

Training Requirements

- All elected officials, appointed officials, officers, and employees covered by the City Ethics Ordinance shall be properly trained in complying with the City Ethics Standards. Such training shall also include a review of the criminal offenses against public administration (IC 35-44-1), the Access to Public Records Act (IC 5-14-1.5), and the Open Door Law (IC 5-14-3).
- The City Attorney shall prepare and administer the training required by this section with the assistance of the City personnel director. The training provided shall be appropriate for the unique requirements of elected officials, appointed officials, officers and employees.
- At the time of adoption of this ordinance, the City Attorney and City personnel director shall arrange a training schedule that allows everyone covered by the training requirement to receive training expeditiously.
- The City Attorney and City personnel director shall endeavor to schedule training so that all new elected officials, appointed officials, officers or employees are able to receive the training prior to assuming their responsibilities.
- All newly elected officials, appointed officials, officers, and employees shall complete ethics training no later than six (6) weeks following the beginning of their term, appointment date, or hire date as appropriate.
- All elected officials, appointed officials, officers, and employees shall complete ethics training at least every two (2) years during their tenure with the City of Muncie.
- The City's Personnel Department shall maintain records documenting the compliance of elected officials, appointed officials, officers, and employees with these requirements.