

Village of Nashville

## INTERNAL COMMUNICATION POLICY

The President of the Village of Nashville and the Nashville Village Council are the governing body of the municipality. There is a high probability that members of the governing body will be out of the area during normal business hours

When an incident or occurrence takes place having possible legal implications involving village property, vehicles, the well being of employed personnel, or poses a health and/or safety risk to village citizens or village operations, at a minimum the Village President and President Pro tempore will be made aware of the situation by the Chief of Police, Superintendent of Public Works, or Village Clerk. If the Village President or President Pro tempore feels it is necessary, they will distribute a copy of the report to all council members. The department head will also include any incident in their regular monthly report to the Village Council.