

Wales Township Policy No. 016

Adopted by Majority Vote of the
Wales Township Board on 10-1-13


Wales Township Clerk

Employee/Official Authority Limitations

No employee/official shall trespass on any private property nor obstruct the operation of private or public entities. The exceptions to this are inspectors operating under the authority and requirements of the Michigan State Construction Code within the bounds of a bona fide active permit and authorized officials operating under a Zoning Permit or Court Order. Even with these exceptions, if a property owner orders an official off the property, the official must immediately leave the premises. If there is a closed gate and/or no trespassing sign, the official will not enter upon the property without the prior express permission of the landowner.

An employee/official may not order a particular action or behavior unless specifically authorized to do so or as informational answers to inquiries or in an inspector capacity as noted above.

When interacting with the public, personal opinions and preferences of the employee/official cannot be expressed in order to maintain a professional demeanor.

When approached in any way by members of the news media, every effort must be made to forward inquiries to the Township Supervisor (or a member of the Board of Trustees). Technical or involved questions can be forwarded to the appropriate official.

All matters of requests for copies of information need to be approved by the Township Clerk, either specifically or by general instruction. The Freedom Of Information Act (FOIA) Officer for Wales Township is the Township Clerk or his/her designee.

All official correspondence coming into or leaving must have a copy supplied to the Township Clerk who will make the decision on retention.