

**First Reading: 6/22/26**  
**Bill No: 26-24**

**Second Reading: 6/22/26**  
**Ordinance No: 260622**

**AN ORDINANCE ESTABLISHING A STANDBY, ON-CALL AND TAKE-HOME VEHICLE POLICY FOR STAFF OF THE CITY OF WILLARD EXCEPT POLICE PERSONNEL**

**WHEREAS**, the City of Willard recognizes the need for clear, consistent, and enforceable rules governing standby duty, on-call response, and the issuance and use of take-home vehicles for City staff; and

**WHEREAS**, the City seeks to ensure operational readiness, accountability, and proper stewardship of City resources through a formal policy governing these responsibilities; and

**WHEREAS**, the Board of Aldermen finds it necessary and appropriate to adopt a written Standby, On-Call, and Take-Home Vehicle Policy to guide employee expectations and departmental procedures; and

**WHEREAS**, the policy attached hereto includes provisions addressing compensation, response requirements, residency expectations, equipment accountability, weekly check-ins, and vehicle use.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:**

**SECTION I. Adoption of Standby, On-Call, and Take-Home Vehicle Policy**

The City of Willard hereby adopts the Standby, On-Call, and Take-Home Vehicle Policy attached hereto and incorporated herein as if fully set out in this Ordinance. Said policy shall govern all City employees except police personnel, who operate under separate departmental policy.

**SECTION II. Administrative Authority**

The City Administrator and/or Human Resources is authorized to interpret, administer, and enforce the policy, including:

- Determining eligibility for standby and on-call assignments
- Approving take-home vehicle issuance
- Revoking privileges for policy violations
- Updating forms, logs, and check-in procedures consistent with the adopted policy

**SECTION III. Effective Date**

**This Ordinance shall be in full force and effect from and after its passage and approval.**

**Read two times and passed at a meeting of the Board of Alders of the City of Willard, Missouri, on the 22<sup>ND</sup> day of June 2026.**

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Mayor

ATTEST:

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City Clerk