



## Public Safety Meeting

### AGENDA

February 25, 2014

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I. **CALL TO ORDER**

II. **MATTERS BEFORE COMMITTEE**

1. [2014 MPD Manning](#)
2. [Vehicle Policy](#)
3. [Fire Update](#)

III. **ADJOURN**



## Public Safety Meeting

### AGENDA

February 25, 2014

**Item:**

2014 MPD Manning

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

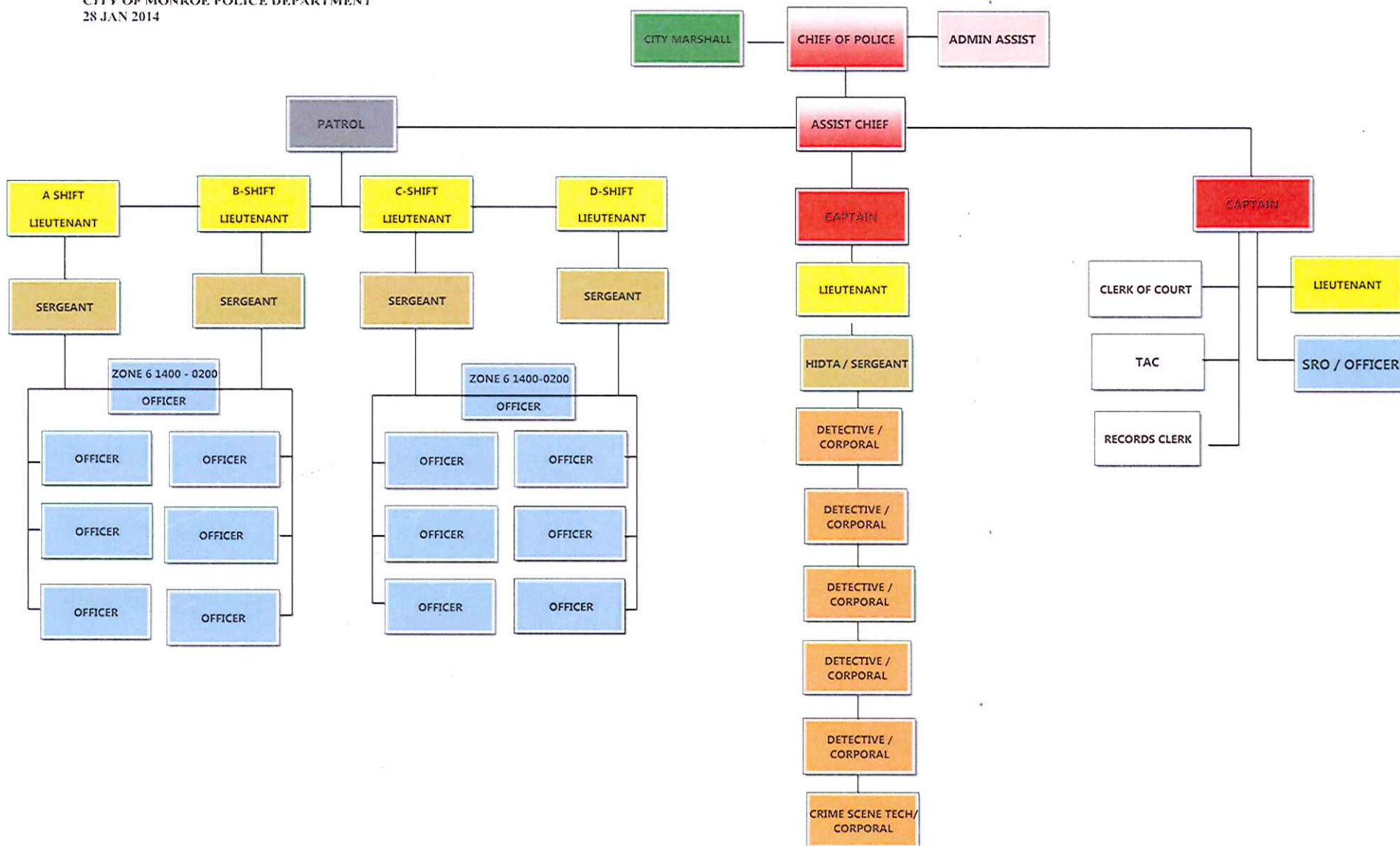
**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Org Chart](#)

CITY OF MONROE POLICE DEPARTMENT  
28 JAN 2014





## Public Safety Meeting

### AGENDA

February 25, 2014

**Item:**

Vehicle Policy

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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Attachments / click to download

 [Vehicle Policy Info](#)

# **MAYOR AND COUNCIL MEETING      DECEMBER 11, 2012      6:00 P.M.**

## **2. Application – Beer & Wine On-Premise Consumption – Little Italy**

To approve the application.

*Motion by Malcom, seconded by Dixon.  
Passed Unanimously*

## **3. Application – Beer & Wine Package Sales – Chevron Foodmart**

To approve the application.

*Motion by Adcock, seconded by Scott.  
Passed Unanimously*

## **4. Approval – Seat Belt Policy**

Interim City Administrator Matthew Chancey stated it to be state law to wear seat belts, but a policy is also required by the insurance mandating seat belts be worn in City vehicles at all times.

To approve the Seat Belt Policy.

*Motion by Bradley, seconded by Richardson.  
Passed Unanimously*

## **5. 2<sup>nd</sup> Reading – Charter Change – Municipal Utilities Expansion Fund**

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend Article VI, Municipal Utilities, Section 6.04 Expansion Fund.

*Motion by Little, seconded by Purvis.  
Passed Unanimously.*

## **6. Resolution – Approving Intergovernmental Participant Contract ECG**

To approve the resolution as presented.

*Motion by Little, seconded by Bradley.  
Passed Unanimously.*

## **7. Resolution – Short Term Work Program Update 2012**

To approve the resolution as presented, with typo correction.

*Motion by Dixon, seconded by Malcom.  
Passed Unanimously.*

## **8. Discussion / Approval – 2013 Budget Resolution**

To approve the resolution as presented.

*Motion by Adcock, seconded by Malcom.  
Passed Unanimously.*

## **9. Adopt – 2013 Council Meeting Schedule**

To adopt the calendar as presented, with correction, January 15<sup>th</sup> should be January 8<sup>th</sup>.

*Motion by Bradley, seconded by Adcock.  
Passed Unanimously.*

# MAYOR AND COUNCIL MEETING      JANUARY 8, 2008      6:00 P.M.

## **b. Request – Walton County Board of Education**

City Administrator Julian Jackson explained the request from the Walton County Board of Education to waive the impact fees for the Monroe Area High School Athletic Addition.

The committee recommends to Council to waive the impact fees with the City Attorney's approval.

*Motion by Malcom, seconded by Little.  
Passed Unanimously.*

## **c. Update – Walton Street Drainage**

Mr. Brian Thompson updated Council on the drainage issue on Walton Street, explaining damage occurred to Mr. Rosenthal's property during the drainage project. Mr. Thompson stated the drainage is now fixed, but the amount for the damage is above the amount which was approved by Council.

The committee recommends approval of \$15,000.00 for property damages to Mr. Rosenthal's property.

*Motion by Scott, seconded by Malcom.  
Passed Unanimously.*

## **5. Public Safety**

### **a. Recommendation – Off-Duty Employment Police Department**

Chairman Cliff Peters explained the Public Safety Committee met on December 17, 2007 to discuss the Off-Duty Employment of the Police Department, with the officers taking patrol cars to part-time jobs. Chairman Peters pointed out Section A-115 of the Standard Operating Procedure Secondary Employment Section XII – Use of City Vehicles, Uniforms, and Equipment specifies the officers may use department vehicles while engaging in part-time jobs.

The committee's recommendation at the December 17, 2007 Safety Committee Meeting is for Council to approve the Standard Operating Procedure Secondary Employment Section A-115 policy dated December 20, 2005.

## **6. DDA**

Downtown Development Coordinator Stacy Jones stated the lights in the trees would be coming down at the end of the month for pruning purposes. She explained some prototype bike racks are scattered through the four blocks of downtown, which was a volunteer driven project in cooperation with Monroe Area High School. The construction on Old City Hall rehab will begin next week. Ms. Jones also stated the DDA has a new employee that started last month. Ms. Ansley Holder was the chair of the promotions committee and volunteer of the year.

**MAYOR AND COUNCIL MEETING****OCTOBER 2, 2007 6:00 P.M.****6. DDA**

Downtown Development Coordinator Stacy Jones announced the Taste of Monroe Event was a huge success. Ms. Jones also announced the upcoming events to be the Monroe Fall Fest is October 13<sup>th</sup> from 10:00 to 4:00, the Annual Tiny Tots Parade is October 31<sup>st</sup> from 4:30 to 6:00, the Holiday Open House at the local shops is November 3<sup>rd</sup>, the Christmas Parade is moving from Monday night to Thursday night on November 29<sup>th</sup>. The design committee has selected a contractor to begin the lighting for the downtown area for the holiday lighting, with energy efficient lights.

Motion to amend agenda to add Item Of Discussion – Item 13. Discussion – Vehicle Policy.

*Motion by Scott, seconded by Smith.  
Passed Unanimously.*

**III. ITEMS OF DISCUSSION****1. Upcoming Public Hearings**

- a. Rezone – 714 Reed Street
- b. Rezone – 315 Carwood Drive
- c. Rezone & Annexation – 950 Georgia Highway 138
- d. Rezone & Annexation – 1000 Georgia Highway 138

**2. Approval – Chamber of Commerce Contract****3. Discussion / Request – Boys & Girls Club of Walton County****4. Discussion / Request – Walton County Soil and Water Conservation District Board****5. Discussion – CareHere****6. Discussion / Approval – Old City Hall Renovation Project****7. Appointment – Historic Preservation Commission****8. Appointment – Housing Authority**

*Council Member Peters arrived at 7:35 during the discussion of land purchase.*

**9. Discussion – Land Purchase****10. Discussion / Request – Change Temporary Structure Ordinance****11. Discussion – Sidewalks****12. Discussion – Electronic Sign Intervals****13. Discussion – Vehicle Policy**

Mayor Thompson recommended the Public Safety Committee meet to discuss the vehicle policy, come up with a policy and procedure that is suitable, and then bring the item back before Council.

There was a general discussion on all of the above items. There was no action taken.

**IV. ADJOURN**

*Motion by Beall, seconded by Adcock.  
Passed Unanimously.*

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**MAYOR**


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**CITY ADMINISTRATOR** Item # 2

**MAYOR AND COUNCIL MEETING****FEBRUARY 1, 2005 6:00 P.M.****4. Approval of Job Descriptions**

The Committee recommends acceptance of written job descriptions for the positions of Receptionist, Equipment Operator I, Equipment Operator II and Equipment Operator III.

*Passed Unanimously.*

**Public Safety****1. Purchase – Telephone System**

Mr. Jackson presented information on the cost of the telephone system for the Monroe Police Department at the Milner-Aycock Building. To complete this system the cost is projected at \$22,431 for the phone lines and equipment the Police Department is requesting. There is an additional cost of \$12,342 in equipment to be able to connect this building with Monroe Utilities resulting in a total cost of \$34,773.00.

To approve installation of this system through Monroe Utilities Network.

*Motion by Thompson, seconded by McConnell.  
Passed Unanimously.*

—→ **2. Vehicle Policy**

Not discussed.

**V. ADJOURN**

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**MAYOR**

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**CITY ADMINISTRATOR**



741

## MAYOR AND COUNCIL MEETING

OCTOBER 1, 2002

6:00 P.M.

Mayor Knight declared the meeting open for the purpose of public input.

Mr. Chris Harper spoke as agent for the Ewing Family and Wal-Mart. The Executive Committee of Wal-Mart has approved this development for a Super Center with a grocery store.

There were no other public comments; Mayor Knight declared that portion of the meeting closed.

To approve the rezone.

*Motion by McConnell, seconded by Smith.  
Passed Unanimously.*

**b. Annexation – 2000 W. Spring Street**

To approve the annexation.

*Motion by Scott, seconded by Hill.  
Passed Unanimously.*

**III. NEW BUSINESS**

**1. Treadwell, Tamplin & Co. - Review 2001 Audit**

Mr. Wayne Tamplin presented findings of the 2001 Audit for the City of Monroe and Monroe Utilities Network.

**2. Request for Trailer at Boys and Girls Club**

The Club has received a grant for improving the reading skills of the members. They are requesting permission to place a trailer behind the building to use for a reading lab. The Code Office will work with them to ensure that code regulations are met.

To allow this request.

*Motion by Hill, seconded by Scott.  
Passed Unanimously.*

**3. Approval - DOT Contract for Resurfacing Court, Lawrence & Mill Streets**

To allow the Mayor and City Administrator to execute this contract.

*Motion by McConnell, seconded by Beall.  
Passed Unanimously.*

**4. Discussion – LOST Renegotiation**

To continue negotiations with Walton County.

*Motion by Hill, seconded by Adcock.  
Passed Unanimously.*

**IV. COMMITTEE REPORTS**

**Public Safety**

**a. Alter Vehicle Policy for K9 Team**

To amend the City's Vehicle Policy to allow the K-9 unit to drive a City vehicle outside Walton County for this situation only.

*Motion by Scott, seconded by Smith.  
Passed Unanimously.*

**b. Implementation – K9 Team**

It is the Committee's recommendation to implement a K-9 Program at the Department.

*Motion by Adcock, seconded by Beall.  
Passed Unanimously.*

Item # 2

Sept. 5, 2000

**DRAFT****8. Resolution – 2000 Budget Amendment**

City Administrator Julian Jackson presented a budget amendment that is more in line with projections for the remainder of the year.

Motion to adopt the budget resolution.

*Motion by Adcock, seconded by Smith.  
Passed Unanimously.*

**9. Resolution – YMCA Support**

The Mayor presented information concerning the possibility of Atlanta YMCA building a facility in Walton County and the City of Monroe.

To authorize the signing of a resolution in support of a future location in Monroe.

*Motion by McConnell, seconded by Hill.  
Passed Unanimously.*

**10. Resolution – GMA Master Lease**

To authorize the Mayor to sign a new master lease with GMA allowing lease assignment to the lending institution with the lowest interest rate.

*Motion by Hill, seconded by Scott.  
Passed Unanimously.*

**11. 2000 Millage Rate**

The City Administrator explained the new state law requiring cities to roll back millage rates according to the amount of increase in property taxes according to reassessment.

Motion to adopt a 2000 millage rate of 7.967.

*Motion by Hill, seconded by Thompson.  
Passed Unanimously.*

**12. Purchase Storage Tanks for Breathing Air System**

Chief Chancey presented specifications for purchase of storage tanks increasing storage capacity and allowing the Fire Department to fill up bottles on the scene. These are budgeted items and would be an upgrade to the system.

Motion to purchase.

*Motion by Scott, seconded by Smith.  
Passed Unanimously.*

**13. Discussion Vehicle Usage Policy**

Mr. Peters asked for clarification of the vehicle policy. The Mayor directed the City Administrator to provide a copy of the exact language of the motion and Exhibit A (3) to the Department Heads and for all Department Heads to memo their employees about this policy with the memo to include a copy of the policy and exhibit.

**V. Committee Reports****Airport**

Mr. Peters reported that the Airport Committee voted to have the City Administrator to negotiate a fee for parking trailers at the airport.

## **Keith Glass**

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**From:** Robert Watts  
**Sent:** Monday, December 02, 2013 4:14 PM  
**To:** Keith Glass  
**Cc:** Robert Watts  
**Subject:** Social Circle P.D. take home vehicle policy

### **VEHICLE OPERATIONS AND UTILIZATIONS**

#### **CITY OF SOCIAL CIRCLE**

**EFFECTIVE OCTOBER 1, 2012**

#### **PURPOSE:**

To establish procedural guidelines for the use of and assignment of individually assigned vehicles to qualified departmental personnel.

#### **POLICY:**

It is the policy of the City of Social Circle to provide vehicles to qualified employees for job related uses within their respective departments and the use of the vehicle(s) shall be in accordance with state law and guidelines of the City of Social Circle.

#### **DEFINITION:**

VEHICLE: Any car, truck, or other motorized vehicle, which is owned by the City of Social Circle and assigned to any department.

#### **PROCEDURE:**

- A. City owned motor vehicles are assigned to individual employees to facilitate the performance of their assigned duties and ensure an ability to respond to situations as quickly as necessary.
- B. Vehicle usage – Under all conditions, operators of departmental vehicles shall drive in a lawful manner, adhering to all existing traffic laws.

Use of City vehicles is restricted to the following circumstances and situations:

1. The performance of job duties during normal duty hours.
2. The direct performance of assigned responsibilities during off duty time.
  - a. Call outs

Item # 2

- b. Special assignments
- c. Overtime assignments
- 3. Transportation to or from a member's assignment or scheduled work shift.
- 4. Employees will be placed on an on-call rotation for a period of one week. This on-call status will be used in cases where emergencies arise that call for extra manpower or as directed by the respective Department Head. In all cases the Department Head or City Manager shall be notified of the incident before extra manpower is used.
- 5. When attending authorized training or scheduled schools.
- 6. When attending community functions as a representative of the Department.
- 7. At the direction of the Department Head or his designee.
- 8. While traveling in a City vehicle the employee shall wear a uniform or polo style shirt with the City or Department logo displayed on the front.
- 9. Employees assigned an individually assigned vehicle will have the vehicle ready for duty at all times.
- 10. Only personnel authorized by the City of Social Circle shall operate a City vehicle. (prisoners /community service workers can be transported in City vehicles)
- 11. The City Vehicle is not to be driven over 20 miles from the City Hall.(Exception: K9 car)
- 12. Vehicles are NOT to be left idling while unattended.
- 13. No custom tags are allowed to be displayed on City vehicles.

#### C. Maintenance

- 1. Employees are responsible for the appearance and cleanliness of the vehicle.
- 2. Employees are responsible for ensuring the vehicle is properly serviced and maintained mechanically.
- 3. Any accidents or damage to any vehicle shall be immediately reported to the appropriate Department Head. It is preferred that the Georgia State Patrol be requested first for any accident that may occur. If the Georgia State Patrol is unable to handle the accident then a local agency may be requested. In this case the Sheriff's Office shall be requested first and then the Social Circle Police Department.

#### D. Restrictions

Unauthorized use of City owned vehicles includes but is not limited to the following:

- 1. Personnel not in an on-call status shall not utilize the City vehicle for personnel use except when such use is incidental in nature and occurs when traveling to or from work.
- 2. Any use during a vacation, holiday or sick time status, unless traveling directly to work for a court related case, in response to a subpoena or at the direction of the Department Head or City Manager.
- 3. Unless life-threatening circumstances require an off-duty officer to take immediate action, officers operating a vehicle outside of the jurisdiction of the City of Social Circle shall contact the agency having jurisdictional authority prior to taking any law enforcement action.
- 4. Employees who are away from their department for an extended period of time due to various reasons such as surgery, illness, worker comp, etc. may have their individually assigned vehicle temporarily redeployed to another employee until the employee's return to work.

#### E. Disciplinary Action

Item # 2

The individually assigned vehicle program shall not be viewed as an employee right or fringe benefit. Based on such any employee involved in a disciplinary action or an at-fault accident may lose the assigned vehicle benefit as a part of progressive discipline.



**SHERIFF JOE CHAPMAN**  
**WALTON COUNTY SHERIFF'S OFFICE**  
1425 South Madison Avenue, Monroe, Georgia 30655  
Office (770) 267-6557  
Fax (770) 266-1500



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**INTEROFFICE MEMO**

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DATE: June 21, 2011  
TO: ALL EMPLOYEES  
From: SHERIFF JOE CHAPMAN  
RE: POLICY AMENDMENT

Effective June 27, 2011 employees who live outside of Walton County shall park their assigned county vehicle at the Walton County Sheriff's Office, unless they live within the 20 mile radius of the Sheriff's Office.

Employees may park their assigned county vehicles at sites within the 20-mile radius. The Sheriff or his designee must approve these sites. Acceptable sites are Westside Precinct, Walton County Fire stations that are manned 24 hours, Police Departments and other Sheriff's Offices.

This memo supersedes policy 12-6 (Vehicle Assignment)chapter I section a subsection 3.

**RESOLUTION BY CITY OF MONROE  
ON POLICY AND PROCEDURE FOR USE  
AND ISSUANCE OF CITY OWNED VEHICLES**

- A. Vehicles owned and operated by the City of Monroe are authorized for use in performance of all essential work, travel and transportation duties or tasks. Unless specifically accepted under this policy, use is not authorized for unofficial work, travel and transportation duties or tasks, the transportation of unauthorized persons or items or the performance of task outside the rated capabilities of the vehicle.

When in doubt about use of a vehicle the deciding criteria should be the nature of the use of the vehicle and the extent to which the use is related to essential and official work required of the employee.

Only authorized persons shall be allowed to drive City owned vehicles for authorized purposes. Unless specifically stated otherwise in this policy employees are strictly forbidden to use City vehicle for personal use at any time.

- B. Employees of the City of Monroe, may have vehicles assigned to them for the following uses: travel to and from work (provided they live within a 20 mile radius of City Hall), work during normal working hours, stand-by or on-call assignments. The purpose of this policy is to allow the aforementioned persons use of the vehicles of official business as part of their employment. The intent of this policy is to allow use of vehicles where it is necessary because of job requirements.

- 1) Only authorized employees shall be allowed full time use of city owned vehicles. Said persons, except for minimal personal use, cannot use the vehicle for personal use other than commuting.
- 2) All employees assigned a City vehicle shall exercise good judgment in utilizing it and shall not drive or use the vehicle so as to cause unfavorable comment or reflect discredit on the City.
- 3) Authorized employees will be allowed to keep their vehicle at their home during normal off-duty hours. When an employee is on vacation or on leave the vehicle is to be parked at City Hall or department the employee works. Unattended vehicles are to be locked and secured.



Alpha key	Job title	HR	MPD 15 Mar 2014	GRADE	FY14
ARENDT, KEVIN	PATROLMAN		Sergeant	23	1
ATKISM, MORRIS	PD OFFICER/SRO		SRO/Patrolman	21	2
BANKS, CHARLES	PATROLMAN		Patrolman	21	3
BARFIELD, VINCEN	PATROLMAN		Patrolman	21	4
BROWN, BRIAN	PATROLMAN		Patrolman	21	5
BROWNLOW, IRA	CITY JUDGE		Municipal Court Judge		PT
CARRELL, LYNN	PD CLERK (COURT)		Court Clerk	20	6
CHAMBERS, JESSIC	TEMP-POLICE PROPERTY		Delete		
COLLINS, ANTHONY	PD CORPORAL		Patrolman	21	7
DAVIS, BRENT	PATROLMAN		Patrolman	21	8
EDMONDSON, CARL	CITY MARSHAL (PD LT)		City Marshall	27	9
FITZMAYER, JOHN	PD LT/HIDTA		HIDTA Agent Sergeant	23	10
GLASS, MARVIN	CHIEF OF POLICE		Chief/ PSD	34	11
GOGA, BENJAMIN	PATROLMAN		Corporal /Dectective	22	12
GREEN, JAMES	PATROLMAN		Patrolman	21	13
GROVES, JAMES	PD SERGEANT		PD Sergeant	23	14
HANNAH, DAVID	PD LIEUTENANT		PD Lieutenant	26	15
HANSON, TRACY	PD SERGEANT/K-9		PD Lieutenant	26	16
HARRISON, SAMUEL	PATROLMAN		Patrolman	21	17
HOLBROOKS, GINA	PD OFFICER/CID		Corporal /Dectective	22	18
JOHNSTON, TRACY	PD SERGEANT		PT/Court/ DT		PT
KIRKPATRICK, THE	PATROLMAN		Patrolman	21	19
LAWSON, AMANDA	PD CORPORAL		PD Sergeant	23	20
LEE, NINA	PATROLMAN		Patrolman	21	21
MALONE, WILLIE	PD SERGEANT		PD Sergeant / Lt	26	22
MANUEL, JANICE	POLICE CLERK		PD Clerk	19	23
MATHEWS, BRIAN	PATROLMAN		Patrolman	21	24
MATTHEWS, MICHAEL	PD CAPT/UNIFORM		PD Captain Adim	27	25
MCCLUNG, MATTHEW	PD CORPORAL		PD Lieutenant	26	26
MCCULLOUGH, PATRICK	PATROLMAN		Patrolman	21	27
MCELREATH, DONNA	PD OFC/EVIDENCE/CID		Crim Sce Tec/Corp	22	28
MURA, JOHN	PD CORPORAL / CID		Corporal /Dectective	22	29
PILGRIM, JOHNATH	PD SERGEANT		PD Lieutenant	26	30
POWELL, DARRYL	PD SERGEANT		PD Lieutenant	26	31
QUEEN, MARSHA	PD ADMIN ASST		Exc Admin Assist	19	32
RHODEN, JULIE	PATROLMAN		Vacant	21	33
ROBERTS, MICHAEL	PD OFFICER/CID		Coporal/Dectective	22	34
SMITH, JASON	PATROLMAN		Patrolman	21	35
TEMPLES, BRANDON	PD CORPORAL		Corporal /Dectective	22	36
TREADWELL, WILLIAM	PD LT/CID		PD Captain CID	27	37
WALL, TRUDY	PD TAC CLERK		PD TAC	19	38
WATTS, ROBERT	ASST POLICE CHIEF		Asst Chief	31	39
WESTBROOKS, ERIC	PATROLMAN		Patrolman	21	40
VACANT	PATROLMAN		Vacant	21	41





*"To Protect and to Serve"*

# Memorandum

To: PSC  
CC: Mr. M. Chancey  
From: Chief K. Glass  
Date: 25 Feb 2014  
Re: Vehicle Policy Review

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I have reviewed the Polices of WCSO, LPD and SCPD. They vary slightly, but all allow officers to take their assigned vehicle home provided they reside within a 20 mile radius of the agency. I reviewed other agencies in our area and they are as listed:

- Lilburn 26 miles
- Suwanee 20 miles
- Norcross 30 miles
- Lawrenceville 15miles of County line

The norm for Gwinnett Law Enforcement Agencies is well over 20 miles from Agency; we compete with these Agencies for quality employees now and will more so in the future. The change allows MPD to remain competitive with these agencies for the best and most qualified employees.

I have attached a proposed change to our current City wide Policy which was established in2000, the change is based on a 20 mile distance or radius of City Hall, which mirrors the policies of all other Walton County Law Enforcement Agencies and Governments.

## Keith Glass

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**From:** Robert Watts  
**Sent:** Monday, December 02, 2013 4:03 PM  
**To:** Keith Glass  
**Cc:** Robert Watts  
**Subject:** Loganville take home policy

### *Chapter – 12 Vehicle Operations*

28

#### **STANDARD OPERATING PROCEDURE**

**ISSUED: 05-29-2007 EFFECTIVE: 05-29-2007**

**REVISED: 02-15-2010**

#### **S.O.P. 12-6 VEHICLE ASSIGNMENT**

##### **I. INTRODUCTION**

A. Designated officers will have Agency vehicles issued to them on a permanent basis by the Assistant Chief or their Division Commander for use in traveling to and from work and while on duty. The desired effect is to promote the security of our citizens by a greater visibility of marked vehicles on the roadways of the City of Loganville and by reducing the response time to calls for service. The following rules and regulations shall apply to both marked and unmarked Agency vehicles.

1. All officers assigned Agency vehicles shall exercise good judgment in utilizing it and shall not drive or use the vehicle so as to cause unfavorable comment or reflect discredit on the Agency.
2. Officers who live within the City of Loganville will be allowed to keep their vehicle at their home during normal off-duty hours. When the officer is on vacation or leave, the vehicle is to be parked at the Agency unless approved by the Chief or his designee. Unattended vehicles are to be locked and emergency equipment turned off at all times.
3. Officers who live outside the City of Loganville shall park their vehicles at the Agency unless they live within a 20 mile radius of police headquarters, unless prior authorization has been obtained by the Chief or his designee.
4. No family members, nor any other unauthorized persons are to be carried as passengers without prior approval of the Chief or his designee.
5. When operating the vehicle the officer is to contact the Communications Center by radio and advise of his/her status (10-41, on duty; 10-42, ending tour) unless otherwise authorized by the Chief or his designee.
6. In incidents encountered while off-duty, the officer may summon an on-duty officer to take the call, but is to stand by until relieved. If immediate action is required the officer is to handle the situation.
7. Only authorized personnel are permitted to operate Agency vehicles.
8. Agency vehicles shall be inspected periodically by a supervisor and the inspection form will be forwarded to the Assistant Chief. The officer will be advised of any problem found and is to have same corrected as soon as possible.

Do not remove from this book!!!

RESOLUTION BY CITY OF MONROE  
ON POLICY AND PROCEDURE FOR USE  
AND ISSUANCE OF CITY OWNED VEHICLES



- A. Vehicles owned and operated by the City of Monroe and by Monroe Utilities Network are authorized for use in performance of all essential work, travel and transportation duties or tasks. Unless specifically excepted under this policy, use is not authorized for unofficial work, travel and transportation duties or tasks, the transportation of unauthorized persons or items or the performance of tasks outside the rated capabilities of the vehicle.

When in doubt about use of a vehicle the deciding criteria should be the nature of the use of the vehicle and the extent to which the use is related to essential and official work required of the employee.

Only authorized persons shall be allowed to drive City owned vehicles for authorized purposes. Unless specifically stated otherwise in this policy employees are strictly forbidden to use City vehicles for personal use at any time.

- B. Employees of the City of Monroe and of Monroe Utilities Network in the discretion of the Mayor and City Council or at the discretion of the Water, Light and Gas Commission whichever is appropriate may have vehicles assigned to them for the following uses: travel to and from work, work during normal working hours, and stand-by and on-call assignments. The purpose of this policy is to allow the aforementioned persons use of the vehicles for official business as part of their employment. The intent of this policy is to allow use of vehicles where it is necessary because of job requirements.

- 1) Only authorized employees shall be allowed full time use of city owned vehicles. Said persons, except for minimal personal use, cannot use the vehicle for personal use other than commuting.

- 2) All employees assigned a City vehicle shall exercise good judgement in utilizing it and shall not drive or use the vehicle so as to cause unfavorable comment or reflect discredit on the City.
- 3) Authorized employees will be allowed to keep their vehicle at their home during normal off-duty hours. When an employee is on vacation or leave the vehicle is to be parked at City Hall. Unattended vehicles are to be locked and secured.
- 4) Employees of the City of Monroe authorized to use City owned vehicles to travel to and from work are listed in an attachment labeled exhibit A which is incorporated into this resolution.

Adopted this 22<sup>nd</sup> day of August, 2000.

CITY OF MONROE, GEORGIA

By:

Mayor

(Seal)

Attest:

City Administrator

(Seal)

## EXHIBIT A

	EXHIBIT A	
TITLE	DEPARTMENT	DESTINATION
City Administrator	Administration	Walton County
Fire Chief	Fire	Walton County
Recreation Director	Recreation	Newton County
Code Officer	Code	Walton County
Building Inspector	Code	Walton County
Public Works Director	Public Works	Barrow County
Asst Public Works Dir	Public Works	Walton County
Foreman-Pk & Grounds	Public Works	Walton County
Foreman-Mechanic	Public Works	Walton County
Foreman-Street	Public Works	Walton County
Police Chief	Police	Walton County
All Officers within Walton County	Police	Walton County

## MAYOR AND COUNCIL MEETING

OCTOBER 1, 2002 6:00 P.M.

Mr. Chris Harper spoke as agent for the Ewing Family and Wal-Mart. The Executive Committee of Wal-Mart has approved this development for a Super Center with a grocery store.

There were no other public comments; Mayor Knight declared that portion of the meeting closed.

To approve the rezone.

*Motion by McConnell, seconded by Smith.  
Passed Unanimously.*

b. Annexation – 2000 W. Spring Street  
To approve the annexation.

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Passed Unanimously.*

## III. NEW BUSINESS

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2. Request for Traller at Boys and Girls Club

The Club has received a grant for improving the reading skills of the members. They are requesting permission to place a trailer behind the building to use for a reading lab. The Code Office will work with them to ensure that code regulations are met.

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*Motion by Hill, seconded by Adcock.  
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## IV. COMMITTEE REPORTS

Public Safety

a. Alter Vehicle Policy for K9 Team

To amend the City's Vehicle Policy to allow the K-9 unit to drive a City vehicle outside Walton County for this situation only.

*Motion by Scott, seconded by Smith.  
Passed Unanimously.*

b. Implementation – K9 Team

It is the Committee's recommendation to implement a K-9 Program at the Department.

*Motion by Adcock, seconded by Beall.  
Passed Unanimously.*

## V. ADJOURN

*By Acclamation.*

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY ADMINISTRATOR



## Public Safety Meeting

### AGENDA

February 25, 2014

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**Item:**

Fire Update

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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