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ALCOHOL AWARENESS POLICY

- A. Any licensee holding an all alcohol or beer and wine license shall participate in a program designed to train employees who engage in either package sales or pouring in methods of observations and detection to avoid selling or serving to intoxicated persons and/or minors. This program will be based on the type of license issued.
- B. Listed below are programs that are currently available which meet the requirements of this policy:
- (1) Techniques of Alcohol Management (TAM) offered by the Massachusetts Package Store Association.
 - (2) Training for Intervention Procedures by Servers of Alcohol (TIPS).
 - (3) Servsafe and/or Bar Code alcohol training offered by the Massachusetts Restaurant Association.
 - (4) Any insurance industry approved and qualified program offered by a certified trainer and approved by the Select Board.
- C. All personnel shall be required to participate in a training program based on the type of license issued. New applicants for all alcohol or beer & wine licenses will have thirty (30) days from the date that the application is approved by the Select Board to complete one (1) of the training programs listed above. New employees of any establishment will have thirty (30) days from the date of employment to complete one (1) of the training programs listed above.
- D. All establishments must have available for inspection copies of all employee certification certificates, and maintain during operating hours, in an accessible place, a roster or certificate of trained personnel. The roster shall include:
- (1) Employee name.
 - (2) Name of training program.
 - (3) Date of training.

- (4) Date valid.
- (5) Date of expiration.
- (6) Date of hire.

E. All personnel shall be required to be recertified once every three (3) years by an approved program as noted above.

F. Failure to comply with this policy may result in revocation of the license. Fines may also be levied against the license holder should any violation of this policy occur.

BUY RECYCLED POLICY

Purpose and Scope

The purpose of this policy is to encourage the use of recycled products and materials by Town of Norfolk departments.

Applicability

This policy applies to all municipal departments and employees.

Employees under the supervision and control of the School Department are not covered by this policy.

Policy

- A. It is the position of the Town of Norfolk that recycled products and materials be used to the extent they are: 1.) available, and 2.) cost effective.
- B. Department heads must consult with the Chief Procurement Officer to determine whether recycled products are available for paper, office and computer supplies, and janitorial supplies.
- C. The Chief Procurement Officer shall annually distribute a list of products and vendors offering recycled products.
- D. The Chief Procurement Officer will be responsible for answering questions and resolving disputes concerning implementation of this policy.
- E. This policy shall be effective on November 21, 1997.

Date: 11/21/97

CODE OF CONDUCT POLICY FOR TOWN COMMITTEES, BOARDS, COMMISSIONS, COUNCILS, AND TRUSTS

I. Purpose

The intent of this policy is to establish clear guidelines to serve as the standard for achieving and maintaining a high level of public confidence, trust, and professional respect with regard to how the Town and its officials conduct business. This policy is intended to define and create a centralized policy with regard to standards of conduct.

II. Applicability

This policy and all its sections shall apply to the Select Board and to the committees, boards, commissions, councils, trusts, presiding officers, public officials, and other representatives of the Town appointed by the Select Board and those appointed by the Town Administrator.

- The term “Board” shall apply to the Town’s Select Board.
- The term “member” shall apply to those appointed by the Select Board or the Town Administrator.
- The term “official” shall apply to a Select Board member or a member appointed by the Select Board or the Town Administrator.
- The term “appointing authority” shall apply to the Select Board or the Town Administrator.
- The term “committee” shall apply to those committees, boards, commissions, councils, and trusts appointed by the Select Board or the Town Administrator.
- All committee members, board members, commission members, council members, trust members, presiding officers, public officials, and other representatives of the Town appointed by the Select Board or the Town Administrator, and other officials mentioned in this guideline, are subject to this policy.

III. Code of Conduct

These obligations and commitments shall be assumed by all members of the Board and other officials defined in the Applicability section:

A. Conduct Generally and in Relation to the Community

- Be well informed concerning the local and state duties of a committee member.
- Remember that you represent the Town of Norfolk at all times.
- Accept your position as a means of unselfish public service, not to benefit personally, professionally, or financially from your committee position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Seek no favor and believe that personal aggrandizement or profit secured by holding these positions is dishonest and/or unlawful.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner as to give the clear impression that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted (e.g. executive session), conduct the business of the public in a manner that promotes open and transparent government and maintain full compliance with the Open Meeting Law.
- Comply as fully as possible with all Town policies, including, without limitation, the following:
 - Equal Employment Opportunity Policy,
 - Anti-Discrimination and Anti-Harassment Including Sexual Harassment Policy,
 - Anti-Bullying Policy,
 - Electronic Communication Policy,
 - Fraud and Theft Prevention Policy.
- Comply as fully as possible with all applicable laws, including, without limitation, the following:

- The Open Meeting Law,
- Procurement Laws,
- The Ethics/Conflict of Interest Statute (G.L. c.268A).

B. Conduct in Relation to Your Fellow Committee Members

- Treat all members of the committee with respect despite differences of opinion; keeping in mind that professional respect does not preclude honest differences of opinion, but requires respect within those differences.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chairperson should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.

C. Conduct in Relation to the Town Administrator

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Administrator full responsibility for discharging their disposition and/or solutions.
- Refrain from giving orders or directions to the Town Administrator for action as an individual committee or Board member.
- Refrain from giving instructions to or requesting assistance from Town department heads or employees, but rather channel

all such activities through the committee or Board who will refer it to the Town Administrator.

- Refrain from providing information to the Town Administrator that you would not be willing to share with other committee or Board members.

D. Conduct in Relation to Town Staff

- Treat all Town staff as professionals and respect the abilities, experience, and dignity of each individual.
- Direct questions of Town staff and/or requests for additional background information through the Town Administrator.
- Never publicly criticize an individual employee or a department. Concerns about staff performance should only be made to the Town Administrator through private communication.
- Insure that all requests for staff support go through the Town Administrator's office.

IV. Distribution and Education

- The Town Administrator shall provide a copy of this policy to all members as defined in the Applicability section upon its issuance.
- The Town Clerk shall provide a copy of this policy to all members as defined in the Applicability section upon the subsequent appointment or re-appointment of any member when they are sworn in.
- The Town Clerk shall distribute educational materials from the Attorney General's Office on the Open Meeting Law to members of all committees and record signed receipts.
- The Town Clerk shall distribute State educational materials to all committee members and officials on the Conflict of Interest Law and record compliance with State mandated on-line training.
- Upon issuance of this policy, the Town Administrator shall have each member sign an acknowledgement form that they have read this policy and will comply with all requirements set forth in this policy; this form shall be available for public view. In the event that any member declines to sign the form, that fact shall be noted by the Town Administrator on the form.

- The Town Clerk upon the subsequent appointment or re-appointment of any member when they are sworn in shall have each member sign an acknowledgement form that they have read this policy and will comply with all requirements set forth in this policy. In the event that any member declines to sign the form, that fact shall be noted by the Town Clerk on the form. This form shall be sent to the Town Administrator and be available for public view.

V. Enforcement

A. Generally

In addition to any other remedies or enforcement options available under the law, the Board or other committees subject to this policy may vote to censure any member who violates any provision of this Code of Conduct or remove them from that committee in a case of a serious violation of law or Town policies.

The appointing authority may also decline to reappoint any member appointed by the appointing authority if the member fails to adhere to the provisions of this Code of Conduct.

B. Violations by Members of the Select Board

If any member of the Board is accused of violating the Town's Anti-Discrimination and Anti-Harassment Including Sexual Harassment Policy, the Town Administrator shall have the right and duty to refer the matter for investigation to a disinterested outside firm or individual qualified to investigate the alleged conduct.

The Town Administrator shall not be obliged to obtain an authorizing vote from the Board for such action; this Code of Conduct shall be sufficient authority. The firm or individual to whom the matter is referred shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator. The Town Administrator shall share the reported findings and recommendations with the Board. The

Board shall then take such action as is authorized by law and as it deems fit in response to the matter.

If any member of the Board is accused of violating any other provision of this Code of Conduct, the Board may take such action as is authorized by law and as it deems fit, or the Board may vote upon request of the Town Administrator or on its own to refer the matter to a disinterested outside firm or individual qualified to investigate the alleged conduct. This firm or individual shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator. The Town Administrator shall share the reported findings and recommendations with the Board. The Board shall then take such action as is authorized by law and as it deems fit in response to the matter.

Any complaint against a Board member must be in writing to the Town Administrator. In all cases, the Town Administrator shall have the authority to choose the disinterested outside firm or individual qualified to investigate the alleged conduct.

These remedies shall be in addition to, and not in substitution for, any other remedies that may be available by law.

Date approved: 10/6/20

**Code of Conduct Policy
for
Town Committees, Boards, Commissions, Councils, and Trusts**

Acknowledgement Form

This acknowledges that I have received and reviewed the Code of Conduct Policy for Town Committees, Boards, Commissions, Councils, and Trusts. By signing this form, I agree to abide by this Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

Date approved: 10/6/20

EVENT SIGNAGE

The Select Board delegates their granting authority for temporary signs to the Town Administrator. This authority is limited to signs to be located at the following locations on the ground:

- Main Street at the intersection of Hanover Street
- Main Street at the intersection of Boardman Street
- Main Street at the island in front of the Cemetery
- Boardman Street at the intersection of Medway Branch
- Union Street at the intersection of King Street
- North Street at the intersection of Pond Street and Needham Street
- Main Street at the intersection of Independence Drive
- Liberty Lane at the intersection of Independence Drive
- Pond Street Recreational Facility
- In front of Town Hall

There shall be no free-standing signs allowed at the intersection of Main and Rockwood Rds. Signs must be hand held and not propped up. Individuals with signs should not stop automobiles in the intersection or otherwise cause traffic to be slowed.

There are no overhead banners allowed.

FACILITIES

If the event requires the use of any utilities, the permit holder must make the appropriate arrangements. Use of electricity will be a flat fee of a \$10.00 minimum. Toilet facilities, if required, are the responsibility of the permit holder.

Rules and Regulations

1. Security is the permit holder's responsibility, and if traffic control is required, these must be coordinated through the Norfolk Police Department.
2. All permits must be obtained by the permit holder. The issuance of a Usage Permit does not waive the requirement for any other permit, and does not indicate compliance with any regulation or law. If food is to be prepared and sold on site, the permit holder must check with the Board of Health and Select Board. If a temporary structure and/or equipment are to be used where a safety issue is involved, the permit holder must consult with the Building Inspector.
3. Parking is at a premium in the Town Center. When the Library is open, attendees of events on Town Hill should not use Library parking.
4. Nothing is to be attached or hung on the bandstand, any tree or town structure, except with lightweight white string. Stainless hooks are already in place for such use, both inside and outside the bandstand. Anything so hung must be completely removed.
5. No confetti or rice shall be used.
6. No crepe paper or streamers shall be used.
7. Trash collection and removal is the permit holder's responsibility. Permit holder should designate on the application if they wish to provide their own trash disposal, or if they wish to pay for this service through our Department of Public Works.
8. No structure may be placed on the Town Hill without the express approval of the Select Board.

9. There shall be no blockage of the level entry of the bandstand (on the plaza or in the interior of the bandstand) at any time.
10. Functions should take place within the stated hours of operation for Norfolk Town Hill (Monday through Saturday, 8:00 a.m.-10:00 p.m., and Sundays, 12:00 Noon-10:00 p.m.). Any variance from these times should be approved by the Select Board.
11. If, in the opinion of the Select Board or the Chief of Police, police details or other Town services are required, the permit holder will be expected to be responsible for the cost of these services.

NORFOLK TOWN HILL IS THE PRIDE OF OUR TOWN CENTER. WE TRUST THAT WHEN USING THIS AREA, YOU WILL GIVE IT THE SAME RESPECT THAT YOU WOULD GIVE YOUR OWN HOME.

FLAG POLICY

The Town has had a policy of lowering the flag to half-staff due to the occasion of death of certain individuals. To clarify the reasons for lowering the flag to half-staff, the following policy is hereby adopted by the Select Board.

For purposes of this policy, the Town will be considered to have eight (8) categories of flag locations: the Town Hill, the Town Hall, the Public Safety Building, the Elementary Schools, the Department of Public Works, Town Cemeteries, Pond Street Recreational Facility and the Senior Center.

1. All orders from the President and/or Governor to lower the flag at Federal or State buildings to half-staff, and Memorial Day as prescribed by law. Flags at all locations will be flown at half-staff.
2. State law mandates that the POW/MIA flag be flown on Patriots Day, Memorial Day, Flag Day, Independence Day, POW/MIA Recognition day (third Friday in September), and Veterans Day.
3. Death of a current or former elected Town Official or current Town employee - all locations for one week (7 days) starting at the day of death.
4. Death of a Town Veteran, appointed Board/Committee member (current or former), appointed Town Official (current or former), retired Town employee- all locations the day of the funeral.
5. For death of a Massachusetts Police Officer or Firefighter in the line of duty, all locations on the day of the funeral or memorial service.
6. At the discretion of the Select Board, the Town Administrator and DPW Director will be responsible for implementing this policy.

HACKNEY VEHICLE POLICY

Section I. Definition of Terms

Whenever in this Regulation the following terms are used, they shall have the meaning respectively ascribed to them in this section:

- (a) Chief of Police - The Chief of Police of the Town of Norfolk or the person authorized by the said Chief to act for him and in his behalf pursuant to this Regulation.
- (b) Hackney Board - The Select Board.
- (c) Hackney Vehicle - A motor vehicle transporting passengers for hire, and including taxicabs, and public automobiles, but excluding school vehicles.
- (d) Public Automobile - A vehicle for hire for livery purposes without a taximeter.
- (e) Taximeter - A mechanical instrument or device by which charge for hire is mechanically calculated either for distance travelled or for waiting time or for both, and upon which such charges shall be clearly indicated by means of figures.

Section II. Hackney Vehicle Licenses

(a) The Hackney Board is authorized, in accordance with this policy, to grant hackney vehicle licenses to suitable persons, firms and corporations who are owners or lessees of such vehicles whose principal place of business is in Norfolk. All licenses shall be for a term of one year to expire at the end of the year. In addition to all other considerations mentioned in this Regulation, the Hackney Board is authorized to grant licenses when in its judgment the public convenience, needs and welfare will be substantially served by such grant. The Hackney Board may approve up to 4 licenses for the Town of Norfolk. They may increase this limit should the Town's population or business environment grow to such a level that it is in the best interest of the citizens.

- (b) The fee for the first cab is \$375; each additional cab is \$100 and renewal shall be \$100 for each cab.
- (c) No license may be sold, transferred or assigned.
- (d) Upon change in the Certificate of Registration of a Hackney Vehicle issued by the Registrar of Motor Vehicles of the Commonwealth of Massachusetts, the licensed owner shall within five days of such change present such certificate to the Chief of Police together with his Hackney Vehicle license for notation of such change.
- (e) Changes of address of business and/or owner of Hackney Vehicle shall be reported to the Chief of Police and Hackney Board within five days of such a change.
- (f) Applications for livery licenses (limousines) must be submitted upon proper form entitled APPLICATION FOR LICENSE, and applicant must fill out CORI application and submit it to the Select Board
- (g) Dress Code for Taxi Drivers:
Every driver having charge of a licensed taxicab in a public place shall be hygienically clean, well groomed, and neat and clean in appearance, suitably dressed.

Male drivers shall be clean shaven and hair shall be neatly trimmed. Or if a beard or moustache is worn, it shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance.

The term "suitably dressed" shall be interpreted to mean the driver, if male, shall wear trousers, shoes and appropriate outer garments. In warm weather, the male driver may wear, as an outer garment, a shirt with collar, with or without a tie.

The term "suitably dressed" shall be interpreted to mean the driver, if female, shall wear trousers, slacks, shoes, and appropriate outer garments.
In

warm weather, the female diver may wear, as an outer garment, a shirt with collar, a blouse or sweater.

The following articles of clothing are considered inappropriate and are NOT permitted, when the driver, male or female, is in charge of a licensed taxicab:

T-shirts, underwear, tank tops, body shirts, swimwear, jogging suits, or similar types of attire when work as outer garments. Shorts or trunks (bathing or jogging). Sandals, or any type of open-toed footwear.

Any driver who fails to comply with these Dress Regulations may be subject to disciplinary action by his employer or ineligible to lease a taxicab in the Town of Norfolk.

Section III. Inspection of Hackney Vehicles

(a) During the month of December on an annual basis and prior to filing application for Hackney Vehicle license, each owner shall cause his or its Hackney Vehicle to be thoroughly inspected by the Chief of Police, or a qualified person designated by him, in regard to mechanical condition, general appearance and safety.

(b) All Hackney Vehicles must be kept in good condition, suitable for occupancy and mechanically fit for the safety of passengers. The exterior and interior shall be clean and sanitary at all times.

(c) The Hackney Board shall revoke or suspend the license of any Hackney Vehicle found by it to be unfit or unsuited for public patronage.

Section IV. Taximeter

(a) Taximeters are mechanical instruments or devices by which the charge for hire is mechanically calculated, either for distance travelled or for waiting time or for both and upon which such charge shall be clearly indicated by means of figures.

(b) The size and design of every taximeter shall be approved by the Chief of Police for the Town of Norfolk or his duly authorized representative.

(c) Prior to the annual inspection of Hackney Vehicles or when vehicles are licensed for the first time, every taximeter shall be inspected and sealed by the Sealer of Weights and Measures of the Town of Norfolk or the State of Massachusetts. The fee of such inspection and sealing shall be twenty dollars (\$20) if done by the Town or at the reimbursement cost if done by the State. All meters requiring repair and all new meters installed as replacement must be inspected and sealed prior to use. Taximeters shall also be subject to all Rules and Regulations prescribed by the Director of Standard of the Commonwealth of Massachusetts.

(d) After sundown, the face of every taximeter shall be illuminated so as to throw a continuous steady light thereon.

(e) Every driver of a licensed taxicab shall place the flag of the taximeter in a recording position as soon as he takes on a passenger, and shall keep the flag in a recording position so long as said taxicab is engaged.

Section V. Hackney Vehicle Driver's Licenses

(a) No person, including owners, shall operate a Hackney Vehicle for hire without first obtaining a Hackney Vehicle Driver's License.

(b) The Massachusetts DMV may issue Hackney Vehicle driver's licenses to suitable persons. Each applicant shall submit a Criminal History (CORI) from Massachusetts and a signed release authorizing access by the Chief of Police to the applicant's criminal history from the Criminal History Systems Board.

(c) Applicants shall be deemed unsuitable and will not qualify for a Hackney license if any of the following disqualifying factors apply:

1. The applicant is not able to read and understand English.
2. The applicant is under eighteen years of age.
3. The applicant is addicted to or is a chronic abuser of intoxicating liquors or drugs.

4. The applicant has been convicted of a serious criminal sex offense.
5. The applicant has been convicted of violating the Controlled Substance Act within the last ten years.
6. The applicant has been convicted of an offense involving firearms within the last ten years.
7. The applicant has been convicted of Assault and Battery on a police officer or a serious felony involving violence within the last ten years.
8. The applicant has been adjudicated as a habitual traffic offender within the last ten years.
9. The applicant has been involved in five or more incidents involving motor vehicle violations and/or motor vehicle accidents within the last five years.
10. The applicant does not possess a current, valid Massachusetts driver's license.

(d) Applicants must present, at the time their applications are submitted, a valid driver's license issued by the Massachusetts Registrar of Motor Vehicles.

(e) When a licensed hackney driver changes his address or his employer, he shall notify the Chief of Police in writing within twenty-four hours of such change.

(f) If a license is lost, mislaid, or destroyed, the licensee shall report the same to the Chief of Police immediately, and may apply for a replacement license subject to the terms and conditions of this section.

(g) The Chief of Police may revoke or refuse to issue or renew a license if he is of the opinion that the licensee or prospective licensee is not a suitable person.

Section VII. Rate of Fare for Taxicabs

(a) Said rate fare shall be uniform for all licensed taxicabs, namely: \$3.40 for the first 4/5th of a mile; an additional sixty cents (\$.60) for each additional fifth of a mile. No drops or extras

(b) All tolls (one way) for tunnels, bridges, roads, and turnpikes shall be assumed by the passenger or passengers.

(c) A flat rate may be charged for trips originating or terminating beyond the geographical limits of the Town of Norfolk. Proof of what shall appear to be an exorbitant charge for services will be regarded as reasonable grounds for believing that the owner or driver so charging is not a suitable person to be licensed

(d) Hand baggage may be carried by passengers without charge.

(e) When more than one passenger is picked up and not discharged at the same destination, the fare charged to the first passenger will be according to the taximeter at the destination of the first passenger. After the departure of the first passenger the taximeter flag will be dropped again and the second passenger will then pay the fare according to the taximeter at the destination of the second passenger. The first passenger to be let off shall be the one whose destination is nearest to the point of departure. The same process is to be followed for each passenger in the taxicab.

(f) These rates are subject to change by the Hackney Board.

Section VIII. Waybills

The driver of a licensed Hackney Vehicle must keep on a form approved by the Chief of Police and produce upon demand of the Chief of Police or any officer designated by him, a record of all trips made by said vehicle and containing all information requested on the said approved form for each

calendar day, said forms to be kept by the licensed owner for a period of one hundred eighty (180) days.

Section IX. Lost Property

Hackney drivers shall immediately after delivering any passenger, search said vehicle for any property which may have been left therein, and any such property found therein shall be delivered by the finder within twenty-four hours to the Chief of Police.

Section X. Display of Rate of Fare, Hackney Vehicle License, and Hackney Vehicle Driver's License

The driver of a Hackney Vehicle shall display on the inside of the vehicle in a clear view of the passengers a card indicating the current rate of fare, his hackney driver's license, and a Hackney Vehicle license, except in the case of public automobiles where no rate card is to be displayed.

Section XI. Conduct of Hackney Vehicle Drivers

(a) No driver in charge of a licensed taxicab while awaiting the employment of passengers, shall stand the same in any public street or place other than at a stand, nor shall any driver of such taxicab seek employment by repeatedly and persistently driving his vehicle to and from in a short space before, or by otherwise interfering with the proper and orderly access to or egress from any theatre, hall, hotel, public railroad station or other places of public driving through assembly, but any licensed taxicab driver may accept employment while driving through any public street or place without stops other than those due to obstruction of traffic and at such speed as not to interfere with or impede traffic.

(b) No driver of any licensed taxicab shall solicit and pick up passengers within fifty feet of an established stand when there are Hackney Vehicles on the said stand.

(c) A driver of a licensed taxicab shall not refuse, unless previously under hire or unless the conditions are such as those described in this section, to carry any passenger lawfully entitled to be carried in a taxicab.

(d) Except as permitted by this Regulation, a taxicab shall not demand from any passenger more than the fare recorded on the taximeter, regardless of the number of passengers conveyed.

(e) No driver having charge of any licensed taxicab shall take up or carry any other passenger after the taxicab has been occupied or engaged by any prior passenger, until any such prior passenger shall have discharged said taxicab, without the consent of such prior passenger. Any such prior passenger shall not be obliged or requested to pay any extra fee or fare for refusing such consent.

Section XII. Taxicab Service

(a) All persons engaged in the taxicab business in the Town of Norfolk operating under the provisions of these Rules and Regulations shall render an over-all service to the public desiring to use taxicabs.

(b) Hackney licenses are issued to provide service to Norfolk residents. Calls received for services inside the limits of Norfolk shall be answered in a reasonable length of time as soon as possible and if service cannot be rendered within a reasonable time, the prospective passenger shall be notified how long it will be before the said call can be answered.

(c) Any licensed owner who shall refuse to accept a call anywhere in the corporate limits of Norfolk at any time when such owner has available taxicabs, or who shall fail or refuse to give over-all service, shall be deemed in violation of this policy and licenses granted to such owner may be revoked at the discretion of the Hackney Board.

Section XIII. Out-of-Town Hackney Vehicles

No person, firm, or corporation not having a Hackney Vehicle driver's license issued by the Chief of Police of the Town of Norfolk shall drive or have charge of a Hackney Vehicle, nor shall any person, firm, or corporation set up and use a Hackney Vehicle in the Town of Norfolk without a Hackney Vehicle license, provided, however, that nothing herein contained shall be construed as prohibiting a driver of a Hackney Vehicle licensed outside the Town of Norfolk from driving through said town or from delivering in said town a passenger accepted outside said town or

from accepting within the Town of Norfolk passengers for hire if summoned by or at the request of said passengers by radio or telephone to do so.

Section XIV. Hackney Vehicle Spaces

(a) Hackney vehicle parking spaces may be assigned at the discretion of the Hackney Board. Prior to the award of such space, the Board shall receive a written report from the Safety Officer and anyone else deemed by the Board to be affected by the request.

(b) The grant of such space may be revoked at any time by the Board if it deemed it in the public interest to do so. Changes of business and/or owner of Hackney Vehicles shall be sufficient to revoke any use of any parking space.

Section XV. Violations and Penalties

(a) All complaints and violations of this policy against Hackney Vehicle drivers and owners shall be brought before the Hackney Board who shall hear the facts, and render a decision within fourteen (14) days of said hearing. If the Hackney Vehicle driver or owner is found guilty of the complaint or violation, the Chief of Police may suspend or revoke the license of the offending owner or driver.

(b) Any person or corporation violating any of the provisions of the foregoing sections shall forfeit and pay a fine not exceeding twenty dollars for each offense.

Section XVI. Appeal

(a) Any Hackney Vehicle driver or owner or any person or persons claiming to be aggrieved by a finding of the Chief of Police shall have the right to appeal to the Hackney Board, provided the appeal is filed in writing within five days of the date of the finding. Pending a final determination of said appeal, no decision of the Chief of Police shall be put into effect.

(b) Appeals shall be heard by the Hackney Board which shall hold a hearing within ten days of the filing of the appeal.

(c) The appellant shall have the right to be represented by counsel at said hearing, to introduce such evidence as he may desire, and to cross examine all witnesses. The Hackney Board shall file its report and findings with the Chief of Police within forty-eight hours of the termination of the hearing, said report and finding to be final and binding on all the parties. The Chief of Police shall act pursuant to such report and findings, and immediately notify all parties involved.

Section XVII. Effective Date

This Regulation shall become effective on 9/1/2012

Section XVIII. Provisions Severable

If any part, section, or subdivision of these rules and regulations, or the application thereof, shall be held invalid, unconstitutional or inoperative as to any particular person, persons or conditions, such invalidity shall not affect other provisions or applications of these rules and regulations which can be given effect without the invalid provision or application, and to this end the provisions of these rules and regulations are declared to be severable.

These regulations are hereby adopted this first day of September, 2012.

Date: 09/01/12

Taxi License Application

1. Fill out attached application. All forms must be completed before application will be accepted.
2. You must contact the Select Board's Office. You must submit the following information to the Select Board Office:
 - a. A completed hackney application. Note that omitting information will be cause for denial.
 - b. Notary public seal on personal criminal record request form.
 - c. \$375 check or money order made out to the Town of Norfolk (no cash)
 - d. Photocopy of current driver's license-this should be placed inside the boxed area of the valid Mass. Driver's License form.
3. After the license is approved by the Hackney Board the Licensee will bring their taxi to the Police Department for inspection.
4. Final license will not be issued until the State Department of Measures and seals has approved the taxi meter.

We cannot process any applications until we have all the information. If you have any questions, please contact the Select Board's Office.

HANDLING CORRESPONDENCE POLICY

Rationale

The purpose of this policy is to establish a procedure for written correspondence generated by the Select Board and its staff, and correspondence received from others.

Policy

The Town Administrator shall be responsible for generating correspondence as requested by the Select Board. Said correspondence shall be under the signature of the Town Administrator, however, the Select Board may direct that certain documents be issued in its name.

- Any documents, including contracts, prepared for the signature of the Select Board, shall contain the appropriate signature lines for all members.
- Individual Select Board members shall not issue correspondence of a business nature under Town of Norfolk letterhead without the consent of a majority of its members.
- Individual members will be authorized to use letterhead and direct staff to prepare memoranda in response to questions or concerns expressed directly to a Select Board member. Informal note stationary may also be used for this purpose.
- Any correspondence sent from the Town Administrator and department heads to individual Select Board members will be copied and made available to all members as a matter of courtesy.
- The use of Town resources including stationary, envelopes, postage or staff time for conducted or supporting political campaign activities or personal reasons is prohibited. This prohibition extends to any matter that will appear as a ballot referendum question, except as provided in guidelines published by the State Office of Campaign and Political Finance.

It is not the intent of this policy to have all outgoing and incoming correspondence copied and included as part of the regular meeting package. The Town Administrator shall use their discretion in determining whether correspondence is of sufficient interest to the Select Board, and

include copies in the meeting package. However, all correspondence will be left in an appropriate area such that each member may read it as desired for a period of four (4) weeks.

The Town Administrator is designated as the keeper of the records for all documents within the custody of the Select Board. Requests for locating old correspondence, files, documents, contracts, etc., should be made through the Town Administrator.

HEALTH INSURANCE ELIGIBILITY POLICY FOR PAID ELECTED OFFICIALS

Rationale

This policy is adopted to clarify the eligibility of paid elected officials for health insurance budgets.

Policy

Elected officials are not eligible to receive health insurance benefits under the Town's group plan unless they work a minimum of twenty (20) hours per week on a regular basis.

LIQUOR LICENSE REFUND POLICY

If a liquor license is surrendered, revoked due to a sale or closing of the business or other applicable reason, no refund will be given except in hardship situations. The Select Board must vote to approve any hardship refund.

MEDIA RELATIONS POLICY

In order to best serve the residents of Norfolk and to provide its employees with the best tools possible, the Town of Norfolk has implemented the following policy.

It is important that all inquiries from the media be handled in the following manner:

- All media inquiries should be referred to the Town Administrator, the Chief of Police or the Fire Chief as is deemed appropriate depending on the nature of the inquiry.
- If the Chief of Police or Fire Chief is not available, the inquiry should be referred to the Town Administrator.
- If the Town Administrator is not available, the inquiry should be referred to the Chairperson of the Select Board.

This policy refers to all forms of communication including “off the record” or anonymous statements.

NORFOLK SELECT BOARD PUBLIC COMMENT POLICY

Purpose

To establish a policy of the Select Board (Board) with regard to those persons wishing to speak at meetings of the Board.

Policy

The Board welcomes information, concerns, and opinions from those attending Board meetings that are related to matters within the Board's jurisdiction. The Board hereby adopts this policy: to provide members of the public a fair opportunity to speak, to ensure compliance with the *Open Meeting Law* and other legal obligations, and to facilitate the orderly conduct of the Board's meetings.

Applicability

This policy applies to all persons wishing to speak at a Board meeting. The Board, at the chair's discretion, may provide the following opportunities to speak during the meeting: (i) at a "Citizen Speak" period generally scheduled at the beginning of a meeting, and (ii) at designated periods for comment (at the discretion of the Chair) on topics identified on the Board's agenda. The Board welcomes comments expressing any viewpoint related to the topics of any particular comment period upon matters within the Select Board scope of responsibility.

Procedures

- a. The Board will typically schedule time for a "Citizen Speak" comment period at or near the beginning of its meetings. "Citizen Speak" is a limited forum to comment on topics not otherwise listed on the Board's agenda and within the Board's jurisdiction or scope of responsibility. To ensure compliance with the *Open Meeting Law*, privacy laws, and other legal obligations, Board members will rarely engage with a speaker or with each other during "Citizen Speak" periods.

- b. The Board may also provide time for public comment on topics identified on the Board's agenda. Comments during such periods are limited to those related to the specific topic under deliberation.
- c. Persons wishing to provide comments to the Board shall first sign the sign-in sheet provided by the Board and identify themselves by name and address prior to commenting. All speakers are encouraged to present their remarks in a respectful manner. Speakers must begin their remarks by stating their name, town or city of residence, and affiliation.
- d. All comments shall be addressed to or through the chair or acting chair of the Board.
- e. Each comment period shall not exceed 15 minutes and each speaker shall not exceed three minutes, unless otherwise determined by the chair. Written comments longer than three (3) minutes may be presented to the Board before or after the meeting for the Board members' review and consideration at an appropriate time.
- f. Speakers who require reasonable accommodations on the basis of a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material. Speakers must notify the Select Board by telephone or email at least 48 hours in advance of the meeting if they wish to request an extension of time for one of these reasons.
- g. Public comment may concern items that are not on the Select Board's agenda but must fall within the scope of the Select Board's authority.
- h. Speakers may offer such criticisms of the town operations and policies as concern them, but in public session the Board will

not hear personal complaints about town employees (or others) whose performance is outside the scope of the Board's authority. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving employees.

- i. Disruptive comments and conduct are not allowed. Disruptive comments and conduct include, but are not limited to: the use of profanity; threats or incitement to lawless conduct or statements intended to be personally defaming or libelous; vulgarity; comments or conduct that violate the law; comments outside of the dedicated topics for comment or beyond the scope of the Select Board authority. The chair reserves the right to terminate speech which he/she determines to be not constitutionally protected and to terminate other comments or conduct that interfere with the orderly conduct of Board meetings.

The chair shall provide at least one verbal warning to a speaker if he or she makes a disruptive comment or engages in disruptive conduct. If, after at least one verbal warning, the speaker persists in making disruptive comments or engaging in disruptive conduct, the chair may end that person's privilege of address for that meeting.

Definition

None

Regulatory Statutory References

Massachusetts G.L. c.30A, §20

Date: 02/18/20

POLITICAL SOLICITATION ACTIVITIES TRANSFER STATION

Purpose

The purpose of this policy is to ensure political solicitation activities at the Transfer Station are conducted in an orderly manner without interference with the public or facility operations. This policy is also intended to ensure the safety of persons conducting solicitations.

- Requests to solicit at the Transfer Station for the purpose of handing out fliers to residents, and/or campaigning for any political election must be received by the Select Board's Office no later than 4:00 p.m. on Thursday. Requests made after Thursday will not be permitted to campaign at the Transfer Station that subsequent weekend. Individuals or groups not requesting permission, or not receiving permission, will be asked to leave the Transfer Station facility/property by the Transfer Station operators.
- Solicitations must be conducted so as not to obstruct the flow of vehicle traffic within the Transfer Station. Additionally, political information, including signs and vehicles, shall be located in a manner to allow a free flow of traffic throughout the Transfer Station. The Highway Superintendent, or his designee, may designate an area within the Transfer Station to which all solicitations must be limited. Under no circumstances will solicitations be permitted in:
 - entrance to Transfer Station;
 - vehicle "back-up" zone to compactor units;
 - exit to Transfer Station.
- Children under the age of 14 assisting with the campaign *must* be supervised by an adult at all times. Failure to provide adequate supervision, as determined by the Transfer Station operators, will be grounds for suspension of activities. A maximum of four (4) people total – two (2) adults (21 years of age or older), and two (2) children will be allowed. The number of children shall not exceed the number of adults. No children under the age of 7 may participate. The Select

Board may limit the number of organizations and groups conducting solicitations at one time.

- The Select Board may establish special conditions, deemed in the Town's best interest, as part of any approval issued.

PURCHASE OR CONSUMPTION OF ALCOHOL BY MINORS

The Norfolk Select Board has adopted a Zero Tolerance Policy toward the purchase and/or consumption of alcoholic beverages by persons under age 21. The sale of alcoholic beverages in the Town of Norfolk to any person under age 21 will be reported to the Town or Norfolk Licensing Authority by the Norfolk Police Department. All reported violations will result in a hearing with the Select Board.

The penalties will be as follows:

First offense: \$1,000 fine to be paid to Norfolk DARE. Proof that the donation was made to the Norfolk DARE Program or other local charity as selected by the Select Board, must be delivered to the Town Administrator within seven (7) days of payment to the charity. Once this proof is received and approved, the penalty will be deemed satisfied.

Second offense: \$2,000 fine to be paid to Norfolk DARE. Proof that the donation was made to the Norfolk DARE Program or other local charity as selected by the Select Board, must be delivered to the Town Administrator within seven (7) days of payment to the charity. Once this proof is received and approved, the penalty will be deemed satisfied.

Third offense: A minimum of a \$4,000 fine to be paid to Norfolk DARE plus a one (1) week suspension of the license. Proof that the donation was made to the Norfolk DARE Program or other local charity as selected by the Select Board, must be delivered to the Town Administrator within seven (7) days of payment to the charity. Once this proof is received and approved, the penalty will be deemed satisfied.

The Norfolk Police Department has adopted a Zero Tolerance Policy and will adhere to the above policy adopted by the Select Board when conducting their Alcoholic Beverage Compliance Checks within the Town of Norfolk.

QUARTERLY FINANCIAL REPORTS

Rationale

This policy is adopted to provide the Select Board with current information relative to Norfolk's financial condition.

Policy

The Director of Finance or their assignee will report to the Town Administrator on a quarterly basis on the Town's financial condition. The report shall address an accounting of all revenues and expenses for the periods ending in September, December, March, and June.

The reports shall include a detailed summary of all revenue sources including real estate, personal and motor vehicle excise taxes, local receipts and state aid for the current quarter, year to date and prior fiscal year. In general, the revenue sources will be listed in a manner consistent with the tax rate recapulation sheet. The Director of Finance or their assignee will also highlight significant deviations in revenues and expenses that may affect the Town's financial position.

A summary of Norfolk's cash flow position, investment portfolio, debt management plan, and changes in real estate valuation and growth rate will also be presented.

It is the responsibility of the Town Administrator to fully inform the Select Board of Norfolk's financial position at least quarterly.

RESERVE FUND TRANSFERS POLICY

Rationale

The intent of this policy is to ensure departments, boards, and committees follow established procedures for submission of reserve fund transfers.

Policy

Department heads, boards, and committees appointed by either the Select Board, Town Administrator, or Finance Director shall submit all reserve fund transfer requests to the appointing authority. Approval of the appointing authority and Select Board shall be required in advance of submitting a reserve fund transfer to the Advisory Board.

SNOWPLOW MAILBOX DAMAGE POLICY

On occasion during a snow storm or the subsequent storm clean up a mailbox may be damaged. This damage is usually the result of snow cast off the plow or during storm clean up when snow is further pushed back to the curb line. In rare circumstances a mailbox is damaged as a result of a direct hit by the plow.

If a mailbox is damaged as a result of a direct hit by the plow, the DPW will replace the post and mailbox with the same or similar one up to a maximum cost of \$300.

If a mailbox is damaged by snow cast off the plow or during storm clean up when snow is further pushed back to the curb line, the DPW will supply the homeowner with a standard mailbox and post for the homeowner to install. If the homeowner would like to install a mailbox of their choice they may be reimbursed for the replacement up to a maximum of \$60.

In order to receive reimbursement, the homeowner must present to the DPW a receipt for the materials purchased. A homeowner may receive only one replacement mailbox and post or reimbursement per year.

Hardship cases may be given special consideration by the DPW Director.

STREET, PARK, AND TOWN FACILITY NAMING POLICY

Rationale

The purpose of this policy is to assure streets, parks and town facilities are named in a way that is consistent, appropriate, and supports public safety.

Policy

The naming of new streets is, statutorily (pursuant to M.G.L. Chapter 85), the sole responsibility of the Select Board. The Select Board will review any new subdivision at the time of a preliminary plan submittal to the Planning Board. The developer or the Planning Board may submit street, facility or park names for consideration. The Select Board may consider the names submitted or assign another name. The assignment of a street name will be made by the Select Board, and notification will be made, in writing, to the Planning Board and the specific developer/owner.

The Select Board will select street, park and facility names in accordance with the following criteria:

1. The name may honor the Town of Norfolk's rich history.
2. A name may be selected of an individual of local historical significance, place or event.
3. The name may be in honor of a local Norfolk veteran who has served in defense of our country.
4. The name may honor an individual who has demonstrated excellence, courage or exceptional service to the citizens of the Town of Norfolk.
5. The name may be in honor of a national historic figure or event.

While a name using the criteria above is preferred, the Select Board may ultimately select any name that supports the public safety and purpose.

SUBMISSION OF WARRANT ARTICLES TO SELECT BOARD BY DEPARTMENTS AND COMMITTEES POLICY

Rationale

The purpose of this policy is to ensure the submission of warrant articles by town departments and multiple member bodies are both accurate and timely. This policy applies to departments, boards and committees under the aegis of the Select Board.

Policy

Department heads and multiple member bodies shall submit warrant articles, electronically, by a deadline established by the Select Board prior to any regularly scheduled or special town meeting. For multiple member bodies, article requests must be approved by a majority of its membership, as authorized by a board or committee vote.

The article, as submitted, should be in the proper legal format. The proponent may contact Town Counsel with any questions before submitting an article request; however, in order to control costs, prior approval of the Town Administrator must be obtained.

A cost estimate and summary in support of the proposed warrant article should also be provided. All article requests will be reviewed by the Select Board, Town Administrator, and Town Counsel (as needed) for completeness. Articles may be revised in certain instances for content and legal form. The Select Board may seek additional information from the respective department head or multiple member body before placing the article on the warrant. In general, the Board will arrange a meeting with the article proponent before approving the warrant. This requirement may be waived if the intent of the article is obvious. The Select Board will decide which warrants submitted by departments, boards, and committees will be brought to Town Meeting.

The Select Board may, under special circumstances, accept warrant articles after the close of the warrant. Any request submitted after the close of the warrant will be accepted only upon an affirmative vote of the majority of the Select Board.

TOWN HALL FACILITIES POLICY

The purpose of this policy is to define the usage of all common areas in the Town Hall, including, but not limited to, meeting, conference, and multi-purpose rooms.

The Town Administrator shall be responsible for maintaining a master user list of all areas covered under his policy which will be placed on the intranet. Town departments, boards, committees, and commissions may reserve space by entering the meeting location and time on the intranet schedule. Non-municipal entities may reserve space by contacting the Town Administrator's Office. Requests for space should be made as far in advance as possible to avoid possible conflicts.

In the event of a conflict, the following priority order will govern:

- A. First priority will be town agencies in conducting *public meetings*.
- B. Second priority will be town departments conducting *municipal functions or programs* in space adjacent to, or part of, their offices.
- C. Third priority will be town departments conducting *municipal functions or programs* not proximate to their offices.
- D. Fourth priority will be other governmental agencies and organizations affiliated with the Town of Norfolk.
- E. Fifth priority will be *non-municipal entities* and other users not specifically defined herein.

Except for emergencies, meetings should not take place in Town Hall during Town Meeting.

TOWN HILL USAGE POLICY

The Town, through the Select Board, will issue permits for the usage of Town Hill. Permits may be granted to anyone as long as the following conditions are met:

1. Does not conflict with any Town sponsored event.
2. Conditions of the Hill and Bandstand are conducive to the event contemplated.
3. Applicant has not forfeited their privilege to use the facility due to past failure to comply with regulations (see regulations below).

Priority

Permits will be granted in the following order of priority:

1. Town Sponsored/Co-Sponsored
2. Town Charitable Organization
3. Town Resident
4. Charitable Organization
5. Other Individual or Organization

Security Deposit

Town sponsored events will not require a security deposit. All others will provide a minimum \$100 deposit check with application, payable to the "Town of Norfolk". The check will be returned, if upon determination the area is clean of any refuse; there is no damage to the bandstand or property, other than normal wear; and there were no violation of rules. If it is determined that damage has been done that is above security deposit amount, appropriate repairs will be arranged by the Town and payment for those repairs will be the responsibility of the permit holder.

Fee

Application and other town permit fees will be assessed accordingly. *All users are encouraged to make a donation to the Town Hill Endowment Fund.*

SOCIAL MEDIA POLICY

Purpose

The purpose of this policy is to provide a framework for employees of the Town of Norfolk (the “Town”) when using social media to: reach, engage, inform, or include the greater public. These guidelines and best practices are intended to create the best possible relationship between the Town, its employees, and the public. This policy is not intended to be a line by line breakdown of how and when to use social media in every possible situation. Instead it is intended to be a roadmap of how to best handle situations that may arise.

General

- The Town has created social media accounts for various departments as a customer service tool for the dissemination of factual information to residents, the general public and other community stakeholders.
- All Town social media sites must be approved by the Select Board or their designee.
- Only the Departments and individuals specified in this policy are authorized to post to the Town’s social media sites: other Departments and staff members may be authorized as needed with prior approval by the Select Board or their designee.
- The Town’s social media sites will be used by the Town and its agencies for communicating information with the purpose of informing the public of the work, news and updates of various Town departments. The Town is not obligated to respond to any comments, questions or concerns posted on social media.
 - Citizen Questions or Concerns: If any citizen has a question, concern, wants to bring attention to an issue, or would like direction, the Town highly encourages any resident to contact, via phone or email, the respective Town Department or the Select Board’s Office at 508-440-2855.
 - If you have an emergency, please call 911.

- The Town and its agencies are not obligated to follow or friend any organization or individual. The Town and its agencies may follow other public town, state, quasi-state agencies and federal agencies for the coordination and dissemination of information of interest to the public.
- The Town reserves the right to restrict or remove any content on all of its social media sites and to edit or remove any messages, postings or members that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or anything deemed inappropriate or in violation of this policy.
- No comments will be accepted through the Town's social media accounts for any public hearing, either adjudicatory public hearings or any other notified public hearing. Residents must attend public hearings and directly communicate with the deliberative body.
- The Town expressly reserves right to remove any post, comment or remark that contains the following content from the social media site:
 - is off-subject, out of context, or inaccurate
 - contains obscene or vulgar material
 - contains personal identifying information or sensitive personal information
 - contains offensive terms or language
 - is threatening, harassing or discriminatory
 - incites or promotes violence or illegal activities
 - contains information that reasonably could compromise individual or public safety
 - advertises or promotes a commercial product or service, or any entity or individual
 - promotes or endorses political campaigns or candidates
- There is **NO EXPECTATION OF PRIVACY** when communicating or posting to the Town's webpage or social media sites. All posts, comments, messages, or any other communication sent to the Town are subject to all applicable Federal, State, and local laws and policies. These

include including the Public Records Law, Records Retention Schedules, Conflict of Interest Law and Open Meeting Law.

Internal Policy

- The Town will support the use of certain social media sites by Town Departments. All Department-sponsored social media sites or pages shall be approved by the Select Board or their designee, and shall be maintained in compliance with the Town's policies and procedures. All Town-sponsored social media sites should display the Town seal and note prominently that it is maintained by the Town as an official Social Media site.
- Employees representing any Town Department via a Town-sponsored social media site shall, at all times, conduct themselves as representatives of the Department and adhere to all Town and Department standards of conduct. When acting in this capacity, employees should identify themselves as a member of their respective Department.
- It is important to remember that whether on or off duty, all public employees must be aware that anything they post, comment, or link to via social media can reflect upon the Town. Care must be taken to not post or link to anything that will reflect poorly upon the Town.
- No employee, staff member, elected or appointed official shall make any post to Social Media as a representative of the Town, or portray themselves as speaking on behalf of the Town, without prior authorization by the Select Board or their designee.
- **NO EXPECTATION OF PRIVACY:** In accessing the Internet, including social media sites, either on Town equipment or using Town wireless Internet, employees should assume that all connections and sites visited will be monitored and recorded. Use of the Town's electronic communication devices, including but not limited to Town-issued email accounts, Internet services, cell phone services, smart phones, Town-owned computers, laptops and tablets, and computer software constitutes acceptance of such monitoring. There is no guarantee and

there should be no expectation of privacy in any such communications. The Town reserves the right to review and/or monitor all electronic records and communications at any time with or without notice, including individual user folders and other information stored on the Town's electronic communications systems. Such monitoring is necessary not only for support reasons, but also to ensure compliance with Town policies and by-laws, and state and federal law.

- Employees must act with fundamental honesty and integrity in all Town dealings; comply with all laws/regulations that govern the Town, maintain an ethical and professional work environment and comply with all Town policies. Town employees are required to treat fellow employees, customers, vendors, and visitors with respect, dignity, honesty, fairness, and integrity.
- One of the purposes behind utilizing Social Media is to receive feedback from the public, both positive and negative. When dealing with negative feedback employees should take care to not engage in a debate, argument, or other non-constructive dialogue. At all times employees must act with honesty, integrity and in an ethical and professional manner.
- Employees are expressly prohibited from using social media to engage in any activity or conduct that violates federal, state, or local law (e.g., software or data piracy, child pornography, etc.).
- All Town social media sites shall adhere to applicable State, Federal and local laws, regulations and policies including the Public Records Law, Records Retention Schedules, Conflict of Interest Law, Open Meeting Law, Copyright Law and other applicable Federal, State, And Town policies.
- Nothing in this policy limits or replaces rules of conduct described in Massachusetts General Laws regarding the conduct of a public employee.

- Nothing in this policy limits or replaces other Town policies that address employee conduct, such as the Select Board Policies, the Town's Human Resources Policies, or any other policies applicable to employee conduct.

Authorized social media accounts as of March 5, 2019

Authorized users are individuals who are responsible for the content and monitoring of their social media pages; any department can request posting content through these individuals.

Council on Aging

Council of Aging Facebook page – COA Director

Fire

Fire Department Facebook Page – Fire Chief

Library

Norfolk Public Library Facebook page – Library Director

General Municipal Government

Town of Norfolk Facebook page – Town Administrator

Police

Police Facebook page – Michelle Palladini

Animal Control Officer's Facebook page – Animal Control Officer

Recreation

Recreation Departments Facebook page – Recreation Director

Rev: 3/5/19

**SELECT BOARD POLICIES HANDBOOK ACKNOWLEDGEMENT
FORM**

I am in receipt of the Town of Norfolk's Select Board Policies Handbook. I had an opportunity to review it, and I have had the opportunity to ask any relevant questions pertaining to its contents. I, the undersigned, understand it is my responsibility to be familiar with and adhere to the provisions of the Select Board Policies Handbook.

Employee Printed Name

Employee Signature

Date

Note: A copy of this Acknowledgement Form will be placed in the employee's personnel file.