

**TOWN OF OTIS  
OFFICE POLICY**  
*January 1, 2000*

*As of January 1, 2000 the following office policy is in affect for the Otis Town Office:*

***Professional courteous is required within this office.***

- 1. No abusive or offensive language will be allowed.***
- 2. No demonstration of physical violence will be tolerated.***
- 3. No raising of voices such as yelling or screaming.***

*If the above policy is not adhered to then the customer will be asked to leave.*

*If the customer does not leave then a call will be placed to the Hancock County Sheriff's Office or the State Police for assistance.*

*If a customer does not leave when asked to then he/she must come before the Selectman before being allowed to re-enter the Town Office at a later date.*

*Any incident related to the above will be taped. The customer is to be informed that he/she is being taped.*

---

***Donna Dunn***  
***Selectman***

---

***Frederic Roy Sr.***  
***Selectman***

---

***Kevin Copeland***  
***Selectman***