Borough Manager, beyond the Borough Manager's need to review and/or investigate the complaint, as such information is not public. See 65 P.S. §§ 67.708(b)(6)(i)(A), 67.708(b)(7)(vi), 67.708(b)(17).
- b. The complaint and any other records related to the Borough Manager's review and/or investigation of the complaint shall not be disclosed to any member of the public, including the complaining party, as such information is confidential, personnel and/or investigatory information and is not public. See id. at §§ 67.708(b)(7)(viii), 67.708(b)(17).

This Resolution adopted by the Council of the Borough of Mt. Oliver at a duly assembled public meeting held on this 20th day of May, 2019.

ATTEST:

BOROUGH OF MT. OLIVER



Manager

By: 

President, Borough Council