

**VANDERBURGH COUNTY COUNCIL ORDINANCE CO. 01-26-001**  
**ORDINANCE TO SUSPEND THE HIRING OF COUNTY**  
**EMPLOYEES AND ESTABLISH PROCEDURE TO FILL VACANCIES**

**WHEREAS**, the Vanderburgh County Council believes it is in the best interest of Vanderburgh County to control expenditures from the county funds to keep the tax rates low, and that it is necessary to control the growth of the County workforce and payroll; and

**WHEREAS**, the County Council believes that it is in the best interest of the County to not hire any new full-time or part-time County positions, except as specifically approved by County Council or in the case of an emergency or extraordinary circumstance; and

**WHEREAS**, the County Council has determined that when vacancies in existing County positions occur, decisions to retain or fill those positions will be evaluated by the County Council on a case-by-case basis upon receiving a written department head request.

**NOW, THEREFORE, BE IT ORDAINED** by the Vanderburgh County Council as follows:

1. No new full-time or part-time positions or employees shall be hired, and the retention of existing positions and filling any vacancies shall be evaluated on a case-by-case basis in all County offices and departments, except in the case of an emergency or extraordinary circumstance.
2. Prior to filling any vacancies in existing County positions, all officeholders and department heads must file a written request with the County Council and such request must be approved by the County Council at a Council meeting, except in the case of filling vacancies of jail confinement officers by the Sheriff and vacancies of court reporters, bailiffs and intake assessment officers by the Courts.
3. The procedure for the Sheriff to fill the vacancies of jail confinement officers and the Courts to fill the vacancies of court reporters, bailiffs and intake assessment officers will be for the Sheriff/Judge to provide written notice of the request to fill such vacant position(s) with the County Council office and to notify all Councilmembers via email at least three (3) business days before commencing the process to fill the vacant position of a jail confinement officer or court reporter/bailiff/intake assessment officer. In the event that no Councilmember notifies the Sheriff/Judge within three (3) business days of receiving the notice that a Councilmember requests a hearing before Council, the Sheriff/Judge may commence the process to fill such vacant position. In the event that any Councilmember notifies the Sheriff/Judge that the Councilmember would like for the request to be presented for consideration and/or approval at a Council meeting, then the Sheriff/Judge shall refrain from filling such vacant jail confinement officer position or court reporter/bailiff/intake assessment officer position until a determination has been made at a meeting of the County Council. Except for jail confinement officers, court reporters, bailiffs and intake assessment officers, the Sheriff and Courts shall follow the procedure set forth in paragraph two (2) above for

making requests to fill vacant positions of all other personnel of the Sheriff's Department and Courts.

4. This Ordinance shall be effective immediately upon passage and shall remain in effect through December 31, 2026, unless amended or repealed prior thereto.

PASSED and APPROVED this 7th day of January, 2026 by the Vanderburgh County Council.

VANDERBURGH COUNTY COUNCIL

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ATTEST:

Theresa Bassemier  
Theresa Bassemier, Auditor