

**City of Marshalltown
PERSONNEL POLICY & PROCEDURE MANUAL**

Category: 2 - Employment

Date: November 25, 2019

Supersedes: December 13, 2010

Policy: **2.15; RESIDENCY REQUIREMENTS**

Effective for: ALL CITY OF MARSHALLTOWN POLICE & FIRE SWORN PERSONNEL

Procedure: All Fire Department sworn personnel's primary place of residence shall be within a thirty (30) minute driving time of the Marshalltown City limits. The Police Chief and Fire Chief shall reside within City of Marshalltown limits.

- I. Procedure: The Chief of the department or designee of the Chief shall drive, using the most direct route, under normal driving conditions and within speed limits, the time between the primary place of residence and the City limits to determine if the requirement has been met.
- II. New Employee Compliance: New employees shall comply with the residency requirement within 90 days of completion of the department probationary period. If the requirement is not met within this timeframe, the employee's signature on this policy will serve as the employee's voluntary resignation of employment with the City and will be effective on the 91st day after the completion of the probationary period.
- III. Existing Employee Compliance: An existing employee, whose primary residence changes, shall notify the Chief in writing as to the new address and the effective date at least 30 days prior to the change.

Reference: Resolution #2019-309

Employee Signature _____ Date _____

Chief Signature _____ Date _____