

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
Section 1.11 – ADA Section 504 Grievance Policy for the General Public	1-12
Section 1.12 – Policy Prohibiting Fraud and Establishing Procedures to Investigate Allegations of Fraud	1-12
1.12.1 – Definition of Fraud	1-13
1.12.2 – Responsibilities	1-13
1.12.3 – Reporting Suspicion of Fraud	1-14
1.12.4 – Investigation	1-14
1.12.5 – Reporting Results	1-15
Section 1.13 – Policy Providing for the use of Purchasing Cards	1-15
ARTICLE 2 – VOLUNTEER BOARDS/COMMITTEES/COMMISSIONS	2-1
Section 2.1 –General Provisions for all Boards, Committees & Commissions	2-1
Section 2.2 – Code of Conduct	2-3
Section 2.3 – Standing Boards, Committees and Commissions	2-4
2.3.1 – Human Relations Advisory Committee	2-4
2.3.2 – Reading Climate Advisory Committee	2-5
2.3.3 Policy Establishing a Reading Trails Committee (RTC)	2-6
2.3.4 Policy Establishing the Town Forest Committee	2-7
2.3.5 Reading Fall Street Faire Committee	2-8
Section 2.4 – Ad Hoc Committees	2-9
2.4.1 – Ad Hoc Reading/North Suburban Regional Bicycle Path Committee	2-9
2.4.2 – Ad Hoc Birch Meadow Master Plan Committee	2-10
2.4.3 – Ad Hoc Washington Park Planning Committee	2-11
2.4.4 – Ad Hoc Municipal Building Committee	2-12
Section 2.5 – Policy on Volunteers	2-13
2.5.1 – Volunteer Rights	2-13
2.5.2 – Volunteer Utilization	2-13
2.5.3 – Volunteer Responsibilities	2-13
2.5.4 – Staff Involvement	2-14
2.5.5 - Recruitment	2-14
2.5.6 - Screening	2-14
2.5.7 - Interviewing	2-14

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
Section 2.5 – Policy on Volunteers (Continued)	
2.5.8 – Placement	2-14
2.5.9 – Orientation	2-15
2.5.10 - Training	2-15
2.5.11 – Special Case Volunteers	2-15
2.5.12 – Liability	2-15
2.5.13 – Confidentiality	2-15
2.5.14 - Evaluation	2-16
2.5.15 - Recognition	2-16
2.5.16 – Absenteeism	2-16
2.5.17 – Substitution	2-16
2.5.18 - Termination	2-16
2.5.19 – Transportation Guidelines – Volunteer Programs	2-16
Section 2.6 – Eugene R. Nigro Town Government Volunteer Award	2-17
ARTICLE 3 - LICENSES	3-1
Section 3.1 – General Procedures and Conditions for Issuance of Licenses	3-1
3.1.1 – Application Procedures	3-1
3.1.2 – License Period	3-1
3.1.3 – License Restricted to the Premises for which it is Issued	3-1
3.1.4 – Requirement that Licensees Maintain their Properties and Businesses in accordance with all Conditions, Bylaws, Rules and Regulations of the Town of Reading During the Term of the License	3-1
3.1.5 – Conditions on Licenses	3-2
3.1.6 – Delegation to the Town Manager the Authority to Issue Certain Licenses	3-2
3.1.7 – Suspension, Modification or Revocation of Licenses	3-2
Section 3.2 – Liquor License Policy	3-2
3.2.1 – General Requirement for all Licensed Establishments	3-3
3.2.1.1 – Plan Required	3-3
3.2.1.2 – Deliveries	3-3
3.2.1.3 – Inspection	3-3
3.2.1.4 – Advertisements	3-3
3.2.1.5 – Amusement Devices	3-3
3.2.1.6 – Duty to Perform	3-3