



Community Development Department

P. O. Box 900
Locust Grove, Georgia 30248
Phone: (770) 957-5043
Facsimile (770) 954-1223

Item Coversheet

Item: Resolution approving the architectural plans submitted for Chick-fil-A, located at 1005 Bandy Parkway

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: NA

Budget Item: No

Date Received: July 30, 2021

Workshop Date: August 16, 2021

Regular Meeting Date: September 7, 2021

Discussion:

CCR Architecture & Interiors of Birmingham, Alabama has submitted color building elevation renderings for a proposed new Chick-fil-A to be located at 1005 Bandy Parkway.

As part of the requirements for building permits for new structures or major renovations, it is necessary for the Mayor and City Council, acting in their capacity as the Architectural Review Board, to review the proposed building exterior elevations for comment and approval.

The general concept is to construct a single-story rectangular building with double drive thru and outdoor seating with the main entrance and vehicle access facing Bandy Parkway.

The applicant proposes a 4,779 (+/-) sq. ft. building. The proposed building is being managed by alternating earth tone colors, primarily shades of brown, with brick walls on all four sides of the building and metal roofing.

Chapter 15.44 Architectural Review

15.44.050 - Exterior materials standards.

- A. Except where otherwise provided in this chapter or in the Code of Ordinances, the exterior architectural features of buildings and structures within multifamily, office/institutional, commercial, and industrial zoning districts shall adhere to the following minimum standards:
1. All primary/accent exterior siding materials shall be limited to:

Primary: Brick; natural stone including granite, marble, sandstone, field stone, or any other natural stone approved by the board; manufactured stone including imitation field stone, marble terrazzo, and wood and any other manufactured architectural finish stone approved by the board as a primary siding material.

Accent: Clay tile with baked-on enamel finish; architecturally treated decorative concrete block; architecturally treated slabs or block either fluted or with exposed aggregate; stucco; EFIS; masonry siding such as cement fiberboard siding ("hardiplank"), wood; or acceptable substitute approved by the board. "Tilt-up" concrete shall be permitted as a primary exterior siding material for buildings in industrial zoning districts or acceptable substitute as approved by the board.
 2. All exterior siding material such as aluminum, steel, vinyl, mirrored or reflective glass, cinderblock, unfinished concrete, fiberglass or plastic are prohibited except that architectural fiberglass or plastic can be used to such extent that such material is used as detailing and decorative trim if approved by the board.
 3. Fifty percent of the width of the front facade of the building shall consist of fenestration. All fenestration comprised of glass shall be multi-paned in appearance. Single-paned plate glass windows greater than six square feet in surface area without the appearance of being multi-paned shall be prohibited unless approved by the board.
 4. All exterior painted surfaces, where visible from the public street shall be painted in earth tones. Colors shall be non-primary colors including darker and cooler shades of green, red, such as brick, yellow including beige, and lighter shades of brown including tan. However, white may be permitted if approved by the board. Corporate graphics, trademarks, corporate logos, corporate service marks and corporate branding items may be permitted by the board to the extent used for decorative trim or for signage as part of the overall exterior features.
 5. Roofs on multifamily and commercial or office buildings shall generally consist of a pitch of 7/12 or greater with exception of porches and porticos and be comprised of asphalt, cedar shake, cement tile material. Standing seam metal roofing shall be allowed as approved by the board. Flat roofs shall be permitted in larger commercial and industrial zoning where rooftop equipment is screened from view by raised parapet

walls and shall be consistently flat across the building length with exception of features of fenestration to break up building mass and long, monotonous facades. Flat roofs may be permitted on larger multifamily and office buildings as approved by the board.

6. Burglar bars and steel roll down doors or curtains shall not be visible from the public street, with exception to buildings in industrial zoning districts as approved by the board.
 7. Service bays shall be designed so that the openings of service bays are not visible from a public street (i.e., side entry), with exception to buildings in industrial zoning districts as approved by the board.
 8. Fabric and canvas awnings and all other building materials must be of durable quality and shall be compatible with materials used in adjoining buildings.
 9. All exterior building elevations that face public streets and/or customer parking areas shall be designed so that there are no large expanses of blank walls. This requirement can be met by employing the use of architectural features including, but not limited to, the following: Doors, windows, pilasters, columns, horizontal and vertical offsets, material and color variations, decorative cornices, awnings, canopies, murals, and graphics.
- B. Additional requirements. Properties with material changes of structures lying within the historic preservation district overlay shall abide by the certificate of appropriateness process for the historic preservation district and follow the design guidelines as promulgated by the historic preservation commission. Properties within the Gateway Town Center and/or the Locust Grove Town Center LCI area shall abide by the applicable design guidelines in addition to this chapter.
- C. The exterior architectural features of buildings and structures within the office/institutional and commercial zoning classifications shall adhere to the following additional requirement:
- Front facades and any exterior sides facing public streets shall consist of a minimum of seventy percent of brick or natural or manufactured stone or a combination thereof, except where a building over three stories in height and/or greater than twenty thousand square feet in total building area may reduce this requirement as approved by the board where the structure provides adequate fenestration and design features or where a building is designed under LEED Silver, Gold, or Green standards.

Recommendation:

I MOVE TO (approve/deny/table) THE RESOLUTION APPROVING CHICK-FIL-A ARCHITECTURAL BUILDING ELEVATION SUBMITTED BY CCR ARCHITECTURE & INTERIORS DATED 3/17/21 FOR PROPERTY LOCATED AT 1005 BANDY PARKWAY.

RESOLUTION NO. _____

A RESOLUTION TO APPROVE ARCHITECTURAL PLANS FOR CHICK-FIL-A LOCATED AT 1005 BANDY PARKWAY IN ACCORDANCE WITH CHAPTER 15.44 OF THE LOCUST GROVE CITY CODE; TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE ANY DOCUMENTS NECESSARY TO CARRY OUT THIS RESOLUTION; TO REPEAL INCONSISTENT PROVISIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

W I T N E S S E T H :

WHEREAS, the City of Locust Grove, Georgia (“City”) adopted Chapter 15.44 (“Chapter”) entitled “Architectural Review”, and;

WHEREAS, the purpose of the Chapter is to regulate the aesthetics, quality of exterior building materials and to the promotion of health, safety, prosperity and general welfare of the citizens of Locust Grove, and;

WHEREAS, the Mayor and City Council consist of the Architectural Review Board for the City of Locust Grove (“Board”) per Section 15.44.040, and;

WHEREAS, CCR Architecture of Birmingham, AL submitted color building elevation renderings for a proposed new Chick-fil-A located at 1005 Bandy Parkway attached hereto and made part thereof as **Exhibit “A”**, and;

WHEREAS, the Board may review and make comment on architectural plans and issue approval per Chapter 15.44 (“Chapter”) of the Code of Ordinances for the City of Locust Grove, and;

WHEREAS, the Board in the exercise of their sound judgment and discretion, after giving thorough thought to all implications involved, and keeping in mind the public interest and welfare to the citizens of the City, have determined this request for architectural review to be in the best interests of the citizens of the City, that this Resolution be adopted.

THEREFORE, IT IS NOW RESOLVED BY THE ARCHITECTURAL REVIEW BOARD OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Finding.** That the Locust Grove Architectural Review Board hereby finds that the Plans submitted by CCR Architecture appear to meet the requirements of Chapter 15.44 of City of Locust Grove Code.
2. **Conditions.** That the Locust Grove Architectural Review Board finding in Item 1 above is subject to the following conditions:
 - a. Final Colors. That final colors and type of materials be reviewed and approved by the Community Development Director to meet all requirements of Chapter 15.44

of City of Locust Grove Code as “earth tone” in nature.

- b. Material Changes. That any material deviations in exterior architectural features, materials, or colors as depicted in the plans in **Exhibit “A”** require review and approval by the Architectural Review Board.
 - c. Extension of Approved Plans. That the approval granted herein may be in effect for a period not to exceed eighteen (18) months from the approval date of this Resolution.
3. **Public Purpose.** The Board finds that the foregoing actions constitute a major stem in preserving the health, safety, well-being and economic vitality of the community and are, therefore, consistent with its public purposes and powers.
 4. **Authority.** That the Board hereby authorizes the City Clerk to affix a stamp of the date of approval on the revised architectural plans in accordance with Section 15.44.060 J, to affix the City Seal if necessary, to carry out this Resolution, and to place this Resolution and any related documents among the official records of the City for future reference.
 5. **Severability.** To extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
 6. **Repeal of Conflicting Provisions.** All Board resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
 7. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 7th day of September, 2021.

ROBERT S. PRICE, Mayor

ATTEST:

MISTY SPURLING, City Clerk

(Seal)

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"

OF CANOPY FINISHES

20.1	PREPARED METAL	COLOR: DARK BRONZE
20.2	METAL DECKING	COLOR: WHITE

EXTERIOR FINISHES

00.0	BRICK VENEER	COLOR: DARK BROWN	ROSE WOODLAND
00.1	BRICK VENEER	COLOR: LIGHT BROWN	ROSE WOODLAND
00.2	PREPARED METAL CORNER	COLOR: DARK BRONZE	
00.3	EXTERIOR PAINT	COLOR: DARK BRONZE	FRESH BRICK-GLOSS
00.4	STONEFRONT	COLOR: DARK BRONZE	

ATTACHED CANOPY SCHEDULE

Item	Description	Count	Overall Width	Overall Depth	Mounting Height	Spacing
01.01	Attached Canopy	1	12'-0"	12'-0"	10'-0"	12'-0"
01.02	Attached Canopy	1	12'-0"	12'-0"	10'-0"	12'-0"
01.03	Attached Canopy	1	12'-0"	12'-0"	10'-0"	12'-0"
01.04	Attached Canopy	1	12'-0"	12'-0"	10'-0"	12'-0"



PERSPECTIVE VIEW - FRONT RIGHT



PERSPECTIVE VIEW - REAR LEFT



PERSPECTIVE VIEW - REAR RIGHT



PERSPECTIVE VIEW - FRONT LEFT



PERSPECTIVE VIEW



EXTERIOR ELEVATION
17'-0" R



EXTERIOR ELEVATION
17'-0" L



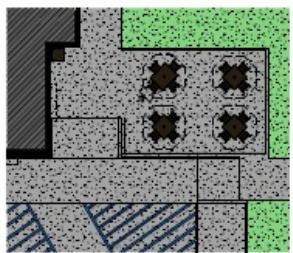
PERSPECTIVE VIEW - PATIO



EXTERIOR ELEVATION
17'-0" F



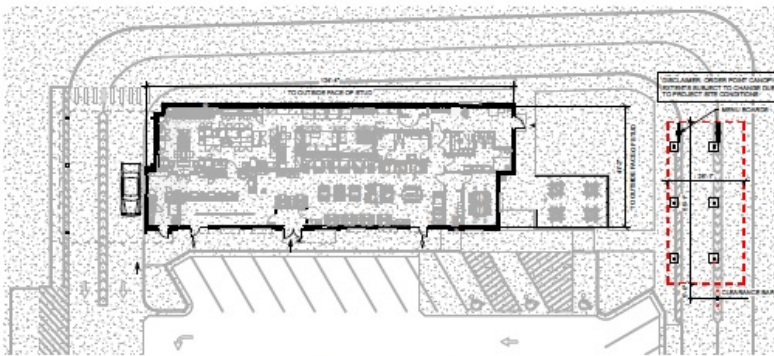
EXTERIOR ELEVATION
17'-0" B



DINING PATIO PLAN
18'0" x 12'0"

PATIO SEATING SCHEDULE

Item	Type	Count	Manufacturer	Color	Overall Size	Height	Material	Notes
1	Table	4	Manufacture Design	BLACK	30" x 30"	30"	Cast Iron	4x4 BRICK PAVING (SEE PLAN)
2	Chair	16	Manufacture Design	BLACK	18" x 18"	30"	Cast Iron	4x4 BRICK PAVING (SEE PLAN)
3	Table	4	Manufacture Design	BLACK	30" x 30"	30"	Cast Iron	4x4 BRICK PAVING (SEE PLAN)
4	Chair	16	Manufacture Design	BLACK	18" x 18"	30"	Cast Iron	4x4 BRICK PAVING (SEE PLAN)



SITE PLAN
118'0" x 112'0"



OF PLAN AREA
118'0" x 112'0"

PROJECT DATA

Roof Type	TYPICAL BRICK	Perimeter	100
Wall Type	WOOD STUD	Finishing Type	STANDARD
Floor Type	ASPH/FLT	Lighting	NOT COMPLETED
Foundation	CONCRETE	Disposal	SEE PLAN
Water/Waste Type	TYPICAL	Disposal	SEE PLAN
Disposal	YES	Disposal	SEE PLAN
Foundation	CONCRETE	Disposal	SEE PLAN
Number of Parking Spaces	38	Disposal	SEE PLAN
Number of Accessory Parking Spaces	3	Disposal	SEE PLAN
Disposal	NO	Disposal	SEE PLAN
Water/Waste	YES	Disposal	SEE PLAN
Water/Waste	NO	Disposal	SEE PLAN
Water/Waste	NO	Disposal	SEE PLAN
Water/Waste	NO	Disposal	SEE PLAN
Water/Waste	NO	Disposal	SEE PLAN
Water/Waste	NO	Disposal	SEE PLAN
Water/Waste	NO	Disposal	SEE PLAN
Water/Waste	NO	Disposal	SEE PLAN

DESIGN APPROVAL

PROJECT NOTES



CHICK-FIL-A
Locust Grove FSU
1005 Bandy Parkway
Locust Grove, GA 30248

FSR#04658
11/16/16
11/16/16

DATE: 11/16/16
DRAWN: [Name]
CHECKED: [Name]
DESIGN DEVELOPMENT
11/16/16
X-900



Community Development Department

P. O. Box 900
Locust Grove, Georgia 30248
Phone: (770) 957-5043
Facsimile (770) 954-1223

Item Coversheet

Item: Resolution approving the architectural plans submitted for Locust Grove Phase II Building 3, located on Colvin Drive.

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date:

Budget Item: No

Date Received: August 4, 2021

Workshop Date: August 16, 2021

Regular Meeting Date: September 7, 2021

Discussion:

Atlas Collaborative of Peachtree Corners, Georgia has submitted color building elevation renderings for a proposed warehouse building for Locust Grove Phase II Building 3 to be located on Colvin Drive.

As part of the requirements for building permits for new structures or major renovations, it is necessary for the Mayor and City Council, acting in their capacity as the Architectural Review Board, to review the proposed building exterior elevations for comment and approval.

The general concept is to construct a single-story rectangular warehouse building accompanied by car parking and truck courts with appropriate truck docks, trailer storage, and employee parking as well as a sufficient driveway access into the site.

The applicant proposes a 677,967 (+/-) sq. ft. building. The proposed building is being managed by alternating earth tone colors, primarily shades to be determined, with all four sides of the building concrete and metal roofing.

Chapter 15.44 Architectural Review

15.44.050 - Exterior materials standards.

A. Except where otherwise provided in this chapter or in the Code of Ordinances, the exterior architectural features of buildings and structures within multifamily, office/institutional, commercial, and industrial zoning districts shall adhere to the following minimum standards:

1. All primary/accent exterior siding materials shall be limited to:

Primary: Brick; natural stone including granite, marble, sandstone, field stone, or any other natural stone approved by the board; manufactured stone including imitation field stone, marble terrazzo, and wood and any other manufactured architectural finish stone approved by the board as a primary siding material.

Accent: Clay tile with baked-on enamel finish; architecturally treated decorative concrete block; architecturally treated slabs or block either fluted or with exposed aggregate; stucco; EFIS; masonry siding such as cement fiberboard siding ("hardiplank"), wood; or acceptable substitute approved by the board. "Tilt-up" concrete shall be permitted as a primary exterior siding material for buildings in industrial zoning districts or acceptable substitute as approved by the board.

2. All exterior siding material such as aluminum, steel, vinyl, mirrored or reflective glass, cinderblock, unfinished concrete, fiberglass or plastic are prohibited except that architectural fiberglass or plastic can be used to such extent that such material is used as detailing and decorative trim if approved by the board.

3. Fifty percent of the width of the front facade of the building shall consist of fenestration. All fenestration comprised of glass shall be multi-paned in appearance. Single-paned plate glass windows greater than six square feet in surface area without the appearance of being multi-paned shall be prohibited unless approved by the board.

4. All exterior painted surfaces, where visible from the public street shall be painted in earth tones. Colors shall be non-primary colors including darker and cooler shades of green, red, such as brick, yellow including beige, and lighter shades of brown including tan. However, white may be permitted if approved by the board. Corporate graphics, trademarks, corporate logos, corporate service marks and corporate branding items may be permitted by the board to the extent used for decorative trim or for signage as part of the overall exterior features.

5. Roofs on multifamily and commercial or office buildings shall generally consist of a pitch of 7/12 or greater with exception of porches and porticos and be comprised of

asphalt, cedar shake, cement tile material. Standing seam metal roofing shall be allowed as approved by the board. Flat roofs shall be permitted in larger commercial and industrial zoning where rooftop equipment is screened from view by raised parapet walls and shall be consistently flat across the building length with exception of features of fenestration to break up building mass and long, monotonous facades. Flat roofs may be permitted on larger multifamily and office buildings as approved by the board.

6. Burglar bars and steel roll down doors or curtains shall not be visible from the public street, with exception to buildings in industrial zoning districts as approved by the board.
 7. Service bays shall be designed so that the openings of service bays are not visible from a public street (i.e., side entry), with exception to buildings in industrial zoning districts as approved by the board.
 8. Fabric and canvas awnings and all other building materials must be of durable quality and shall be compatible with materials used in adjoining buildings.
 9. All exterior building elevations that face public streets and/or customer parking areas shall be designed so that there are no large expanses of blank walls. This requirement can be met by employing the use of architectural features including, but not limited to, the following: Doors, windows, pilasters, columns, horizontal and vertical offsets, material and color variations, decorative cornices, awnings, canopies, murals, and graphics.
- B. Additional requirements. Properties with material changes of structures lying within the historic preservation district overlay shall abide by the certificate of appropriateness process for the historic preservation district and follow the design guidelines as promulgated by the historic preservation commission. Properties within the Gateway Town Center and/or the Locust Grove Town Center LCI area shall abide by the applicable design guidelines in addition to this chapter.
- C. The exterior architectural features of buildings and structures within the office/institutional and commercial zoning classifications shall adhere to the following additional requirement:
- Front facades and any exterior sides facing public streets shall consist of a minimum of seventy percent of brick or natural or manufactured stone or a combination thereof, except where a building over three stories in height and/or greater than twenty thousand square feet in total building area may reduce this requirement as approved by the board where the structure provides adequate fenestration and design features or where a building is designed under LEED Silver, Gold, or Green standards.

Recommendation:

I MOVE TO (approve/deny/table) THE RESOLUTION APPROVING LOCUST GROVE PHASE II BUILDING 3 ARCHITECTURAL BUILDING ELEVATION SUBMITTED BY ATLAS COLLABORATIVE DATED 7/9/21 FOR PROPERTY LOCATED ON COLVIN DRIVE.

RESOLUTION NO. _____

A RESOLUTION TO APPROVE ARCHITECTURAL PLANS FOR THE PROJECT KNOWN AS LOCUST GROVE PHASE II BUILDING 3 LOCATED ON COLVIN DRIVE IN ACCORDANCE WITH CHAPTER 15.44 OF THE LOCUST GROVE CITY CODE; TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE ANY DOCUMENTS NECESSARY TO CARRY OUT THIS RESOLUTION; TO REPEAL INCONSISTENT PROVISIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

W I T N E S S E T H :

WHEREAS, the City of Locust Grove, Georgia (“City”) adopted Chapter 15.44 (“Chapter”) entitled “Architectural Review”, and;

WHEREAS, the purpose of the Chapter is to regulate the aesthetics, quality of exterior building materials and to the promotion of health, safety, prosperity and general welfare of the citizens of Locust Grove, and;

WHEREAS, the Mayor and City Council consist of the Architectural Review Board for the City of Locust Grove (“Board”) per Section 15.44.040, and;

WHEREAS, Atlas Collaborative of Peachtree Corners, GA submitted color building elevation renderings for a proposed new warehouse Locust Grove Phase II Building 3 located on Colvin Drive attached hereto and made part thereof as **Exhibit “A”**, and;

WHEREAS, the Board may review and make comment on architectural plans and issue approval per Chapter 15.44 (“Chapter”) of the Code of Ordinances for the City of Locust Grove, and;

WHEREAS, the Board in the exercise of their sound judgment and discretion, after giving thorough thought to all implications involved, and keeping in mind the public interest and welfare to the citizens of the City, have determined this request for architectural review to be in the best interests of the citizens of the City, that this Resolution be adopted.

THEREFORE, IT IS NOW RESOLVED BY THE ARCHITECTURAL REVIEW BOARD OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Finding.** That the Locust Grove Architectural Review Board hereby finds that the Plans submitted by CCR Architecture appear to meet the requirements of Chapter 15.44 of City of Locust Grove Code.
2. **Conditions.** That the Locust Grove Architectural Review Board finding in Item 1 above is subject to the following conditions:
 - a. Final Colors. That final colors and type of materials be reviewed and approved by the Community Development Director to meet all requirements of Chapter 15.44

of City of Locust Grove Code as “earth tone” in nature.

- b. Material Changes. That any material deviations in exterior architectural features, materials, or colors as depicted in the plans in **Exhibit “A”** require review and approval by the Architectural Review Board.
 - c. Extension of Approved Plans. That the approval granted herein may be in effect for a period not to exceed eighteen (18) months from the approval date of this Resolution.
3. **Public Purpose**. The Board finds that the foregoing actions constitute a major stem in preserving the health, safety, well-being and economic vitality of the community and are, therefore, consistent with its public purposes and powers.
 4. **Authority**. That the Board hereby authorizes the City Clerk to affix a stamp of the date of approval on the revised architectural plans in accordance with Section 15.44.060 J, to affix the City Seal if necessary, to carry out this Resolution, and to place this Resolution and any related documents among the official records of the City for future reference.
 5. **Severability**. To extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
 6. **Repeal of Conflicting Provisions**. All Board resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
 7. **Effective Date**. This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 7th day of September, 2021.

ROBERT S. PRICE, Mayor

ATTEST:

MISTY SPURLING, City Clerk

(Seal)

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"



LOCUST GROVE
PHASE II BUILDING 3

LOCUST GROVE, GA

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Rev	Desc	Date	By
1	ISSUED FOR PERMIT	05/13/2021	JPM
2	ISSUED FOR PERMIT	05/13/2021	JPM
3	ISSUED FOR PERMIT	05/13/2021	JPM
4	ISSUED FOR PERMIT	05/13/2021	JPM

Revisions

Issue Date	Issue No.
05/13/2021	000010

ENTRY VIEW

Sheet No. **A.200**

ISSUED FOR CONSTRUCTION

GLASS SCHEDULE

<p>① 1" INSULATED 8MM PANE UP 1/2" AIR SPACE 8MM PANE UP COLOR: CLEAR</p>	<p>② 1" INSULATED 8MM PANE UP 1/2" AIR SPACE 8MM PANE UP COLOR: CLEAR</p>	<p>③ 1" INSULATED 8MM PANE UP 1/2" AIR SPACE 8MM PANE UP COLOR: CLEAR</p>
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NOTE: PROJECTS LOCATED WITHIN A 500' OF THE COASTAL WIND HIGH WATER LINE SHOULD BEEN SPECIFIED OVER TO 50% LAR TO BE CONSIDERED AND BORN CARBON REDUCED. PROVIDE IMPACT RATED GLASS IN WIND BORN BORN REDUCED E.C. TO CONFORM.

EXTERIOR FINISH SCHEDULE

<p>① EXTERIOR TEXTURE COATING PAINTED CONCRETE SURFACE: BULLHORN ULTRACRETE OR EQUAL COLOR: T80</p>	<p>② EXTERIOR TEXTURE COATING PAINTED CONCRETE SURFACE: BULLHORN ULTRACRETE OR EQUAL COLOR: T80</p>	<p>③ EXTERIOR TEXTURE COATING PAINTED CONCRETE SURFACE: BULLHORN ULTRACRETE OR EQUAL COLOR: T80</p>
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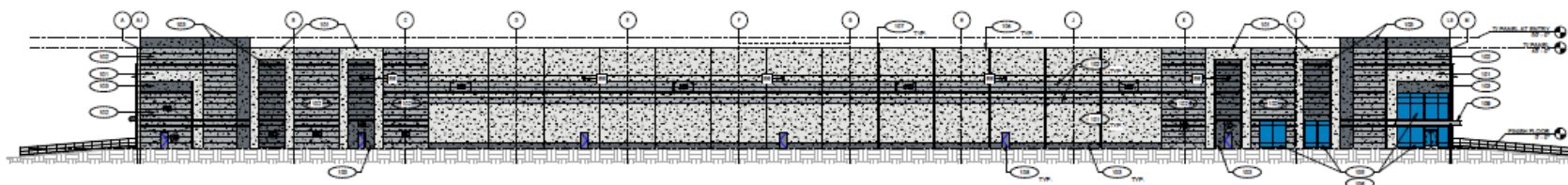
<p>④ JOINT SEALING: ALUM. POLYURETHANE TRANSITIONING: BULK OR EQUAL COLOR: ANODIZED ALUMINUM</p>	<p>⑤ JOINT SEALING: 8" O.C. JOINTS TRANSITIONING: BULK OR EQUAL COLOR: T80</p>	<p>⑥ BONDING METAL DOORS & FRAMES COLOR: PAINTED TO MATCH</p>
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GENERAL NOTES

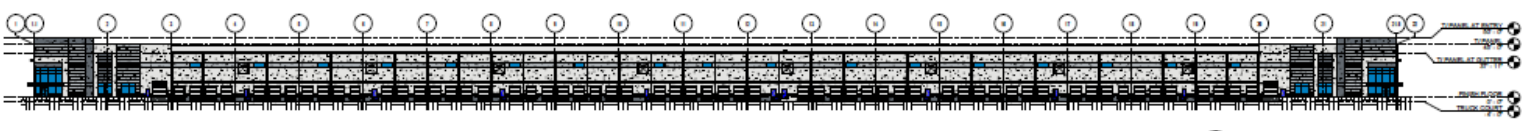
1. ALL GLASS TO BE TYPE 100. ALL GLASS IS TO BE TREATED.
2. ALL GLASS TO BE 1/2" OF DOOR BEING TO BE TREATED.
3. CHANGE TO PANEL 41. SEE ELECTRICAL DRAWINGS FOR ELECTRICAL.
4. STAIRWELL SYSTEMS TO BE DESIGNED TO MEET ALL LOCAL AND DESIGN LOADS. SEE ELECTRICAL DRAWINGS FOR ELECTRICAL LOAD REQUIREMENTS.
5. EXTERIOR WALL PANELS AND BOLLERS. SEE ELECTRICAL DRAWINGS FOR LOCATIONS.

KEYNOTES

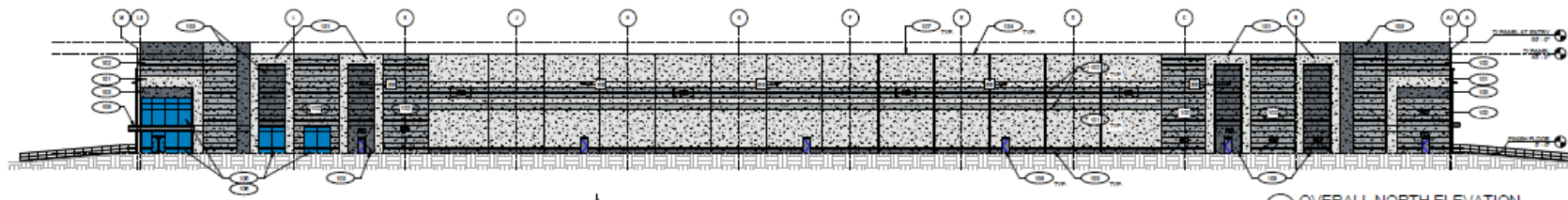
- E CONCRETE SERVICE RAFT. SEE FOUND.
- E STAR AND GUARDRAIL. TYP. SEE WALL, BL, AT, 10A, 41.
- E DOCK BUMPER. SEE WALL SECTIONS.
- E WIND CONSPIRACY WALL. SEE TO TRACK COURT.
- E PROVIDE BIRD SCREENS AT RAMP FALL.
- F LOUVER. SEE MECHANICAL DRAWINGS.
- E LED WALL PACK. SEE ELECTRICAL DRAWINGS.



4 OVERALL SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



3 OVERALL EAST ELEVATION
SCALE: 1/4" = 1'-0"



2 OVERALL NORTH ELEVATION
SCALE: 1/4" = 1'-0"



1 OVERALL WEST ELEVATION
SCALE: 1/4" = 1'-0"



LOCUST GROVE
PHASE II BUILDING 3

LOCUST GROVE, GA

4021 Atlas Collaborative LLC. These drawings are prepared by the Architectural Firm of the State of Georgia. These drawings are not to be used for any other project without the written consent of Atlas Collaborative, LLC.

Project Name:	LOCUST GROVE
Architect:	SCANNELL PROPERTIES
Contractor:	SCANNELL PROPERTIES
Design Date:	08/11/2023
Drawn By:	SCANNELL PROPERTIES
Checked By:	SCANNELL PROPERTIES
Date:	08/11/2023

Revision:
1. 08/11/2023. FINAL COORDINATION

EXTERIOR ELEVATIONS

Sheet No.:

A.201

ISSUED FOR CONSTRUCTION



Administration Department

P. O. Box 900
Locust Grove, Georgia 30248

Phone: (770) 957-5043
Facsimile (770) 954-1223

Item Coversheet

Item: Pay Plan No. 701 of Personnel Policy/New/Active Positions

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: Yes, General and/or Enterprise Funds with personnel assigned

Date Received: July 27, 2021 / Updated and Revised August 11, 2021

Workshop Date: August 16, 2021

Regular Meeting Date September 7, 2021

Discussion:

Attached is the revised Ordinance to amend Chapter 701 of the Personnel Policy reflecting changes related to personnel staffing and mobility among existing employees. Primary to this is the new position of FIRE MARSHAL, the activation of the prior position of MECHANIC, to place the Captain position as Inactive, and to allow for more advancement in the pay scale for mature staff members in multiple areas. The Mechanic is being activated because it has been budgeted for two fiscal years and we hope to search for a mechanic to defray our growing costs of automobile and equipment repair if feasible. The Fire Marshal has been added to Community Development to provide better service to our citizens while maintaining the high standards of safety, although the position may, like some, be contracted if no qualified applicants are found. We did examine the other cities and found that Stockbridge and McDonough have full-time staff as Fire Marshall. Hampton contracts. All retain the fees. Hampton does not perform Arson Investigations, however.

Additionally, we added some more progression in the pay scale in the prior year to allow some advancement beyond just beyond longevity as we grow our overall operations. This enables some further movement as we look at more of our overall operations. Primary to this is our "Master Level" for our Administrative personnel and that of Lieutenant as well.

Recommendation:

APPROVE AN ORDINANCE TO AMEND THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO AMEND NO. 701 ENTITLED “THE PAY PLAN”; TO APPROVE THE NEW SALARY SCHEDULE FOR ADDITION OF “FIRE MARSHAL” POSITION; FOR ADVANCEMENT LEVELS FOR MATURE STAFF MEMEBER AND ADDED OR ACTIVATED POSITIONS INTO THE PAY SCALE; TO PROVIDE FOR CODIFICATION IN THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO AMEND NO. 701 ENTITLED “THE PAY PLAN”; TO APPROVE THE NEW SALARY SCHEDULE FOR ADDITION OF “FIRE MARSHAL” POSITION; FOR ADVANCEMENT LEVELS FOR MATURE STAFF MEMEBER AND ADDED OR ACTIVATED POSITIONS INTO THE PAY SCALE; TO PROVIDE FOR CODIFICATION IN THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the City of Locust Grove, Georgia (“City”) approved a Fiscal Year 2021 Operating and Capital Budget authorizing the expenditure for certain departments throughout the City and other operating and capital funds; and,

WHEREAS, the position of Fire Marshal is to be added into the Job Description for the Community Development Department of Section 701 the Personnel Policy, as shown in **Exhibit “A”**; as amended,

WHEREAS, the Salary Schedule per Section 701 of the Personnel Policy, as shown in **Exhibit “B”**; must show all classifications including new/idle positions as per the approved salary scale along with any adjustments for advancement as staff mature in their existing job assignments, as amended,

WHEREAS, pursuant to the Section 3.51 of the charter of the City of Locust Grove, Georgia, the Mayor and City Council hereby amend the Job Classification Manual and the Pay Plan to provide for these additional positions and pay classifications.

THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS

SECTION 1. Additions of Position in Community Development. The City of Locust Grove Personnel Policy is hereby amended by adding the new job description of “Fire Marshal” as attached hereto and incorporated herein as **Exhibit “A”** along with the listing in the Salary Schedule in an amended Section 701 as attached hereto and incorporated herein as **Exhibit “B”**.

SECTION 2. Adoption of the amended Salary Schedule to Section 701 for all revisions of Active/Inactive Positions and for adjustment in scale to allow advancement for mature staff members. The following amended to Section 701 of the Personnel Policy entitled “The Pay Plan” is hereby amended by adopting the new Salary Schedule as attached hereto and incorporated herein as **Exhibit “B”** reflecting adjustments in Active and Inactive positions along with more classifications to allow more advancement for mature staff members.

SECTION 3. The City Clerk is hereby directed to record this Ordinance in the official minutes of the City.

SECTION 4. The Personnel Policy adopted and dated July 12, 2004 is hereby re-adopted in its entirety except as amended as the Personnel Policy of the City of Locust Grove.

SECTION 5.

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections, paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 7. Repeal of Conflicting Ordinances. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 8. Effective Date. This ordinance shall become effective immediately as adopted by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this 7th day of September, 2021

ROBERT S. PRICE, Mayor

ATTEST:

APPROVED AS TO FORM:

MISTY SPURLING City Clerk

CITY ATTORNEY

(Seal)

EXHIBIT "A"

**AMENDMENT COMMUNITY DEVELOPMENT JOB DESCRIPTION
TO ADD POSITION OF FIRE MARSHAL**

Community Development

Job Title: Fire Marshal

Job Summary: The Fire Marshal directly oversees and manages fire prevention activities conducted by the City of Stockbridge, including fire investigations, plan review process, community education, fire code inspection / enforcement, permit issuance, educating citizens in the relevant areas of fire prevention, and is responsible for the overall administration of the Fire Prevention Division's programs and services; Works closely with the planning & zoning, businesses services, code enforcement, and building divisions; Coordinates and collaborates with the County's fire departments and fire agencies regarding fire code development, adoption of standards and fire code enforcement; advocates for fire service issues.

The Fire Marshall reports first to the Community Development Director to keep them informed of all functions and important matters concerning fire prevention activities. The majority of work is performed in an office environment with trips to locations within the surrounding community for the purpose of performing inspections, investigating fires and emergency scenes, and speaking before community groups.

CLASS CHARACTERISTICS

FIRE MARSHAL This is a skilled, technical position that is subject to appointment by the Mayor under the approval of the City Council and *may sometimes be subject to a contracted position.*

Major Duties:

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

- Develop, implement, and oversee a comprehensive Fire Prevention Division and associated community risk reduction programs. Evaluate Fire Prevention Division activities and goals on a regular basis and make adjustments as appropriate. Coordinate the fire prevention activities with other programs of the City.
- Oversee and review annual inspection program. Interpret codes and provide mitigating solutions for Fire Prevention and Suppression personnel and building/business owners.
- Develop, implement and conduct procedural methods and practices for reviewing plans, conducting inspections and investigating fire loss incidents.
- Conduct field inspections of construction projects and inspect buildings and facilities as necessary. Evaluate and enforce existing fire safety conditions and Federal, State and local codes applicable to fire safety.
- Assist in the development and implementation of City policies, goals, objectives and priorities and recommend policy, procedure and ordinance revisions as necessary.

Job Title: Fire Marshal (continued)

- Prepare and administer Fire Prevention budget, based on goals and objectives of Fire Prevention Division and the City. Make presentations before the city council, boards and committees on fire prevention matters, as necessary.
- Meet with and assist architects, engineers, contractors and others involved in development and construction activities where fire codes, ordinances or standards may affect such activities.
- Provide fire prevention content training to City personnel.
- Conduct and oversee emergency scene and fire investigations, determine cause and origin, and coordinate activities with law enforcement.
- Maintain complete and permanent records of all Fire Prevention Division activities including: public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, the cause of fires occurring within the City, the owner and occupant of the property involved, and loss of such property and other information considered necessary.
- Submit monthly and annual reports to the Community Development Director summarizing fire prevention activities.
- Attend regional and state meetings of related agencies, and other relevant meetings/conferences to maintain current knowledge of regional affairs, with impact to Fire Prevention activities. Stay current with code interpretations, fire investigation and public education programs/techniques.

Knowledge, Skill, and Abilities:

Knowledge of:

- Principles, methods and practices of modern fire prevention management, fire suppression activities and investigation techniques;
- Pertinent Federal, State, and local laws, codes and regulations;
- Hazardous materials, associated properties of those materials, and the ability to apply applicable codes regulating those materials;
- Principles and practices of personnel management including training, performance evaluation, and conflict management;
- Fire investigation procedures;
- Budget preparation and administration;
- Current computer applications utilized by the City and utilize applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
- Business letter writing, basic report preparation, and principles and procedures of record keeping;
- Modern office procedures, methods and equipment.

Skills in:

- Effectively handling difficult or sensitive issues, using professionalism and an understanding of organizational culture;

Job Title: Fire Marshal (continued)

- Using interpersonal skills in a tactful, patient and courteous manner;
- Strong problem-solving skills including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups.

Abilities to:

- Evaluate programs, policies and procedures, analyze Fire Prevention Division activities and take effective action to improve Fire Prevention division operations or resolve problems;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances and safety rules;
- Perform under considerable stress while confronted with emergency situations related to the job of a Fire Marshal;
- Maintain confidentiality;
- Maintain and establish effective and cooperative working relationships with City employees, public and public officials and to work effectively in a team environment;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Conduct oneself in a professional manner as defined by City policy;
- Learn and possess working knowledge of geography and street locations of City response areas;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Supervisory Controls: Work may be assigned by the City Manager in addition to overall tasks and direction within his/her own technical demands and skill for knowledge of necessary work tasks in this field. This position supervises assigned employees; provides technical support to operations personnel regarding code compliance matters; directs operations personnel during an incident's investigation phase.

Minimum Qualifications:*Education/Experience:*

- 2 years of college level course work in Fire Science, Public Administration or related field AND 10 years of progressive experience in fire service with at least 5 years of experience in fire prevention involving fire investigation, code enforcement, public education, instructional techniques and methodology OR equivalent education / experience.

Job Title: Fire Marshal (continued)

- Supervisory experience is preferred.

Certificates and Licenses:

- A valid Georgia State Driver's License is required.
- International Code Council or IFSAC Fire Inspector I & II certifications are required.
- International Code Council Fire Plans Examiner, National Fire Protection Assessment certification or equivalent education/experience is required.
- IFSAC or IAAI Fire Investigator certification is preferred (Must attain within 12 months)
- NIMS certifications (as determined by the Fire Chief) are required within 90 days of hire.
- IFSAC Fire Instructor I certification is preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, an employee is regularly required to talk and hear; use hands or fingers to handle and feel; and frequent use of the telephone and computer while communicating with internal and external customers; requires manual dexterity and visual acuity to operate personal computer or other standard office equipment, job site inspections and investigations. Employee may sit for several hours each day but will also need mobility and ability to stand and walk continuously for long periods of time. Employee may seldom lift, push, or pull up to 50-100 pounds in the course of an investigation. Work may occasionally require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

This position will require the employee to perform strenuous work seldom, for extended periods of time, while performing some or all of the following:

- Wear a respirator (SCBA);
- Wear and/or carry over 50lbs of protective clothing/equipment;
- Work in an overheated, extreme cold or wet environment;
- Work under adverse or stressful conditions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work area will encompass a wide variety of settings including: administrative duties in an office setting; occasionally works outside, in poor weather conditions, in hazardous traffic areas, in and around structures that may be hazardous

and/or unstable, and under unfavorable or unsanitary conditions, which may include biohazards, air and blood-borne pathogens. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required.

Special Requirements/Tasks/Duties

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the City's existing vehicle and umbrella liability insurance carrier.

Pay Grade: This is a pay classification range of Level 71 – 74, depending on level of qualifications and experience.

EXHIBIT "B"

**AMENDMENT TO PAY PLAN (SECTION 701 OF PERSONNEL POLICY) TO
PROVIDE FOR NEW / ACTIVE / INACTIVE POSITIONS AND FOR FURTHER
ADVANCEMENT LEVELS WITHIN THE SALARY SCHEDULE**

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels						
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour	
50	Part Time Seasonal Maintenance (inactive)	\$ 24,892.38	N/A	N/A	N/A	N/A	\$ 11.97	
51	Administration/Comm. Dev. Intern (PT - Inactive)	\$ 26,137.12	\$ 39,718.18	\$ 29,532.39	\$ 32,927.65	\$ 36,322.92	\$ 12.57	
52	Maintenance Worker I	\$ 29,090.01	\$ 41,704.85	\$ 32,243.72	\$ 35,397.43	\$ 38,551.14	\$ 13.99	
	Facilities Maintenance Technician I (inactive)							
	Stormwater Maintenance Technician I							
	CSR/Receptionist (PT/FT) Admin							
	Main Street Administrative Asst (PT/FT)							
53	Administrative Assistant I	\$ 30,544.51	\$ 43,790.47	\$ 33,856.00	\$ 37,167.49	\$ 40,478.98	\$ 14.68	
	Administrative Assistant I (Police/Public Safety)							
	Facilities Maintenance Technician II (inactive)							
	Business/Alcohol License Clerk I							
	Maintenance Worker II							
	Stormwater Maintenance Technician II							
	Permit Coordinator I							
	Utility Billing Clerk I							
54	Facilities Maintenance Supervisor (inactive)	\$ 32,071.73	\$ 45,978.85	\$ 35,548.51	\$ 39,025.29	\$ 42,502.07	\$ 15.42	
	Water Meter Maintenance Technician I							
55	Water/ Sewer Operator Trainee (provisional)	\$ 32,405.17	\$ 48,277.61	\$ 36,373.28	\$ 40,341.39	\$ 44,309.50	\$ 15.58	
	Stormwater Maintenance Technician III							
	Maintenance Worker III							
	Assistant Municipal Court Clerk I							
56	Administrative Assistant II	\$ 34,026.08	\$ 50,692.44	\$ 38,192.67	\$ 42,359.26	\$ 46,525.85	\$ 16.36	
	Permit Coordinator II							
	Utility Billing Clerk II							
	Business/Alcohol License Clerk II							
	Heavy Equipment Operator I							
	Maintenance Crew Leader I							

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Water Meter Maintenance Technician II						
	Assistant Municipal Court Clerk II						
	Water/ Sewer Operator Trainee (confirmed)						
57	Accounts Payable Clerk I	\$ 35,727.45	\$ 53,227.15	\$ 40,102.37	\$ 44,477.30	\$ 48,852.23	\$ 17.18
	Municipal Court/Police Records Clerk I						
	Court Bailiff (uncertified)/PT						
58	Maintenance Crew Leader II	\$ 37,514.38	\$ 55,889.37	\$ 42,108.13	\$ 46,701.88	\$ 51,295.62	\$ 18.04
	Water/Sewer Operator III						
	Water Meter Maintenance Technician III						
	Heavy Equipment Operator II						
	Utility Billing Clerk III						
	Administrative Assistant III						
	Business/Alcohol License Clerk III						
	Permit Coordinator III						
	Accounts Payable Clerk II						
	Police Officer (In Training - Uncertified)						
59	Planning Technician (Comm. Dev. - FT) I	\$ 39,390.74	\$ 58,684.79	\$ 44,214.25	\$ 49,037.77	\$ 53,861.28	\$ 18.94
	Executive Administrative Assistant I						
	Assistant City Clerk I (non certified)						
	Municipal Court/Police Records Clerk II						
	Accounts Payable Clerk III						
60	Water/Sewer Operator II	\$ 41,360.35	\$ 61,619.12	\$ 46,425.04	\$ 51,489.74	\$ 56,554.43	\$ 19.88
	Code Enforcement Officer (uncertified)						
	Maintenance Crew Leader III						
	Heavy Equipment Operator III						
	Planning Technician (Comm. Dev. - FT) II						
	Executive Administrative Assistant II						
	Assistant City Clerk II (non certified)						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Municipal Court/Police Records Clerk III						
ACTIVATE	Mechanic I						
61	Water/Sewer Operator I	\$ 43,428.30	\$ 64,699.98	\$ 48,746.22	\$ 54,064.14	\$ 59,382.06	\$ 20.88
	Police Officer I						\$ 19.88
	Mechanic II						
	Bailiff (P.O.S.T. Certified)						
	Code Enforcement Officer (POST certification)						
	Master Level - Permit Clerk/Bus. License Clerk/ Utility Billing/AP Clerk						
62	Public Works Manager	\$ 45,623.37	\$ 67,934.98	\$ 51,201.27	\$ 56,779.18	\$ 62,357.08	\$ 21.93
inactive	Corporal I						\$ 20.89
	Police Officer II						
	Fleet Manager - PW						
	Assistant City Clerk II (certified)						
	Utility Billing Manager I						
inactive	Purchasing Manager I (HS/AD 3/5 Years exp)						
inactive	Accounting Specialist I						
inactive	Planner I - no interest/study in future for need						
63	Investigator I	\$ 47,879.69	\$ 71,331.73	\$ 53,742.70	\$ 59,605.71	\$ 65,468.72	\$ 23.02
inactive	Corporal II						
	Police Officer III						\$ 21.92
	Human Resources Specialist (2-5 Years)						
	City Clerk - (uncertified - HS/BA 2 - 5 years)						
64	GIS Coordinator/Stormwater Specialist	\$ 50,273.69	\$ 74,898.32	\$ 56,429.85	\$ 62,586.01	\$ 68,742.16	\$ 24.17
inactive	Corporal III						
	Police Sergeant I						\$ 23.02
	Investigator II						
	Professional Standards Specialist - I (Police)						
	Building Inspector I (Residential/Commercial)						
Aug-21	Development Inspector (Storm/Erosion/Plans)						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Assistant City Clerk III (post certification)						
	Utility Billing Manager II						
inactive	Purchasing Manager II (BS/BA 3 Years exp)						
inactive	Accounting Specialist II						
65	Planner II (A.I.C.P.)	\$ 52,787.36	\$ 78,643.24	\$ 59,251.33	\$ 65,715.30	\$ 72,179.27	\$ 25.38
	Human Resources Specialist II (5+ Years)						\$ 24.17
	Main Street Manager/Economic Development						
66	Police Sergeant II	\$ 55,426.74	\$ 82,575.40	\$ 62,213.90	\$ 69,001.07	\$ 75,788.23	\$ 26.65
	Professional Standards Specialist - II (Police)						
inactive	Purchasing Manager - Certified CPM						\$ 25.38
inactive	Accounting Specialist Certified Financial CVI						
	Building Inspector II (Residential/Commercial)						
	Assistant City Clerk Master (5+ Years Certified)						
	Human Resources Specialist Master (5+ Years)						
67	Chief Building Official	\$ 58,198.08	\$ 86,704.17	\$ 65,324.60	\$ 72,451.12	\$ 79,577.64	\$ 27.98
	Lieutenant I						\$ 26.65
	Planner III (A.I.C.P. with 3+ years experience)						
68	Asst. Community Development Director	\$ 61,107.97	\$ 91,039.38	\$ 68,590.82	\$ 76,073.67	\$ 83,556.52	\$ 29.38
69	Stormwater Utility Manager	\$ 64,163.37	\$ 95,591.34	\$ 72,020.37	\$ 79,877.36	\$ 87,734.35	\$ 30.85
	Lieutenant II						\$ 29.38
	Public Works Manager - Street Maintenance						
	Public Works Manager - Utilities Distribution						
	City Clerk - (Cert. or Uncert. - BA >5 years)						
70	Water and Wastewater Manager	\$ 67,371.55	\$ 100,370.91	\$ 75,621.39	\$ 83,871.23	\$ 92,121.07	\$ 32.39
Inactive	Police Captain						\$ 30.85
	Lieutenant III						\$ 30.85
	Public Works Manager II - Street Maintenance						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Public Works Manager II - Utilities Distribution						
71	City Clerk (Certified 5+ Years)	\$ 70,740.13	\$ 105,389.46	\$ 79,402.46	\$ 88,064.79	\$ 96,727.12	\$ 34.01
	Police Captain II						
72	Public Works and Facilities Director	\$ 74,277.13	\$ 110,658.93	\$ 83,372.58	\$ 92,468.03	\$ 101,563.48	\$ 35.71
	City Clerk II (Certified 5-10 Years)						
73	Community Development Director	\$ 77,990.99	\$ 116,191.88	\$ 87,541.21	\$ 97,091.43	\$ 106,641.65	\$ 37.50
	City Clerk III (Certified 10+ Years)						
74	Police Chief	\$ 81,890.55	\$ 122,001.47	\$ 91,918.28	\$ 101,946.01	\$ 111,973.74	\$ 39.37
	Public Safety Director (inactive)						
75	Human Resources Director (Inactive/Future)	\$ 85,985.06	\$ 128,101.54	\$ 96,514.18	\$ 107,043.30	\$ 117,572.42	\$ 41.34
76	Finance Director (Inactive/Future)	\$ 90,284.32	\$ 134,506.62	\$ 101,339.90	\$ 112,395.47	\$ 123,451.05	\$ 43.41
	Police Chief (over 5 Years)						
	Community Development Director (5+ Years/Cert)						
77	Assistant / Deputy City Manager (Active)	\$ 94,798.52	\$ 141,231.95	\$ 106,406.88	\$ 118,015.24	\$ 129,623.59	\$ 45.58
78	City Manager I	\$ 99,538.46	\$ 148,293.55	\$ 111,727.23	\$ 123,916.00	\$ 136,104.78	\$ 47.86
	Assistant / Deputy City Manager II (over 5 Years)						
79	City Manager II (over 5 Years)	\$ 104,515.38	\$ 155,708.23	\$ 117,313.59	\$ 130,111.80	\$ 142,910.02	\$ 50.25
	Asst./Deputy City Manager III (Certified ICMA/GMA)						
80	City Manager III (Certified ICMA/GMA)	\$ 109,741.15	\$ 163,493.64	\$ 123,179.27	\$ 136,617.40	\$ 150,055.52	\$ 52.76



Community Development Department

P. O. Box 900
Locust Grove, Georgia 30248
Phone: (770) 957-5043
Facsimile (770) 954-1223

Item Coversheet

Item: An Ordinance to modify zoning conditions for Oak Ridge Meadows POD E (a.k.a. Locust Grove Station POD E) located North of Locust Grove Griffin Road (Parcel IDs: 130-01017000).

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: June 30, 2021

Budget Item: No

Date Received: June 1, 2020

Workshop Date: August 16, 2021

Regular Meeting Date: September 7, 2021

Discussion:

Pulte Group of Alpharetta, GA requests a modification to zoning conditions for property located on Locust Grove Griffin Road within Oak Ridge Meadows (a.k.a. Locust Grove Station) Planned Development POD E (Parcel ID: 130-01017000) in Land Lot 135+ of the 2nd District. The property consists of 119.85 +/- acres and the request is to modify zoning conditions that are a part of the approved project narrative to allow for the development of an aged-targeted community.

Recommendation

Taking into consideration the Henry County/Joint Cities Comprehensive Land Use Plan 2040, which is the city's constitutional policy guide adopted by the City Council in 2018, an issue that is strongly suggested to be addressed over the next seven years is a lack of housing options. According to Plan 2040, at least 86% (page 77, Henry County/Joint Cities Comprehensive Plan 2040) of housing structures are single family residences. The need for housing choices for all

life stages is insufficient. If the city continues its support of diverse growth and remains attractive to a variety of generations, Age Targeted developments would fall within the suggested growth direction. Based on the city's policy guide, the applicant's request to allow an Age Targeted development instead of an Age Restricted development along with changes to roof pitch and house square footage remain within the context of housing choices for a variety of generations. If solely based on the city's policy guide, staff objectively recommends **Approval** of the applicant's request. Nevertheless, in keeping with the intent of the PR-5 zoning ordinance and understood rationale and dialogue from the City Council at the adoption of the PR-5 zoning ordinance, staff recommends **Denial** of the applicant's request.

Please note that a denial of the applicant's request would not be to the detriment of the City's Policy Guide nor the intent of the PR-5 zoning district and approved project narrative nor be in conflict to what the City Council has already approved within the last three years. Given that the applicant is requesting a change to the conditions and project narrative approved by the Locust Grove City Council, **the decision to approve or deny the applicant's request rests with the City Council. [emphasis added]**

ORDINANCE NO. _____

**CITY OF LOCUST GROVE
HENRY COUNTY, GEORGIA**

**AN ORDINANCE FOR THE PURPOSE OF MODIFYING REZONING CONDITIONS
FOR 119.85 +/- ACRES LOCATED IN LAND LOT 135+ OF THE 2nd DISTRICT,
PARCEL 130-01017000, WITHIN THE CITY OF LOCUST GROVE, GEORGIA**

WHEREAS, Pulte Group of Alpharetta, GA (hereinafter referred to as “Applicant”) requests modification to conditions of rezoning for property located North of Locust Grove Griffin Road, in Land Lot 135+ of the 2nd District, consisting of approximately 119.85 +/- acres (hereinafter referred to as “Property”) and is illustrated in **Exhibit A** attached hereto and incorporated herein by reference; and,

WHEREAS, the Applicant has submitted an application that is included in the Staff Report (hereinafter referred to as “Report”) attached hereto and incorporated herein by reference as **Exhibit B**; and,

WHEREAS, the applicant requests that the Mayor and City Council of the City of Locust Grove (hereinafter referred to as “City”) modify zoning conditions incorporated into the project narrative to allow an Age Targeted development instead of an Age Restricted development along with changes to roof pitch and house square footage; and,

WHEREAS, the Applicant has proposed six floorplans with a mixture of single-story (minimum 1,500 sq. ft.) and two-story (minimum 2,000 sq. ft.) homes; and,

WHEREAS, the six proposed floorplans are attached hereto and incorporated herein in **Exhibit B**; and,

WHEREAS, said request has been reviewed by the Mayor and City Council at a Public Hearing, on August 16, 2021, as well as by the City Community Development Department; and,

WHEREAS, notice of this matter (as attached hereto and incorporated herein as **Exhibit C**) has been provided in accordance with applicable state law and local ordinances; and,

WHEREAS, the Mayor and City Council have reviewed and considered the Applicant's request and both the recommendations of the public hearing and City staff as presented in the Report; and,

**THEREFORE, THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY
ORDAINS:**

1.

- That the Applicant's request in said application is hereby **APPROVED**;
- That the Applicant's request in said application is hereby **DENIED**.

2.

That, if the rezoning condition modification is granted, said modification of the Property shall become effective immediately upon adoption of this Ordinance.

SO ORDAINED by the Council of this City this 7th day of September 2021.

ROBERT S. PRICE, Mayor

ATTEST:

MISTY SPURLING, City Clerk

(Seal)

APPROVED AS TO FORM:

City Attorney
(Seal)

EXHIBIT "A"

EXHIBIT "B"
STAFF REPORT

EXHIBIT "C"
COPIES OF PUBLIC NOTICE AND PUBLIC HEARING

EXHIBIT "D"
CONDITIONS



Police Department
P. O. Box 900
Locust Grove, Georgia 30248

Phone: (770) 957-5043
Facsimile (770) 954-1223

Item Coversheet

Item: Amendment to Police SOP Section P-005 Patrol Operations

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: Incremental – General Fund/Dept. 3230 – Public Safety

Date Received:

Workshop Date: August 16, 2021

Regular Meeting Date:

Discussion:

Attached is a revision to Section P-005 Patrol Operations. As you may recall, the SOP is to be reviewed and brought to you at least annually. In this instance, a recommendation is to amend the IV. Organization and Tour of Duty C. Assistant Shift Supervisor, D. Tour of Duty, E. Shift Assignment. X. Patrol Vehicle Video Equipment E., XIV Police Radio Procedures, XXX. Duties of Investigating Officer E.

Recommendation:

APPROVE ORDINANCE TO AMEND CHAPTER 2.24 ENTITLED POLICE DEPARTMENT TO AMEND SECTION 2.24.030 ENTITLED “POLICE STANDARD OPERATING PROCEDURES”; TO ADOPT NEW SECTION P-005 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

ORDINANCE NO. _____

TO AMEND THE “STANDARD OPERATING PROCEDURES” OF THE CITY OF LOCUST GROVE; TO AMEND P-005 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS

SECTION 1. Amendment of the Police Standard Operating Procedures. The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section P-005 and replacing same with the new Section P-005 which is attached hereto and incorporated into the Code by reference and herein as **Exhibit “A”**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

SECTION 2. Codification. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

SECTION 4. Severability.

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections,

paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provision. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this _____ day of _____, 2021.

ROBERT PRICE, Mayor

ATTEST:

MISTY SPURLING, City Clerk
(Seal)

APPROVED AS TO FORM:

CITY ATTORNEY

EXHIBIT “A”

**AMENDMENTS TO THE POLICE STANDARD OPERATING PROCEDURE
FOR THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –
August 16, 2021**

_____P-005_____ (amended)

LOCUST GROVE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-005 PATROL OPERATIONS**EFFECTIVE DATE: June 1, 2014****NUMBER OF PAGES: 37****REVISED DATE:****DISTRIBUTION AUTHORIZATION:**

Chief Derrick B. Austin

I. PURPOSE

This policy provides uniform guidelines for the operation of the Patrol Division through standardization of procedures and functions.

II. SCOPE

This policy applies to all sworn personnel assigned to uniform patrol duties.

III. PATROL FUNCTIONS

A. To provide response to calls for service 24 hours a day, 7 days a week.

B. Preventive patrol:

Includes routine patrol, inspections and inquiry of persons and property aimed at the prevention of crimes and/or accidents; continued maintenance of public order and the discovery of hazards or delinquencies causing situations or incidents to occur.

C. Crime prevention activities:

Includes crime prevention education at adult and juvenile levels; conducting security checks of businesses and residences and special crime presentations before community or church groups.

D. The response to citizens' requests for services.

E. Investigation of crimes, offenses, incidents and conditions, including the arrest of the offenders.

F. Traffic direction and control.

- G. Maintenance of public order.
- H. Provide emergency services to community.
- I. To develop and maintain a good relationship between the police department and the community.
- J. Prompt and accurate reporting of all occurrences, incidents, accidents, reports of crimes by citizens and incidents of arrests, and issued citations.
- K. Initiating criminal and non-criminal investigations by officers.
- L. Receiving and forwarding citizen complaints in accordance with SOP I-015.

IV. ORGANIZATION AND TOUR OF DUTY

A. Shift Supervisor

The Patrol Division will be divided into four teams. Four Lieutenants will be selected. Lieutenants will be assigned to one of the designated four shifts in addition to other duties as directed by the Chief of Police. Supervisors will have an on-call schedule and will return as needed. The Supervisors may transfer personnel from one zone, sector, or territory to another within their respective shift. Shift Supervisors are responsible for assuring those adequate personnel are always on-duty during their respective shifts.

C. Assistant Shift Supervisor

Each shift will have a Sergeant who will assist the Shift Supervisor. The Sergeants will act as shift supervisors during the hours when there is no Lieutenant on-duty and/or until the on-call Lieutenant can return upon being called in as needed. The Sergeant will be responsible for supervision and guidance of shift personnel in the field during the absence of the Shift Supervisor.

D. Tour of duty:

1. The Patrol Division shall be divided into four teams (A, B, C, D) and two watches: Day (0600-1800) and Morning (1800-0600)
2. Each team is commanded by a Lieutenant as the Watch Commander with a Sergeant as the Assistant Shift Supervisor.

3. Tour of duty:

Day Watch	06:00 hours to 18:00 hours
Morning Watch	18:00 hours to 06:00 hours
Early Car	05:00 hours to 17:00 hours
	17:00 hours to 05:00 hours

Note: All personnel will attend a roll-call for the first fifteen minutes of their shift as necessary at the discretion of the Shift-supervisor and/or the Chief of Police.

E. Shift Assignment

Upon completion of Field Training, officers will be assigned to a patrol shift where there is a vacancy. Determination of manpower allocation to each shift will be based upon the overall workload for each shift.

The assignment of officers to shifts rests with the Chief of Police. Shifts will be rotating, and officers may bid for shift openings based on seniority. Officers will be allowed to request a shift change based on hardship, to be determined if acceptable by the Chief of Police or may agree to a transfer provided the affected Shift Supervisors approve the change. When making the shift assignments, there are three areas to consider; (1) what are the Department's needs, (2) what is the officer's choice, and (3) seniority. The final effect will always be to assign officers to shifts that will provide the most effective patrol coverage.

Seniority will be determined by the date of employment. If officers have the same date of employment, the Chief of Police may consider years of law enforcement related experience to determine which officer is senior.

If a vacancy becomes available on a preferred shift and a requesting officer has seniority on all other officers requesting transfer to the same, the senior officer will assume the vacant position. The only exception would be a hardship declaration determined by the Chief of Police.

The deployment of foot beat patrols, bicycle, patrol, plain clothes patrols or operations and traffic enforcement details may be utilized as the discretion of the Shift Supervisor or direction of the Chief of Police. Deployment consideration of foot beat patrols should consider such factors as the need for frequent inspections of a relatively small area, high concentrations of calls involving pedestrians or large crowds in a confined area, etc. Deployment of bicycle patrols, plain clothes patrols or operations should consider such factors as high frequency of residential or business burglaries, surveillance situations or any situation where the patrol of a marked uniform vehicle and/or officer will hinder the successful surveillance of crimes in progress and possible apprehension of criminal suspects. Deployment of traffic enforcement details should consider

such factors as high frequency of traffic complaints and/or accidents. In all situations when considering deployment, the Shift Supervisor will first ascertain that he or she has sufficient manpower to cover the assigned zones and sectors or that the need is so overwhelming that it becomes a priority over routine patrol.

V. OFF DAYS

Off days for Patrol Division personnel will be a fixed rotating schedule determined by the 12-hour shifts. Determination of off days for Patrol Division personnel will be based on an assessment of the workload and crime activity occurring during a week. Police personnel are scheduled in two week pay periods starting on a Friday. The Shift Supervisor shall have the authority to assign off days to officers. Deviation from scheduled off days for the Shift Supervisor must be approved by the Chief of Police.

Off days and work schedules for special units/details are flexible. Shifts will have officers assigned each day to meet the demands of calls for service and other demands as they are needed. Periodically, an officer's off days may be changed to meet minimum staffing levels.

VI. SHIFT PROCEDURES

A. Schedules

The Shift Supervisors shall be responsible for completing a shift schedule for each month's activities (to include working days, off-time, vacation time, training time and whatever other scheduled activities there may be). The Shift Supervisor shall then forward the schedule to the Chief of Police for final approval.

B. Shift Roster

Shift lists, showing the status of all officers and supervisors on a shift, to include name, radio number and territory assignment will be maintained by the Shift Supervisor and made available to the communications center with a copy provided to the Chief's Office.

C. Zone/Beat Assignment

Assignment of officers to a particular zone will be made by the Shift Supervisor. Assignment decisions shall take into account the nature of the zone and the officer's ability and experience. In addition, every effort shall be made to allow seniority to play a part in the decision. Shift Supervisors may rotate the officers between zones as necessary. A zone

assignment does not preclude a response for assistance in any other are of the city.

D. Roll Call

1. Roll Calls will be held daily on each shift with the exception of those days when, in the judgment of the Shift Supervisor, workload demands the immediate deployment of the on-coming shift.
2. Before each tour of duty, officers shall read all material posted or disseminated and acquaint themselves with any and all pertinent information.
3. Roll Calls will be conducted as quickly, efficiently, and orderly as possible and will include:
 - a. Personnel and equipment will be inspected for completeness and conformance to Departmental Regulations (either in a formal, military manner or informally, at the discretion of the Shift Supervisor). Equipment being issued will be inspected and logged.
 - b. Personnel will be advised of BOLOs and brought up to date on current or unusual activities occurring in the Department or their shift.
 - c. Roll Call training, to include policy and procedure changes, safety instruction, law updates and refresher training will be conducted as time permits.
 - d. Special events.
 - e. Any assignment changes, which have occurred since the shift list was posted.
4. At the completion of Roll Call, officers will proceed immediately to their patrol vehicles and inspect them.
5. Officers coming on-duty will be ready to accept calls for service immediately after completion of Roll Call or prior to that time when so instructed. Once the inspections are complete, officers will immediately respond to their respective zones to begin the tour of duty.

E. Responsibility

Officers assigned to a zone will be responsible for all calls or incidents occurring in that zone. Officers will not leave their assigned zone except in a life-threatening emergency situation, to complete an officially assigned task or assigned backup to a call in another zone. At no time will officers be permitted to leave their assigned zone without prior approval of their supervisor. Officers may switch zones at any point during the shift if approved by the supervisor. Officers not assigned to a zone will serve as back-up units and shall provide patrol in all zones.

Officers specifically assigned to a stake-out, plain clothes detail, prisoner transportation or traffic enforcement duties may be allowed to patrol all zones commensurate with the specific assignment and will be directed to other duties, when the need exists.

Supervisors will be responsible for the management and direction of their personnel until going off-duty. The highest-ranking officer on duty will be in charge in the event of a conflict. If ranking officers on duty are of equal rank, the officer with seniority will be in charge unless this responsibility has been delegated by the Supervisor.

VII. INSPECTION OF PATROL VEHICLE

Every officer assigned to operate a department vehicle will be held accountable for the proper use and care of the vehicle, and of all accessories, equipment and tools assigned to such vehicle. Standard equipment of vehicles will not be changed, interchanged, altered or removed from vehicles without obtaining written approval of the Chief of Police.

If vehicles are manned by two officers, each officer will be held jointly responsible for the proper use and inspection of the vehicle.

The following special equipment and supplies shall be maintained in all marked units, excluding special purpose vehicles, and shall be used when necessary, by supervisors and patrol officers:

- A. .223 Caliber Rifle
- B. One set of jumper cables in the supervisor's car.
- C. Orange traffic cones
- E. One first aid kit.
- F. One fire extinguisher.
- G. One blanket in suitable container.

All officers are required to report any defects with the vehicles that are safety issues such as emergency equipment, lights, tires, brakes or tires which must be repaired before operation. If a vehicle is in need of equipment or repair, the officer will notify his or her immediate supervisor for re-supply or correction of deficiency.

VIII. CARE AND SERVICING OF VEHICLES

- A. Damaged bumpers, fenders, glass, etc., which do not affect the efficient and safe operation of the vehicle will be reported as in other cases, but the vehicle will be kept in service until called for repairs.
- B. Defective tires will be reported by the operator immediately upon discovery and taken to the repair shop for replacement/repair as soon as practicable thereafter.
- C. Operators are responsible for the cleanliness of the interior of vehicles to which they are assigned.
- D. Operators are responsible for driving defensively at all times and for taking all reasonable actions to prevent an accident.
- E. Operators will not allow persons, other than authorized personnel, to ride in or upon vehicles under their control except in the performance of duty.
- F. Civilian personnel, unless otherwise approved, will not operate marked police vehicles for any reason.
- G. When parking, operators are to set the parking brake and put the transmission in "park" position. For standard transmissions, the gear shall be placed in the best holding ratio. On inclines, the front wheels shall always be turned into the curb. Drivers will observe all traffic regulations in respect to parking; especially in restricted or prohibited areas. If an emergency requires them to occupy a restricted or prohibited area, they shall, whenever practical, park their vehicle in such a manner so as not to unnecessarily interfere with the movement of traffic. When the emergency has ceased to exist, they shall vacate such area immediately. Illegal and improper parking of department vehicles does not create good public relations and is unsafe. If a vehicle must be double parked, the emergency lights and/or warning flashers will be used.
- H. Other vehicle operation procedures are as follows:
 - 1. Officers, while patrolling, are to obey all motor vehicle laws and operate at slow speeds; but not in any manner that obstructs traffic.

2. Officers when responding to non-emergency incidents shall obey all motor vehicle laws.
3. Exceptions to the vehicle operations rules and regulations are:
 - a. Pacing traffic violators.
 - b. Surveillance of suspects or suspect vehicles.
- I. Drivers of department vehicles will at all times give the right of way to fire department apparatus. They will not drive over any fire hose unless given permission to do so by a officer of the fire department.
- J. When it is necessary to leave a department vehicle unattended, the doors, except in an emergency, will be locked.
- K. Except in emergencies or otherwise authorized by a supervisor, operators will not use any department vehicle for the purpose of towing or pushing another vehicle.
- L. Operators should never attempt to operate a cellular phone in a moving vehicle for texting or other action causing the driver to take his or her focus off the road. When possible, the operator should pull off of the roadway and park to operate a cell phone. If an operator has to use the cell phone, conversations should be kept to a minimum while being aware of perceptions of the public and diminished awareness of the environment.

IX. PATROL VEHICLE MARKINGS AND EQUIPMENT

Patrol vehicles assigned to this agency shall be marked and equipped in a manner that will present clear identity to the general public in accordance with O.C.G.A. 40-8-91 and 40-8-92. Patrol vehicles will be marked and equipped as follows:

- A. The agency name on each side of the vehicle.
- B. POLICE in 4" lettering on each side of the vehicle and on the trunk door.
- C. Vehicle unit number on each side near the front.
- D. Flashing blue strobe or LED lights mounted on roof or in grill.
- F. A siren and PA system mounted on light bar or in grill.
- G. Mobile radio transceiver.

X. PATROL VEHICLE VIDEO EQUIPMENT

A. In Car Video Equipment

This section applies to the use of in-car video equipment for the purpose of collecting evidence. All video media will be treated as evidence. Video media is only to be removed from the recorder to be placed into evidence in accordance with departmental policy. All video media is the property of the Locust Grove Police Department, and the altering, destruction or unauthorized viewing of these media will result in disciplinary action.

B. General Use of Video Equipment

1. Officers are required to inspect the video equipment as part of their vehicle pre-tour inspection and shall ensure that the equipment is working properly.
2. Officers shall record traffic stops, vehicle pursuits and all other incidents and/or crime scenes to ensure that all evidence of the incident is recorded.

C. Use of Video Media

1. All video media will be marked in accordance with departmental media policy and will be marked and stored in the evidence Records Management System by the Chief of Police or his/her designee. When an officer needs video media he or she will make the request through the Shift Supervisor.

D. Duplication and Distribution of Video Media

All other law enforcement agencies and district attorneys' offices shall submit requests for duplicate copies of video media to the Chief of Police, or his/her designee. All requests must be on official agency letterhead or a verified agency e-mail.

Distribution of duplicate copies to the private sector shall be forwarded to the Chief of Police or his/her designee and shall be reviewed per O.C.G.A. 50-18-72 and the Open Records Act.

E. Storage of Video Media

All patrol car videos will be retained as evidence (per the Georgia Retention Schedule) then destroyed.

XI. SMOKING IN VEHICLES

Employees of the department shall be governed by the City of Locust Grove no smoking policy. Employees are prohibited from smoking in city-owned buildings and property. Smoking is not permitted in vehicle with more than one occupant. A smoker is free to smoke in the vehicle if they are the only occupant.

Tobacco chewing will be allowed as long as it is done in an inconspicuous manner but is not allowed during contact with the public.

All tobacco-related products shall be removed from the department vehicle at the end of the employee's work shift.

Tobacco products spilled inside or outside the department the driver of the vehicle shall clean vehicle immediately.

If negligence or non-compliance with the requirements of this policy is displayed, appropriate corrective action shall be initiated as prescribed by department policies.

XII. SEATBELT USE

To ensure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the department at all times. This also ensures departmental compliance with Georgia law.

- A. Department personnel shall use the safety belts installed by the vehicle manufacturer. The safety belts will be properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on duty.
- B. Lap belts shall be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured.
- C. The driver of the vehicle is responsible for ensuring compliance of all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size, or weight for which such restraints are prescribed by law.
- D. No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Chief of Police.
- E. Personnel who discover an inoperable restraint system shall report the defect on their Shift Log and submit a copy to the department vehicle maintenance personnel and notify their immediate supervisor. Prompt action will be taken to replace or repair the system.
- F. When possible, any person(s) under arrest and being transported in department vehicle(s) are required to be secured in the vehicle by a safety belt in all seating positions that have safety belts provided by the vehicle manufacturer.
- G. An officer operating in an undercover capacity may be exempt only if the officer believes the use of the safety belt will compromise his/her identity.
- H. When arriving at an emergency call or making a traffic stop, the operator may remove the safety restraint just prior to stopping for a quick exit. Caution should be exercised to ensure that during the traffic stop the violator is in fact going to stop.
- I. When on patrol, if a situation arises where an officer needs flexibility of movement in the vehicle or ability for immediate exit, the safety belt may be released.

- J. If negligence or non-compliance with the requirements of this policy is displayed, appropriate corrective action shall be initiated as proscribed by department policies.

XIII. EMERGENCY VEHICLE OPERATING PROCEDURES

- A. Before responding using siren and emergency lights, officers must determine:
 - 1. If the situation is an emergency.
 - 2. If the emergency warrants an emergency response.
- B. All calls received and dispatched will fit into a given response priority and all calls will be responded to according to the proper priority classification as follows:

- 1. Priority "1" (Emergency) is a call of an immediate life-threatening nature. Response by the officer will require the use of emergency equipment (blue lights and siren) except when the use of such equipment would likely result in alerting the violator and increasing the likelihood of escape. The officer may disregard traffic laws, but is required to comply with O.C.G.A. 40-6-6 paying particular attention to paragraph D.

It is important to note that the responsibility of handling a priority "1" call by an officer without using emergency equipment rests solely with the responding officer. He or she will be expected to justify their actions if involved in an accident, and may not be relieved of fault just because he or she is in an authorized emergency vehicle.

- 2. Priority "2" (Expedited) is a call of an emergent or serious nature, but is not life-threatening. The officer will respond as soon as possible or may utilize authorized emergency equipment to expedite the response. Officer responding in this manner will use all due regard to ensure safe arrival at the scene of an incident.
 - 3. Priority "3" (Routine) is a call of a routine or less serious nature. The officer will respond as soon as possible or may handle the call while remaining in service. This type call may be held, at the discretion of the supervisor; however, the supervisor should handle the call when possible.
- C. Emergencies include situations in which life is in danger, physical harm is occurring or is imminent, serious destruction of property is occurring, riots and any other situation in which the public safety is in immediate

jeopardy. However, no set of rules or guidelines can possibly define every emergency police officers encounter and, for that reason, deciding whether a situation is an emergency in line with these guidelines must be left to each officer, subject to review by the officer's immediate supervisor.

- D. After determining an emergency exists, an officer then decides whether an emergency response is warranted. Factors which officers should consider include, but are not limited to, the severity of the call, type of call, whether the officer will probably be the first to the scene, whether personnel are already at the scene, distance to be traveled, road and weather conditions, traffic conditions, the degree of danger to another officer or to the public. For example, an emergency response to save property would probably not be warranted if the sum of factors known to the officer indicates that either the officer or the public would be subjected to a high probability of harm by the response. Correspondingly, a situation in which physical harm to the public or another officer is imminent would probably warrant an emergency response under most adverse conditions.
- E. Supervisors shall monitor responses of personnel under their supervision and control the number of units responding to emergency calls for service. Supervisors shall upgrade or downgrade emergency responses by their subordinates, as they deem necessary.
- F. All personnel are responsible for knowing the laws of the State of Georgia pertaining to emergency vehicles, their operation and the limitations imposed on emergency vehicles.
- G. Officers who elect to exercise the rights of an emergency vehicle as granted by state law must use their siren and emergency lights. Use of only the emergency lights does not confer emergency vehicle status upon the vehicle.
- H. Officers are to be continually alert for other emergency vehicles responding to the same or a different emergency.

XIV. POLICE RADIO PROCEDURES

When officers receive a call from Communications, they will acknowledge the call immediately; and proceed to the location of the call, in accordance with the priority of the call. If there is another unit closer to the call, that unit will advise the dispatcher. The dispatcher will assign the closer unit or advise the unit to disregard the call.

Each officer is assigned a portable radio and a charger. Officers will be responsible for keeping their portable radio charged and functioning. Officers are also assigned individual radio numbers applicable to their current assignment. .

It is absolutely necessary that an officer notify the Communications Center as soon as he or she arrives at the scene of calls for service and that the officer returns to service as quickly as possible after completing the call for service. Also, the officer will notify the Communications Center before leaving the patrol car on all vehicle or pedestrian stops. The officer will provide a location and identifying information on vehicles and pedestrians.

A. Assignment of Backup

The on-duty supervisor or the communications dispatcher will determine whether a backup unit should be dispatched and if so, what priority the backup unit should use.

B. Response Status

The priority recommendations are recommendations only. Any call may be upgraded with the addition of an "I" for injured, or "IP" for crimes in-progress. Conversely, a call may also be downgraded if additional information indicates there is no emergency or hazard to the situation.

C. Dispatch Procedures

The response to any call for service may be upgraded or downgraded, depending on the circumstances, indicated by the Communications Center. If a call is upgraded or downgraded (from the set priority), the new priority will be broadcast and approved by the Shift Supervisor. An example of a downgrade would be when a person has requested service to investigate a fight and the caller advised a length of time has passed since the incident occurred making it more likely that the incident is not in progress.

Because of knowledge and information of the request for service, it is important that the dispatcher control the dispatching order of calls for service. Communications will not issue a call for service until an officer is available to respond. If calls for service are holding, the Communications Center will notify the Shift Supervisor. All calls for service should be dispatched by the Communications Center. If any other police personnel receive a request for service, the responding officer will notify the Communications Center, by the quickest means possible (i.e., - either by phone or radio). If the Shift Supervisor finds it necessary to change the priority of any call, the supervisor shall accept full responsibility for altering the priority of the call.

D. Reassignment of Calls

Supervisors may, at their discretion, cause calls to be reassigned to other units. Officers may request reassignment of calls by advising their supervisor of the reason, such as when two units have been assigned calls and know that they are each closer to the other's call. An officer will only take it upon himself or herself to reassign calls when no supervisor is available.

E. Final Authority

The dispatchers are responsible for the efficient transfer of information to the field units of the Department. It is the responsibility of all personnel to act upon that information in a manner that they believe will best meet the mission and goals of the Department. This responsibility will not be delegated or assumed to rest with the Communications Center.

F. Phrases and Words

Radio users are required to incorporate the codes listed in this manual in their normal operating procedures. The primary purpose of codes is to save time and to avoid confusion or misunderstanding. Codes are usually readily recognizable, easily understood and convey maximum meaning in a minimum amount of time. This shall not preclude a radio user from speaking "plain English" on the radio if he or she is unsure of the proper code or signal.

G. Radio Failure

1. No officer on-duty will work or continue to work without a mobile or portable radio. If a failure of the mobile unit occurs, the officer will immediately notify the supervisor. If the vehicle cannot be readily repaired, the officer will obtain another vehicle or continue to operate using his or her portable radio.

If a failure of the portable radio occurs, the officer will immediately advise the supervisor by phone or mobile radio.

XV. NOTIFICATION OF PATROL SUPERVISOR

Patrol officers will notify the patrol supervisor whenever necessary. However, notification is mandatory in any felony, death or any other occurrence involving serious injuries. This also includes any crime against children, missing persons, accidents involving police or other city vehicles, pursuits, bomb threats or any weapons or explosives found. Officers should use their discretion and notify the supervisor at any time he or she believes such notification is warranted.

XVI. INVESTIGATIONS OF CALLS FOR SERVICE

- A. Patrol officers will answer all calls for service, conduct investigations and prepare the proper reports when necessary. The investigating officer shall be responsible for getting a case number from the communications center and recording it on the incident, supplemental and miscellaneous reports. Many incidents, particularly those involving crimes, require subsequent investigations. The results of follow-up investigations will be recorded on a supplemental report.
- B. Some crimes and incidents will be brought to a patrol officer's attention by means of an on-view arrest or through direct citizen contact including those received in person at headquarters. When it is required that an Incident/Arrest report be made, the officer shall obtain a case number from the Communications Center and shall record it on the Incident/Arrest report.
- C. The primary responsibility of the initial investigating officer is to thoroughly investigate the crime in an attempt to develop information leading to the arrest of the person responsible and the recovery of stolen property.

The secondary responsibility of the investigating officer is to instruct the victim in crime prevention techniques to reduce the chance of a future occurrence of this or any other foreseeable incident.

- D. In cases where the officer can effectively handle offenses without assistance from an investigator, the supervisor has the discretion to direct such action.

Those patrol cases requiring long-term commitment not consistent with patrol's overall mission shall be forwarded to the Criminal Investigations Division per authorization of the Shift Supervisor.

XVII. PRELIMINARY INVESTIGATIONS

- A. Duties and Responsibilities

The Locust Grove Police Department will fully investigate all reported crimes and incidents with sufficient resources provided consistent with the investigative leads and magnitude of the crime.

Upon arrival at the scene of a crime, the patrol officer having responsibility for the preliminary investigation shall determine if the Shift Supervisor is to be notified and if a detective will be needed. If a

detective is needed, the Shift Supervisor will make the request for a detective to be called.

The patrol officer shall be responsible for the following:

1. Provide aid to the injured and summon medical assistance if necessary.
2. Protect the crime scene to ensure that the scene is not disturbed, and that possible evidence is not lost, destroyed or contaminated.
3. Observe and record all conditions, events and remarks.
4. Determine if an offense has actually been committed and, if so, the exact nature of the offense.
5. Determine the identity of the suspect(s) and make an arrest if it can be accomplished either at the scene or through immediate pursuit.
6. If a suspect is stopped and questioned about the crime, the officer may, with articulable suspicion, frisk the individual person for the officer's protection. If an arrest is made, the officer may search the individual and the area immediate in his or her control for evidence related to the crime.
7. Locate and identify the complainant(s), victim(s) and witness(es):
 - a. Separate and interview each individually.
 - b. Obtain a description of suspects, vehicles and mode of travel.
 - c. Determine what information the victim, complainant, and/or witnesses know.
 - d. Furnish other field units, through radio communications, descriptions, method and direction of flight and other relevant information concerning wanted/missing persons or vehicles.
8. Determine in detail the exact circumstances of the offense.
9. Obtain a written statement from victims, witnesses and from suspect(s), if such statements can be obtained legally and are necessary for the solvability of the crime.
10. Arrange for the collection of evidence:

- a. Notify detectives, per authorization of the Shift Supervisor, for crime scene processing when it cannot be accomplished by the officer or supervisor.
 - b. Collect evidence if there is no need to notify detectives.
 - c. Request additional assistance from patrol units when necessary.
11. Interrogate the suspect if apprehended:
- a. Read Miranda Warning and advise the suspect/arrestee of access to legal representation.
 - b. Use field interview techniques.
 - c. Take suspect into custody and transport the suspect to the Henry County Detention Center. If necessary, obtain warrants or turn him or her over to the detective called in.
12. Accurately and completely record all pertinent information on prescribed report forms.
13. Ensure that the appropriate GCIC/NCIC entry, modification, and/or clearance data are completed, when applicable (i.e. wanted/missing persons cleared/entered, stolen property entered).
14. Check victim(s), witness(es) and suspect(s) on GCIC/NCIC and at the detention center for possible outstanding warrants.
15. Conduct an inventory search of any property and/or vehicles seized or recovered.
16. Officers of the department, before being relieved from duty, shall report all unfinished business or reports to their immediate supervisor so that such information may, if necessary, be forwarded to officers of the relieving shift. All reports are to be turned in prior to the end of that officer's tour of duty. Officers that encounter extenuating circumstances, that may prevent them from completing the required reports, must have a supervisor's approval before ending their tour of duty. Officers who are given approval by a supervisor and are unable to complete a report before the end of their shift shall complete a face sheet that contains the incident type, location, time and persons involved. The face sheet shall be distinctly marked "incomplete" and turned into the records section. Officers are required to return to complete and have approved all unfinished reports within 24hrs.

B. The Patrol Division may temporarily assign the investigating patrol officer to the Criminal Investigations Division for an agreed amount of time on any major case. This temporary assignment will be coordinated between the affected supervisors and the Chief of Police based on investigative needs and manpower constraints.

C. Shift Supervisor Responsibilities:

1. Immediately ascertain from the patrol officer the seriousness of the incident under investigation and the basic details concerning the crime.
2. Ensure that the patrol officer conducts a thorough preliminary investigation and gathers all pertinent facts and information.
3. Provide leadership to subordinates to ensure an efficient and effective preliminary investigation.
4. Ensure that patrol officers devote that amount of time necessary for a quality preliminary investigation without jeopardizing other important police services.
5. The Shift Supervisor will be held responsible for the quality of reports and investigations occurring during his or her tour of duty and coordinating investigative efforts with the relieving shift and/or the Criminal Investigations Division.
6. Review preliminary investigation reports as soon as possible and ensure completeness of the reports prior to approving them. If the report is incomplete, the supervisor will return the report to the officer for completion. The shift supervisor will be held accountable for the completeness of a preliminary investigative report.
7. The Shift Supervisor will be responsible for determining if a detective is to be requested for assistance or when patrol investigative activity will terminate due to a lack of investigative leads.
8. The Shift Supervisor will ensure that the evidence kits are operational and that sufficient personnel under his command are trained in investigative methods and crime scene processing.
9. The Shift Supervisor will handle preliminary investigations and be held accountable as any other patrol officer.

XVIII. FOLLOW-UP INVESTIGATIONS

- A. Follow-up investigations of incidents involving Part 1 crimes shall be the primary responsibility of the Criminal Investigations Division. However, patrol officers who acquire additional information on incidents should complete a supplemental report or forward the information to detective personnel.
- B. The following incidents require immediate notification of detective personnel by the Shift Supervisor:
 - 1. Homicide
 - 2. Rape
 - 3. Car Jacking
 - 4. Robbery
 - 5. Bomb Threat
 - 6. Burglary (where there are known latent prints or other physical evidence is available or where theft/damage amount exceeds \$1,500).
 - 7. Suicide (where there are suspicious circumstances).
 - 8. Drowning
 - 9. Person Dead (suspicious circumstances)
 - 10. Runaway (under 13yoa)
 - 11. Abduction
 - 12. Crimes Against Children
 - 13. Officer involved shooting
- C. When the immediate services of a crime scene specialist are required, a detective will be notified. All notifications for assistance should be within one-half hour. All crime scenes and accidents will be secured under the direction of a supervisor until needed special services arrive.
- D. Missing/Wanted Persons

Persons for whom arrest warrants have been issued, are reported missing or have been placed on probation or parole shall be entered in

the GCIC persons files within 12 hours of the report being taken or warrant being issued. Juvenile entries must be made IMMEDIATELY.

A copy of said report or information shall be furnished to the Shift Supervisor for dissemination to other units and related agencies. A copy shall be made available for the incoming shift to review at roll call.

1. Missing/Wanted Persons Reports

When an officer takes a missing person report involving a person 17 years of age or older, GCIC entry requires specific information about the individual before entry can be made into the system. Once the report is completed, it shall be copied and the information provided to the person designated to make the entry. All entries must be made within 12 hours of the report being taken. Missing or wanted juvenile reports shall contain the same information as required for adults and must be entered IMMEDIATELY. Vehicles, which are associated with a wanted or missing person shall be included in the incident report and entered into the GCIC system.

XIX. TRAFFIC ACCIDENT RESPONSE AND INVESTIGATION

- A. When notified that an accident has occurred, either by telephone or radio, the dispatcher shall obtain the following information and enter it into the CAD system:
1. Location of accident.
 2. Injuries, if any.
 3. Road blocked.
 4. Types of vehicles (dangerous cargo, etc.).
 5. Existing hazards (fire, explosives, etc.).
 6. Caller's name.
 7. Phone number.
- B. The officer's response to the accident scene will be determined by the seriousness of the accident. Officers shall respond to all accidents with injury or death and accidents involving hazardous materials with emergency lights and siren activated. Other accident responses will be non-emergency, unless upgraded by a supervisor.

- C. Accident investigation is the primary responsibility of the officer assigned to the call. When possible, it will be the officer assigned to the zone where the accident occurs. The primary responding officer will have charge of the accident scene unless otherwise dictated by a higher ranking officer.
- D. All reports shall be completed by the investigating officer. If the zone officer is unavailable, then the first officer on the scene or designated officer shall be responsible for the reports.

XX. DUTIES OF FIRST OFFICER TO ARRIVE AT ACCIDENT SCENE

- A. Officers responding to the scene of an accident will drive in a safe manner so as not to endanger themselves or the public. The first officer on the accident scene will take the following action:
 - 1. Position patrol vehicle in a manner to protect the accident scene.
 - 2. Search for injured. Administer first aid/CPR until emergency medical units arrive (ambulance, rescue, etc.).
 - 3. Summon additional assistance (officers, tow vehicles, other agencies, etc.), if necessary.
 - 4. Protect the scene from bystanders, media and other vehicle traffic.
 - 5. Establish safe traffic patterns around the scene.
 - 6. Locate persons involved in the accident and witnesses and record additional accident information.
 - 7. Secure and protect evidence, especially short-lived evidence.
 - 8. Assist and resolve any disputes or areas of conflict between parties involved in the accident, making appropriate referrals when necessary.
 - 9. Remove persons, vehicles and debris from accident site and roadway as soon as possible.
 - 10. Complete accident reports as required.
- B. Fire Hazards: Whenever a fire hazard exists, the first officer shall take immediate action to clear the area of all persons and shall notify dispatch for assistance of fire personnel. The officer shall summon additional police assistance to make a perimeter around the accident scene.

C. Hazardous Materials: In the event of train derailment or traffic accident suspected to involve hazardous materials, the responding officer shall immediately:

1. Notify dispatch for fire department assistance and advise type of hazard if known.
2. Notify supervisor to proceed to the scene.
3. Move and keep people away from the accident scene.
4. Request additional police assistance to establish a perimeter around the scene.

D. When approaching an accident scene involving any cargo:

1. Do not walk into or touch any spilled material.
2. Avoid inhalation of all gases, fumes and smoke even if no hazardous materials are involved.
3. Do not assume that gases or vapors are harmless because of lack of smell.

E. Supervisors at the scene shall establish a command post near the accident scene and shall coordinate activities according to the emergency response plan.

XXI. DUTIES OF INVESTIGATING OFFICER

A. Any accident that occurs within the city limits shall be properly reported by the investigating officer on a Georgia Uniform Motor Vehicle Accident Report if the accident occurs on a public highway, road or street. If more than two vehicles are involved, a supplemental report will be completed on the same form.

A police officer will be assigned, respond to, and prepare a report of accidents involving any of the following:

1. Death or injury;
2. Property damage or fire;
3. Hit and run;
4. Impairment due to alcohol or drugs;

5. Hazardous materials; and
 6. Damage to public vehicles or property.
- B. Accidents occurring on private property shall also be properly reported on a Georgia Uniform Motor Vehicle Private Property Accident Report. All accident reports shall be read and approved by the supervisor before forwarding to the Records Section.
- C. The investigating officer shall be responsible for the following on-scene duties:
1. Interviewing involved parties/witnesses;
 2. Examining/recording vehicle damage;
 3. Recording accident information;
 4. Determining damage, if any, to roadway;
 5. Taking measurements, when appropriate;
 6. Taking photographs, when appropriate;
 7. Collecting/preserving evidence; and
 8. Exchanging information among parties involved.
- D. Follow-up activities may be conducted away from the accident scene after normal flow of traffic is resumed. Investigating officer shall be responsible for follow-up on accidents, when necessary, which include:
1. Collecting off-scene data (includes locating hit and run vehicles, talking to other witnesses who are not present at the scene).
 2. Obtaining/recording witnesses' statements.
 3. Reconstructing accidents (includes photographing, making test skids, measurements, replacing vehicles).
 4. Completion of accident report and an incident report if necessary to support criminal charges arising from the incident.
- E. Expert or technical assistance may be requested if the accident involves a fatality or serious injury by contacting the Henry County Police Accident

Investigation Unit (AIU) or the Georgia State Patrol. AIU assistance may be authorized by the supervisor on scene. Such assistance may include:

1. Professional photography;
2. Surveyors;
3. Mechanics;
4. Physicists;
5. Physicians.

All expert reports will be included in the investigating officer's report.

- F. The investigating officer shall be authorized to issue a citation(s) for any violation that causes a traffic accident. Officers should take enforcement action whenever they detect a violation of law or ordinance, and such violation was the cause of the accident.
- G. The investigating officer shall be authorized to remove any valuable property from the vehicles being towed if the persons involved are unable to care for the property and shall take the property to the police department for safekeeping. All property taken from the vehicle shall be processed in accordance with departmental procedures regarding property and evidence (SOP I-010). All required forms will be completed and turned in with the property. The officer shall notify the owner and advise of the location of the removed property.

XXII. FIELD INTERVIEWS

- A. An important aspect of preventive patrol is conducting field interviews. Field interviews shall be a primary responsibility of all departmental personnel.
- B. The end result of the field inquiry; identification, information and crime prevention are best achieved through an open, professional approach. Indiscriminate stopping and questioning of citizens represent both a misuse of police authority and an infringement upon the personal liberty of citizens. Each person questioned must, in the judgment of the officer, arouse suspicions or appear to be a potential source of information. The practice of stopping a pedestrian or motorist to break the monotony of an otherwise dull tour of duty or for the sake of showing some activity for the record is not in keeping with the intent or spirit of field inquiries.
- C. When conducting field interviews, the officer will remain observant to all actions by the individual being interviewed. Should the officer have

articulable suspicion to fear for his safety, the officer may "frisk" the individual's person to determine if a weapon is present and ensure the officer's safety.

- D. The following factors will be considered when making a field inquiry:
 - 1. Personal appearance of suspect (well dressed, clean; sloppy dressed, dirty).
 - 2. The area (business district, residential, depressed area, heavy drug traffic area, etc.).
 - 3. Time of day (morning hours, late at night, daytime).
 - 4. Activity of suspect(s).
- E. Officers should conduct a field interview whenever they observe persons who do not fit the area or time, persons acting in a suspicious manner and those who loiter.
- F. Whenever an officer conducts a field interview, he should notify the dispatcher of the location and proper code. The officer may complete a field interview on the person or using this feature on the computerized records management system.
- G. The Criminal Investigations Division shall be responsible for the maintenance of the field interview information.

XXIII. IDENTIFICATION OF POLICE HAZARDS

All officers assigned to Field Operations, or the Criminal Investigations Division shall be responsible for reporting any potential or actual police hazards that may exist in the community. Police hazards may include:

- A. Roadway hazards such as holes, ditches, loose gravel, etc. Such hazards, when discovered, shall be reported also to the City Public Works or State Highway Department.
- B. Construction projects.
- C. Persons known to carry weapons.
- D. Residences suspected of drug dealing.
- E. Unlighted alleys, streets or highways.
- F. Downed power lines (notify Public Utilities).

G. Gas, sewer or other utility lines (notify appropriate utility).

When a potential or actual police hazard is detected, the officer shall notify his or her supervisor of the hazard. All potential or actual hazards shall be reported in accordance with city policy and shall be distributed to other shifts. This information should be distributed to police personnel during roll call sessions.

If conditions are such that Street, Electrical or Public Utilities personnel are needed for an emergency or conditions that could cause harm, the shift supervisor will be notified and arrangements made to notify the proper personnel.

XXIV. RESPONSE TO SILENT / AUDIBLE ALARMS

It is the responsibility of the Locust Grove Police Department to respond to silent and audible alarms as quickly as possible. Further, it is the responsibility of the Department to thoroughly check the structure serviced by the alarm to ensure that no burglary or hold-up has taken place. In performing this function, THE OFFICER MUST ALWAYS REMEMBER THAT THE PEOPLE WHO COMMIT THESE CRIMES ARE CONSIDERED DANGEROUS. Due to this danger and the danger to private citizens, the officer must approach these calls with the utmost alertness and professionalism. To become careless and unprofessional can lead to disaster.

A. General

1. Normally, at least (2) two officers will be dispatched (when available).
2. The officers should inspect the premises to determine if there is any evidence of entry.
3. If there is no evidence of entry or a hold-up, the officer should check with the Communications Center to see if the key holder is en route to the scene.
 - a. If there is no key holder en route, Communications should be instructed to make every effort to locate him or her to have them come to the location.
 - b. If there will be a considerable time delay in the key holder arriving at the scene, the officer will return to service and request the dispatcher to instruct the key holder to call Communications upon his arrival on the scene if he or she wants the officer to return.

- c. If Communications cannot locate a key holder or some other responsible person and the location appears to be undamaged with no entry made, the officer will record the information and report it to Communications. If anything suspicious is noted, the officer will advise Communications to note that the building was checked, something suspicious was found and the key holder could not be reached or would not report to the scene.
4. If the officer determines entry has been made, the officer will immediately notify Communications of such entry and request assistance. The officer will then attempt to cover the location from the outside and wait until assistance arrives before searching the building.
5. In the event of storm(s) causing numerous alarms, the supervisor may have the officers check the calls while remaining in service. The officer will consult their supervisor for instructions.

Note: *Officers responding to residential and commercial alarms and find an open door or window will not enter the residence until back-up arrives. Exceptions will be considered on a case-by-case basis such as other emergency in progress where no other officers are available.*

B. Bank Alarms During Normal Business Hours

When the alarm is activated, Communications will dispatch two cars immediately. Upon arrival, the officer will take up a position where he or she can observe all entrances and exits if possible and remain out of sight from persons within the business. Communications will then telephone the location and ask if the alarm is valid. If the person answering advises the location is okay, the dispatched car will be advised immediately. The official will then be asked by Communications to meet the responding officer outside the building in a safe location (away from the front door) If it is a false alarm, a bank official will exit the building holding up a white sheet of paper indicating all is ok and the alarm is false. Prior to exiting the building, a complete description of the official, including clothing colors will be obtained by Communications and relayed to the officer. If no one appears, the officer is to treat the call as a robbery-in-Progress, take cover and notify the Shift Supervisor.

XXV. STOLEN/ABANDONED PROPERTY REQUIREMENTS/ENTRIES

When articles such as televisions, VCRs, telephones, stereo systems, computers, cable boxes, bicycles, vehicles, boats, lawn mowers, tools and equipment, etc. have been stolen, an incident report shall be completed by the investigating officer. Un-recovered, serial numbered, stolen property, for which a theft report has been completed are entered in the GCIC files.

A. Stolen Vehicles, Abandoned Vehicles and Tag Entries

A vehicle is any motor driven means of transportation designed to carry an operator, except a boat. Stolen vehicles abandoned vehicles and stolen tags shall be recorded on an incident report by the investigating officer and entered in the GCIC vehicle files.

B. Stolen Boat and Motor Entries

When boats and/or motors have been stolen, an incident report shall be completed by the investigating officer and entered in the GCIC boat files.

C. Stolen Gun Entries

Serial numbered weapons (and accessories), which use explosive, compressed air or carbon dioxide to propel a projectile and have been reported stolen or recovered (found by our agency but reported stolen by another agency), shall be recorded on an incident report by the investigating officer.

Stolen gun reports shall be copied and sent to the appropriate person for entry into the GCIC stolen gun files. BB guns and pellet guns, which are less than .22 caliber, should not be entered in these files. They should be entered in the article file.

All entries must be made within 12 hours of the report being taken.

D. Abandoned Vehicles

Georgia law requires law enforcement agencies to enter records on vehicles, which have been abandoned and impounded by law enforcement agencies, or vehicles that have been reported as impounded by operators of wrecker services or vehicle storage facilities in the abandoned vehicle file. Abandoned and impounded vehicle information shall be recorded on an incident report by the investigating officer, copied and sent to the appropriate person for entry. All entries must be made within 12 hours of the report being taken.

Georgia law (O.C.G.A. 35-3-33, 35-3-36, and 40-11-2) requires law enforcement officers to:

1. Enter abandoned vehicle records in the computerized abandoned vehicle file after the wrecker service or vehicle storage facility has given notice in writing.

2. Furnish legitimate operators of wrecker services and vehicle storage facilities with the names and addresses of the last known registered owner of the recovered abandoned vehicle.

When vehicles are recovered, the vehicle owner must be notified within 72 hours of the vehicle's recovery and location. Notification is the responsibility of the investigating officer.

XXVI. DEATHS/ DROWNING/ INJURED PERSONS

In instances resulting in death (i.e. homicide, traffic fatality, natural death, etc.) the Shift Supervisor shall instruct the Communications Center to notify the on call investigator and Henry County Coroner.

A. Suicide

1. Cases of threatened suicide present so many varied situations that it is impossible to outline any specific action that might be applicable in each case. Each case demands that the officer on the scene maintain a cool head, good judgment and take prompt, efficient action.
2. The duty of the first officer on the scene is threefold:
 - a. Take immediate steps to protect the public, if necessary.
 - b. Have the dispatcher notified, stating type of assistance needed (personnel, equipment, EMS, utilities, Fire, etc.).
 - c. "Delay" the suicide attempt if possible.
3. In a case where the suicide has been averted, the person shall be taken into custody and transported to a medical facility for evaluation and additional assistance when necessary.

B. Sudden Death

1. Upon the arrival of an officer at the scene of a sudden death, one of the first priorities is to determine the cause of death. Where there are no suspicious circumstances and the deceased has been under the care of a physician within recent days or weeks, the following procedure shall be followed:
 - a. The Shift Supervisor will respond to the scene and supervise the investigation.

b. Contact the on call investigator and the Henry County Coroner's office.

2. When death results from violence, suicide, casualty, or happens suddenly when the person was in apparent good health and unattended by a physician, or in a suspicious or unusual manner, the following procedure shall be followed:

a. The crime scene shall be preserved until all examinations have been conducted and the cause of death has been determined.

b. The Shift Supervisor will respond to the scene and assume responsibility for overseeing the investigation and be responsible for direct supervision of the investigation until such time as relieved by the detectives. The coroner's office shall be notified immediately. The category of death will not be finalized merely on reported information without processing evidence, technical examinations and completion of all possible interviews.

c. A thorough preliminary investigation will be conducted by patrol and/or detective personnel.

3. Shift Supervisors investigating cases of sudden death shall ensure that the next of kin is notified by the investigating officer, coroner, family minister, family friend, or the Shift Supervisor.

4. Appropriate reports shall be completed and reviewed by the Shift Supervisor.

C. Removal of Bodies of Deceased Persons

1. Police and fire department personnel shall cooperate to the greatest extent possible and exercise their good judgment in evaluating whether death has occurred. If there is any doubt, appropriate procedures shall be followed by the ambulance crew.

2. All deceased persons must be taken to a medical facility to be pronounced or, at the coroner's direction, to another location (crime lab, funeral home, morgue, etc.).

3. If the coroner is contacted, but cannot respond within a reasonable time, he or she may authorize the removal of the body if it is creating a public nuisance. In this case, the coroner will be informed of where the body is to be taken. If the officers believe that moving the body may hinder the investigation, it shall not be moved.

4. An ambulance may be used to remove the body to a funeral establishment if the funeral director's vehicle is unavailable or delayed.

D. Drowning/Removing Bodies from Water

In cases of suspected drowning, there is no use to administer first aid if the body is known to have been submerged for a period of time that would make life-saving efforts futile. The coroner will be contacted for authorization to remove the body to the appropriate location.

E. Sick or Injured Persons

1. Whenever an officer of the department finds or has his attention called to an unconscious or seriously injured person on the street or other public place or in a private home or institution and it is necessary that such person be transported to a hospital, he or she shall at once notify the dispatcher. An ambulance or the fire department rescue unit shall be dispatched.
2. In the case of a sick or injured person, the officer, before summoning an ambulance, shall ascertain from such person whether or not he or she is willing to be taken to a hospital for treatment. Care must be taken to ensure that the victim is capable of making such a decision. Where a small child is involved or where there is any doubt of the person having sufficient control of his senses to make the decision, the officer should summon the ambulance. If the victim refuses hospitalization, the officer shall render whatever assistance possible and shall send the person to his home, or elsewhere, as circumstances require.
3. All unconscious persons and all persons apparently sick and unable to speak for themselves, require the officer to summons an ambulance to immediately transport the person to a medical facility. This procedure is applicable whether such condition is caused by sickness, alcohol or other factors.
4. When a person is found in an unconscious state, the officer shall take particular care to safeguard the personal property of the victim. No personal property of the victim shall be retained by police personnel, but shall accompany the victim to the medical facility and there be removed from the victim in accordance with medical facility regulations. However, if it appears necessary for the officer to take possession of any property required as evidence or other property to secure it against probable loss, the officer shall do so. When possible, this should be done in the presence of a witness whose name and address the officer shall obtain. Such property, along with

all information pertaining thereto, shall be turned into the Property/Evidence Custodian.

5. When necessary to notify relatives of a death, serious illness or injury of any family member, such notification shall be made in person in a discreet manner by the Shift Supervisor, investigating officer, coroner, family minister or family friend. The Shift Supervisor or investigating officer shall make additional notifications to provide additional assistance to the immediate family. The telephone shall be employed for such notification when other means are impractical.

XXVII. TAKING IDENTITY THEFT CRIME REPORTS

Identity Theft: Identity theft is the wrongful use of another person's identifying information – such as credit card, social security or driver's license numbers – to commit financial or other crimes. Identity theft is generally a means for committing other offenses such as fraudulently obtaining financial credit or loans, among other crimes.

All sworn police personnel are authorized to take identity theft crime reports regardless of where the crime took place or the victim's place of residency in accordance to 18 U.S.C. § 1028 (c)(7).

When taking an identity theft crime report, officers should provide information and any assistance deemed necessary to the identity crime victim. The investigating officer, where jurisdiction has been established, should coordinate the investigation with other agencies for collaboration and avoidance of duplication.

Where reasonable and appropriate, officers who are engaged in community meetings, community crime prevention and awareness presentations or similar speaking or information dissemination efforts, shall provide the public with information on the nature and prevention of identity theft.

XXVIII. EMERGENCY CALL-UP

In instances of natural disaster, civil disaster, civil disorder, riot, etc., it may become necessary to call officers in from off-duty status. In this event, the following procedure will be used:

- A. Authority to order a call-up of off-duty personnel will rest with the Chief of Police. The call-up order will include the number and type of personnel needed, the equipment necessary, the assembly point and a brief description of the situation involved.

- B. Upon receipt of a call-up order, the on-duty Supervisor, or his or her designee, will attempt to fill the request for manpower from on-duty personnel first, then utilizing the next reporting shift personnel, then any other Patrol Unit personnel and finally, all Detectives.
- D. All Supervisors will be advised of the number of personnel needed from their units.
 - 1. If the situation is time-critical, on-duty personnel will be dispatched to the assembly point.
 - 2. If the situation is not time-critical, the on-duty Supervisor, at his or her discretion, may use any combination of on or off-duty personnel necessary to comply with the call-up order.
- E. All Supervisors will be responsible for having the telephone calls made to their off-duty personnel. The Communications Center may be utilized for this function if there is insufficient manpower available to make the calls.
- F. It will be the responsibility of each unit supervisor to continue, to the extent possible, all regular police services during the emergency situation. Planning in this regard should include: relief of on-duty, regular service personnel, relief of on and off-duty personnel involved in the emergency and adjustments in shifts or off-days to compensate for absent personnel.

XXIX. NOTIFICATIONS

A. Chief of Police

Certain incidents require immediate notification of the Shift Supervisor, other Supervisors and/or the Chief of Police by the officer in charge of an incident scene either personally or through the Communications Center. In the event of any of the following incidents, notification of the above listed personnel is **mandatory** as soon as possible following the stabilization of the scene:

- 1. Any suspicious death investigation (i.e. - homicide, suicide, natural);
- 2. Natural or manmade disasters;
- 3. Any spectacular incident or unusual occurrence (i.e. - aircraft accidents; major fire; explosion; tornado; etc.);
- 4. School bus accidents involving any injuries;

5. Manhunts when extensive search is involved;
6. Strikes, riots or disorders;
7. All shootings involving Locust Grove Police Officers and all incidents involving use of force by Locust Grove Police Officers resulting in serious injury or death;
8. Bomb threats whether or not a device is found;
9. Hostage, barricade situations;
10. Auto accidents involving any Locust Grove law enforcement vehicle;
11. Auto accidents involving serious injuries, fatalities, potential fatalities or hazardous materials;
12. Robberies or rapes;
13. Death or any serious illness or injury to any officer of the Locust Grove Police Department or his or her immediate family;
14. Injury or death to any on-duty Locust Grove Police Officer;
15. Children under the age of thirteen (13) or elderly adults over the age of seventy (70) that have been missing for two (2) or more hours;
16. Any death or serious injury of any person in the custody of the Locust Grove Police Department;
17. Any law enforcement action involving a public, elected official or another law enforcement officer;
18. Day-care facility incident involving death, injury, or suspected abuse;
19. Kidnapping;
20. Incident involving multiple fatalities or serious injuries;
21. Drive-by shooting;
22. Violent gang activity;
23. Aggravated child abuse or molestation; and

24. Escape of a prisoner from the custody of a Locust Grove Police Officer.

25. Any incident which may be newsworthy or result in heightened community interest.

Notification will be made by the highest-ranking official familiar with the incident or through the Communications Center as directed by such highest ranking official.

AS A GENERAL RULE, WHEN IN DOUBT, MAKE THE NOTIFICATION

B. Notification of the SWAT Team

Notification of the Henry County Police Department SWAT Team shall be made through the Communications Center upon approval of the Shift Supervisor, or his or her designee, whenever their assistance is necessary in any of the following situations. Notification of the Chief of Police is also required.

1. Barricaded persons;
2. Hostage situations;
3. Security for VIP's;
4. Civil disorder and demonstrations;
5. Rescue missions;
6. Bomb calls where a suspected improvised explosive device is found;
7. High risk situations involving subjects known to be or suspected of being armed.

**LOCUST GROVE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

SECTION: P-005 PATROL OPERATIONS

EFFECTIVE DATE: June 1, 2014

NUMBER OF PAGES: 37

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Chief Derrick B. Austin

I. PURPOSE

This policy provides uniform guidelines for the operation of the Patrol Division through standardization of procedures and functions.

II. SCOPE

This policy applies to all sworn personnel assigned to uniform patrol duties.

III. PATROL FUNCTIONS

A. To provide response to calls for service 24 hours a day, 7 days a week.

B. Preventive patrol:

Includes routine patrol, inspections and inquiry of persons and property aimed at the prevention of crimes and/or accidents; continued maintenance of public order and the discovery of hazards or delinquencies causing situations or incidents to occur.

C. Crime prevention activities:

Includes crime prevention education at adult and juvenile levels; conducting security checks of businesses and residences and special crime presentations before community or church groups.

D. The response to citizens' requests for services.

E. Investigation of crimes, offenses, incidents and conditions, including the arrest of the offenders.

F. Traffic direction and control.

- G. Maintenance of public order.
- H. Provide emergency services to community.
- I. To develop and maintain a good relationship between the police department and the community.
- J. Prompt and accurate reporting of all occurrences, incidents, accidents, reports of crimes by citizens and incidents of arrests, and issued citations.
- K. Initiating criminal and non-criminal investigations by officers.
- L. Receiving and forwarding citizen complaints in accordance with SOP I-015.

IV. ORGANIZATION AND TOUR OF DUTY

A. Shift Supervisor

The Patrol Division will be divided into four teams. Four Lieutenants will be selected. Lieutenants will be assigned to one of the designated four shifts in addition to other duties as directed by the Chief of Police. Supervisors will have an on-call schedule and will return as needed. The Supervisors may transfer personnel from one zone, sector or territory to another within their respective shift. Shift Supervisors are responsible for assuring that adequate personnel are on-duty at all times during their respective shifts.

C. Assistant Shift Supervisor

Each shift will have a Senior Patrol Officer who will assist the Shift Supervisor. This officer will hold no rank, but will act as supervisors during the hours when there is no Lieutenant on-duty and/or until the on-call Lieutenant can return upon being called in as needed. The Senior Patrol Officer will be responsible for supervision and guidance of shift personnel in the field during the absence of the Shift Supervisor.

D. Tour of duty:

1. The Patrol Division shall be divided into four teams (A, B, C, D) and two watches: Day (0600-1800) and Morning (1800-0600)
2. Each team is commanded by a Lieutenant as the Watch Commander with a Senior Patrol Officer as the Assistant Shift Supervisor.

3. Tour of duty:

Day Watch	06:00 hours to 18:00 hours
Morning Watch	18:00 hours to 06:00 hours
Early Car	05:00 hours to 17:00 hours
	17:00 hours to 05:00 hours

Note: All personnel will attend a roll-call for the first fifteen minutes of their shift as necessary at the discretion of the Watch Commander and/or the Chief of Police.

E. Shift Assignment

Upon completion of Field Training, officers will be assigned to a patrol shift where there is a vacancy. Determination of manpower allocation to each shift will be based upon the overall workload for each shift.

The assignment of officers to shifts rests with the Chief of Police. Shifts will be non-rotating, but officers may bid for shift openings based on seniority. Officers will be allowed to request a shift change based on hardship, to be determined if acceptable by the Chief of Police, or may agree to a transfer provided the affected Shift Supervisors approve the change. When making the shift assignments, there are three areas to consider; (1) what are the Department's needs, (2) what is the officer's choice, and (3) seniority. The final effect will always be to assign officers to shifts that will provide the most effective patrol coverage.

Seniority will be determined by the date of employment. If officers have the same date of employment, the Chief of Police may consider years of law enforcement related experience to determine which officer is senior.

If a vacancy becomes available on a preferred shift and a requesting officer has seniority on all other officers requesting transfer to the same, the senior officer will assume the vacant position. The only exception would be a hardship declaration determined by the Chief of Police.

The deployment of foot beat patrols, bicycle, patrol, plain clothes patrols or operations and traffic enforcement details may be utilized as the discretion of the Shift Supervisor or direction of the Chief of Police. Deployment consideration of foot beat patrols should consider such factors as the need for frequent inspections of a relatively small area, high concentrations of calls involving pedestrians or large crowds in a confined area, etc. Deployment of bicycle patrols, plain clothes patrols or operations should consider such factors as high frequency of residential or business burglaries, surveillance situations or any situation where the patrol of a marked uniform vehicle and/or officer will hinder the successful surveillance of crimes in progress and possible apprehension of criminal

suspects. Deployment of traffic enforcement details should consider such factors as high frequency of traffic complaints and/or accidents. In all situations when considering deployment, the Shift Supervisor will first ascertain that he or she has sufficient manpower to cover the assigned zones and sectors or that the need is so overwhelming that it becomes a priority over routine patrol.

V. OFF DAYS

Off days for Patrol Division personnel will be a fixed rotating schedule determined by the 12-hour shifts. Determination of off days for Patrol Division personnel will be based on an assessment of the workload and crime activity occurring during a week. Police personnel are scheduled in two week pay periods starting on a Friday. The Shift Supervisor shall have the authority to assign off days to officers. Deviation from scheduled off days for the Shift Supervisor must be approved by the Chief of Police.

Off days and work schedules for special units/details are flexible. Shifts will have officers assigned each day to meet the demands of calls for service and other demands as they are needed. Periodically, an officer's off days may be changed to meet minimum staffing levels.

VI. SHIFT PROCEDURES

A. Schedules

The Shift Supervisors shall be responsible for completing a shift schedule for each month's activities (to include working days, off-time, vacation time, training time and whatever other scheduled activities there may be). The Shift Supervisor shall then forward the schedule to the Chief of Police for final approval.

B. Shift Roster

Shift lists, showing the status of all officers and supervisors on a shift, to include name, radio number and territory assignment will be maintained by the Shift Supervisor and made available to the communications center with a copy provided to the Chief's Office.

C. Zone/Beat Assignment

Assignment of officers to a particular zone will be made by the Shift Supervisor. Assignment decisions shall take into account the nature of the zone and the officer's ability and experience. In addition, every effort shall be made to allow seniority to play a part in the decision. Shift Supervisors may rotate the officers between zones as necessary. A zone

assignment does not preclude a response for assistance in any other are of the city.

D. Roll Call

1. Roll Calls will be held daily on each shift with the exception of those days when, in the judgment of the Shift Supervisor, workload demands the immediate deployment of the on-coming shift.
2. Before each tour of duty, officers shall read all material posted or disseminated and acquaint themselves with any and all pertinent information.
3. Roll Calls will be conducted as quickly, efficiently and orderly as possible and will include:
 - a. Personnel and equipment will be inspected for completeness and conformance to Departmental Regulations (either in a formal, military manner or informally, at the discretion of the Shift Supervisor). Equipment being issued will be inspected and logged.
 - b. Personnel will be advised of BOLOs and brought up to date on current or unusual activities occurring in the Department or their shift.
 - c. Roll Call training, to include policy and procedure changes, safety instruction, law updates and refresher training will be conducted as time permits.
 - d. Special events.
 - e. Any assignment changes, which have occurred since the shift list was posted.
4. At the completion of Roll Call, officers will proceed immediately to their patrol vehicles and inspect them.
5. Officers coming on-duty will be ready to accept calls for service immediately after completion of Roll Call or prior to that time when so instructed. Once the inspections are complete, officers will immediately respond to their respective zones to begin the tour of duty.

E. Responsibility

Officers assigned to a zone will be responsible for all calls or incidents occurring in that zone. Officers will not leave their assigned zone except in a life-threatening emergency situation, to complete an officially assigned task or assigned backup to a call in another zone. At no time will officers be permitted to leave their assigned zone without prior approval of their supervisor. Officers may switch zones at any point during the shift if approved by the supervisor. Officers not assigned to a zone will serve as back-up units and shall provide patrol in all zones.

Officers specifically assigned to a stake-out, plain clothes detail, prisoner transportation or traffic enforcement duties may be allowed to patrol all zones commensurate with the specific assignment and will be directed to other duties, when the need exists.

Supervisors will be responsible for the management and direction of their personnel until going off-duty. The highest ranking officer on duty will be in charge in the event of a conflict. If ranking officers on duty are of equal rank, the officer with seniority will be in charge unless this responsibility has been delegated by the Supervisor.

VII. INSPECTION OF PATROL VEHICLE

Every officer assigned to operate a department vehicle will be held accountable for the proper use and care of the vehicle, and of all accessories, equipment and tools assigned to such vehicle. Standard equipment of vehicles will not be changed, interchanged, altered or removed from vehicles without obtaining written approval of the Chief of Police.

If vehicles are manned by two officers, each officer will be held jointly responsible for the proper use and inspection of the vehicle.

The following special equipment and supplies shall be maintained in all marked units, excluding special purpose vehicles, and shall be used when necessary by supervisors and patrol officers:

- A. One shotgun, optional.
- B. One box of .40cal cartridges in supervisor's car.
- C. One box of 00 buckshot and .223 caliber bullets in the supervisor's car.
- D. One 100 foot tape measure in the supervisor's car.
- E. One set of jumper cables in the supervisor's car.
- F. One digital camera in all patrol cars.

- G. Orange traffic cones
- H. One first aid kit.
- I. One fire extinguisher.
- J. One blanket in suitable container.
- K.. Evidence Kit in supervisor's car.

All officers are required to report any defects with the vehicles that are safety issues such as emergency equipment, lights, tires, brakes or tires which must be repaired before operation. If a vehicle is in need of equipment or repair, the officer will notify his or her immediate supervisor for re-supply or correction of deficiency.

VIII. CARE AND SERVICING OF VEHICLES

- A. Damaged bumpers, fenders, glass, etc., which do not affect the efficient and safe operation of the vehicle will be reported as in other cases, but the vehicle will be kept in service until called for repairs.
- B. Defective tires will be reported by the operator immediately upon discovery and taken to the repair shop for replacement/repair as soon as practicable thereafter.
- C. Operators are responsible for the cleanliness of the interior of vehicles to which they are assigned.
- D. Operators are responsible for driving defensively at all times and for taking all reasonable actions to prevent an accident.
- E. Operators will not allow persons, other than authorized personnel, to ride in or upon vehicles under their control except in the performance of duty.
- F. Civilian personnel, unless otherwise approved, will not operate marked police vehicles for any reason.
- G. When parking, operators are to set the parking brake and put the transmission in "park" position. For standard transmissions, the gear shall be placed in the best holding ratio. On inclines, the front wheels shall always be turned into the curb. Drivers will observe all traffic regulations in respect to parking; especially in restricted or prohibited areas. If an emergency requires them to occupy a restricted or prohibited area, they shall, whenever practical, park their vehicle in such a manner so as not to unnecessarily interfere with the movement of traffic. When the emergency has ceased to exist, they shall vacate such area

immediately. Illegal and improper parking of department vehicles does not create good public relations and is unsafe. If a vehicle must be double parked, the emergency lights and/or warning flashers will be used.

H. Other vehicle operation procedures are as follows:

1. Officers, while patrolling, are to obey all motor vehicle laws and operate at slow speeds; but not in any manner that obstructs traffic.
 2. Officers when responding to non-emergency incidents shall obey all motor vehicle laws.
 3. Exceptions to the vehicle operations rules and regulations are:
 - a. Pacing traffic violators.
 - b. Surveillance of suspects or suspect vehicles.
- I. Drivers of department vehicles will at all times give the right of way to fire department apparatus. They will not drive over any fire hose unless given permission to do so by a officer of the fire department.
- J. When it is necessary to leave a department vehicle unattended, the doors, except in an emergency, will be locked.
- K. Except in emergencies or otherwise authorized by a Supervisor, operators will not use any department vehicle for the purpose of towing or pushing another vehicle.
- L. Operators should never attempt to operate a cellular phone in a moving vehicle for texting or other action causing the driver to take his or her focus off the road. When possible, the operator should pull off of the roadway and park to operate a cell phone. If an operator has to use the cell phone, conversations should be kept to a minimum while being aware of perceptions of the public and diminished awareness of the environment.

IX. PATROL VEHICLE MARKINGS AND EQUIPMENT

Patrol vehicles assigned to this agency shall be marked and equipped in a manner that will present clear identity to the general public in accordance with O.C.G.A. 40-8-91 and 40-8-92. Patrol vehicles will be marked and equipped as follows:

- A. The agency name on each side of the vehicle.
- B. POLICE in 4" lettering on each side of the vehicle and on the trunk door.

- C. Vehicle unit number on each side near the front.
- D. Flashing blue strobe or LED lights mounted on roof or in grill.
- F. A siren and PA system mounted on light bar or in grill.
- G. Mobile radio transceiver.

X. PATROL VEHICLE VIDEO EQUIPMENT

A. In Car Video Equipment

This section applies to the use of in-car video equipment for the purpose of collecting evidence. All video media will be treated as evidence. Video media is only to be removed from the recorder to be placed into evidence in accordance with departmental policy. Video media is not to be viewed on a video media player at the police station or elsewhere except for official review by an investigator, Shift Supervisor or the Chief of Police. All video media is the property of the Locust Grove Police Department and the altering, destruction or unauthorized viewing of these media will result in disciplinary action.

B. General Use of Video Equipment

1. Officers are required to inspect the video equipment as part of their vehicle pre-tour inspection and shall ensure that the equipment is working properly.
2. Officers shall record traffic stops, vehicle pursuits and all other incidents and/or crime scenes to ensure that all evidence of the incident is recorded.

C. Use of Video Media

1. All video media will be marked in accordance with departmental media policy and will be marked and stored in the evidence Records Management System by the Chief of Police or his/her designee. When an officer needs video media he or she will make the request through the Shift Supervisor.
2. Submission, Storage and Retention of digital media. Supervisors are responsible for issuing and gathering media cards. Flash cards shall be turned over to the Chief of Police or his/her designee to be transferred to external hard drive for storage.

D. Duplication and Distribution of Video Media

All other law enforcement agencies and district attorneys' offices shall submit requests for duplicate copies of video media to the Chief of Police, or his/her designee. All requests must be on official agency letterhead or a verified agency e-mail.

Distribution of duplicate copies to the private sector shall be forwarded to the Chief of Police or his/her designee and shall be reviewed per O.C.G.A. 50-18-72 and the Open Records Act.

E. Storage of Video Media

All patrol car flash card videos will be transferred to external hard drive to be retained as evidence for 5 years (per the Georgia Retention Schedule) then destroyed. DUI video's captured on digital media will also be copied and made available for the City of Locust Grove Municipal Court so that the solicitor(s) and judge can view them.

XI. SMOKING IN VEHICLES

Employees of the department shall be governed by the City of Locust Grove no smoking policy. Employees are prohibited from smoking in city-owned buildings and property. Smoking is not permitted in vehicle with more than one occupant. A smoker is free to smoke in the vehicle if they are the only occupant.

Tobacco chewing will be allowed as long as it is done in an inconspicuous manner but is not allowed during contact with the public.

All tobacco-related products shall be removed from the department vehicle at the end of the employee's work shift.

Tobacco products spilled inside or outside the department the driver of the vehicle shall clean vehicle immediately.

If negligence or non-compliance with the requirements of this policy is displayed, appropriate corrective action shall be initiated as prescribed by department policies.

XII. SEATBELT USE

To ensure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the department at all times. This also ensures departmental compliance with Georgia law.

- A. Department personnel shall use the safety belts installed by the vehicle manufacturer. The safety belts will be properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on duty.
- B. Lap belts shall be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured.
- C. The driver of the vehicle is responsible for ensuring compliance of all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size, or weight for which such restraints are prescribed by law.
- D. No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Chief of Police.
- E. Personnel who discover an inoperable restraint system shall report the defect on their Shift Log and submit a copy to the department vehicle maintenance personnel and notify their immediate supervisor. Prompt action will be taken to replace or repair the system.
- F. When possible, any person(s) under arrest and being transported in department vehicle(s) are required to be secured in the vehicle by a safety belt in all seating positions that have safety belts provided by the vehicle manufacturer.
- G. An officer operating in an undercover capacity may be exempt only if the officer believes the use of the safety belt will compromise his/her identity.
- H. When arriving at an emergency call or making a traffic stop, the operator may remove the safety restraint just prior to stopping for a quick exit. Caution should be exercised to ensure that during the traffic stop the violator is in fact going to stop.
- I. When on patrol, if a situation arises where an officer needs flexibility of movement in the vehicle or ability for immediate exit, the safety belt may be released.

- J. If negligence or non-compliance with the requirements of this policy is displayed, appropriate corrective action shall be initiated as proscribed by department policies.

XIII. EMERGENCY VEHICLE OPERATING PROCEDURES

- A. Before responding using siren and emergency lights, officers must determine:
 - 1. If the situation is an emergency.
 - 2. If the emergency warrants an emergency response.
- B. All calls received and dispatched will fit into a given response priority and all calls will be responded to according to the proper priority classification as follows:

- 1. Priority "1" (Emergency) is a call of an immediate life-threatening nature. Response by the officer will require the use of emergency equipment (blue lights and siren) except when the use of such equipment would likely result in alerting the violator and increasing the likelihood of escape. The officer may disregard traffic laws, but is required to comply with O.C.G.A. 40-6-6 paying particular attention to paragraph D.

It is important to note that the responsibility of handling a priority "1" call by an officer without using emergency equipment rests solely with the responding officer. He or she will be expected to justify their actions if involved in an accident, and may not be relieved of fault just because he or she is in an authorized emergency vehicle.

- 2. Priority "2" (Expedited) is a call of an emergent or serious nature, but is not life-threatening. The officer will respond as soon as possible or may utilize authorized emergency equipment to expedite the response. Officer responding in this manner will use all due regard to ensure safe arrival at the scene of an incident.
 - 3. Priority "3" (Routine) is a call of a routine or less serious nature. The officer will respond as soon as possible or may handle the call while remaining in service. This type call may be held, at the discretion of the supervisor; however, the supervisor should handle the call when possible.
- C. Emergencies include situations in which life is in danger, physical harm is occurring or is imminent, serious destruction of property is occurring, riots and any other situation in which the public safety is in immediate

jeopardy. However, no set of rules or guidelines can possibly define every emergency police officers encounter and, for that reason, deciding whether a situation is an emergency in line with these guidelines must be left to each officer, subject to review by the officer's immediate supervisor.

- D. After determining an emergency exists, an officer then decides whether an emergency response is warranted. Factors which officers should consider include, but are not limited to, the severity of the call, type of call, whether the officer will probably be the first to the scene, whether personnel are already at the scene, distance to be traveled, road and weather conditions, traffic conditions, the degree of danger to another officer or to the public. For example, an emergency response to save property would probably not be warranted if the sum of factors known to the officer indicates that either the officer or the public would be subjected to a high probability of harm by the response. Correspondingly, a situation in which physical harm to the public or another officer is imminent would probably warrant an emergency response under most adverse conditions.
- E. Supervisors shall monitor responses of personnel under their supervision and control the number of units responding to emergency calls for service. Supervisors shall upgrade or downgrade emergency responses by their subordinates, as they deem necessary.
- F. All personnel are responsible for knowing the laws of the State of Georgia pertaining to emergency vehicles, their operation and the limitations imposed on emergency vehicles.
- G. Officers who elect to exercise the rights of an emergency vehicle as granted by state law must use their siren and emergency lights. Use of only the emergency lights does not confer emergency vehicle status upon the vehicle.
- H. Officers are to be continually alert for other emergency vehicles responding to the same or a different emergency.

XIV. POLICE RADIO PROCEDURES

When officers receive a call from Communications, they will acknowledge the call immediately; provide the dispatcher with their current location and proceed to the location of the call in accordance with the priority of the call. If there is another unit closer to the call, that unit will advise the dispatcher. The dispatcher will assign the closer unit or advise the unit to disregard the call.

Each officer is assigned a portable radio and a charger. Officers will be responsible for keeping their portable radio charged and functioning. Officers are also assigned individual radio numbers applicable to their current assignment. .

It is absolutely necessary that an officer notify the Communications Center as soon as he or she arrives at the scene of calls for service and that the officer returns to service as quickly as possible after completing the call for service. Also, the officer will notify the Communications Center before leaving the patrol car on all vehicle or pedestrian stops. The officer will provide a location and identifying information on vehicles and pedestrians.

A. Assignment of Backup

The on-duty supervisor or the communications dispatcher will determine whether a backup unit should be dispatched and if so, what priority the backup unit should use.

B. Response Status

The priority recommendations are recommendations only. Any call may be upgraded with the addition of an "I" for injured, or "IP" for crimes in-progress. Conversely, a call may also be downgraded if additional information indicates there is no emergency or hazard to the situation.

C. Dispatch Procedures

The response to any call for service may be upgraded or downgraded, depending on the circumstances, indicated by the Communications Center. If a call is upgraded or downgraded (from the set priority), the new priority will be broadcast and approved by the Shift Supervisor. An example of a downgrade would be when a person has requested service to investigate a fight and the caller advised a length of time has passed since the incident occurred making it more likely that the incident is not in progress.

Because of knowledge and information of the request for service, it is important that the dispatcher control the dispatching order of calls for service. Communications will not issue a call for service until an officer is available to respond. If calls for service are holding, the Communications Center will notify the Shift Supervisor. All calls for service should be dispatched by the Communications Center. If any other police personnel receive a request for service, the responding officer will notify the Communications Center, by the quickest means possible (i.e., - either by phone or radio). If the Shift Supervisor finds it necessary to change the priority of any call, the supervisor shall accept full responsibility for altering the priority of the call.

D. Reassignment of Calls

Supervisors may, at their discretion, cause calls to be reassigned to other units. Officers may request reassignment of calls by advising their supervisor of the reason, such as when two units have been assigned calls and know that they are each closer to the other's call. An officer will only take it upon himself or herself to reassign calls when no supervisor is available.

E. Final Authority

The dispatchers are responsible for the efficient transfer of information to the field units of the Department. It is the responsibility of all personnel to act upon that information in a manner that they believe will best meet the mission and goals of the Department. This responsibility will not be delegated or assumed to rest with the Communications Center.

F. Phrases and Words

Radio users are required to incorporate the codes listed in this manual in their normal operating procedures. The primary purpose of codes is to save time and to avoid confusion or misunderstanding. Codes are usually readily recognizable, easily understood and convey maximum meaning in a minimum amount of time. This shall not preclude a radio user from speaking "plain English" on the radio if he or she is unsure of the proper code or signal.

G. Radio Failure

1. No officer on-duty will work or continue to work without a mobile or portable radio. If a failure of the mobile unit occurs, the officer will immediately notify the supervisor. If the vehicle cannot be readily repaired, the officer will obtain another vehicle or continue to operate using his or her portable radio.

If a failure of the portable radio occurs, the officer will immediately advise the supervisor by phone or mobile radio.

2. In the event of a complete radio system failure, all mobile and base radios will be changed to the assigned "car-to-car" channel. This channel does not require a repeater and provides a limited range of operation. Patrol vehicles may have to be staged at specific locations throughout the City in order to relay information from Communications to the officers that are the farthest away from headquarters. Officers will then either go to the Locust Grove Police Department or advise the Communications Center of their location, by phone or radio, and

stand-by at that location for calls. If dispatched, officers will notify Communications as soon as possible of the status and any activities taken.

XV. NOTIFICATION OF PATROL SUPERVISOR

Patrol officers will notify the patrol supervisor whenever necessary. However, notification is mandatory in any felony, death or any other occurrence involving serious injuries. This also includes any crime against children, missing persons, accidents involving police or other city vehicles, pursuits, bomb threats or any weapons or explosives found. Officers should use their discretion and notify the supervisor at any time he or she believes such notification is warranted.

XVI. INVESTIGATIONS OF CALLS FOR SERVICE

- A. Patrol officers will answer all calls for service, conduct investigations and prepare the proper reports when necessary. The investigating officer shall be responsible for getting a case number from the communications center and recording it on the incident, supplemental and miscellaneous reports. Many incidents, particularly those involving crimes, require subsequent investigations. The results of follow-up investigations will be recorded on a supplemental report.
- B. Some crimes and incidents will be brought to a patrol officer's attention by means of an on-view arrest or through direct citizen contact including those received in person at headquarters. When it is required that an Incident/Arrest report be made, the officer shall obtain a case number from the Communications Center and shall record it on the Incident/Arrest report.
- C. The primary responsibility of the initial investigating officer is to thoroughly investigate the crime in an attempt to develop information leading to the arrest of the person responsible and the recovery of stolen property.

The secondary responsibility of the investigating officer is to instruct the victim in crime prevention techniques to reduce the chance of a future occurrence of this or any other foreseeable incident.

- D. In cases where the officer can effectively handle offenses without assistance from an investigator, the supervisor has the discretion to direct such action.

Those patrol cases requiring long-term commitment not consistent with patrol's overall mission shall be forwarded to the Criminal Investigations Division per authorization of the Shift Supervisor.

XVII. PRELIMINARY INVESTIGATIONS

A. Duties and Responsibilities

The Locust Grove Police Department will fully investigate all reported crimes and incidents with sufficient resources provided consistent with the investigative leads and magnitude of the crime.

Upon arrival at the scene of a crime, the patrol officer having responsibility for the preliminary investigation shall determine if the Shift Supervisor is to be notified and if a detective will be needed. If a detective is needed, the Shift Supervisor will make the request for a detective to be called.

The patrol officer shall be responsible for the following:

1. Provide aid to the injured and summon medical assistance if necessary.
2. Protect the crime scene to ensure that the scene is not disturbed and that possible evidence is not lost, destroyed or contaminated.
3. Observe and record all conditions, events and remarks.
4. Determine if an offense has actually been committed and, if so, the exact nature of the offense.
5. Determine the identity of the suspect(s) and make an arrest if it can be accomplished either at the scene or through immediate pursuit.
6. If a suspect is stopped and questioned about the crime, the officer may, with articulable suspicion, frisk the individual person for the officer's protection. If an arrest is made, the officer may search the individual and the area immediate in his or her control for evidence related to the crime.
7. Locate and identify the complainant(s), victim(s) and witness(es):
 - a. Separate and interview each individually.
 - b. Obtain a description of suspects, vehicles and mode of travel.
 - c. Determine what information the victim, complainant, and/or witnesses know.

- d. Furnish other field units, through radio communications, descriptions, method and direction of flight and other relevant information concerning wanted/missing persons or vehicles.
8. Determine in detail the exact circumstances of the offense.
9. Obtain a written statement from victims, witnesses and from suspect(s), if such statements can be obtained legally and are necessary for the solvability of the crime.
10. Arrange for the collection of evidence:
 - a. Notify detectives, per authorization of the Shift Supervisor, for crime scene processing when it cannot be accomplished by the officer or supervisor.
 - b. Collect evidence if there is no need to notify detectives.
 - c. Request additional assistance from patrol units when necessary.
11. Interrogate the suspect if apprehended:
 - a. Read Miranda Warning and advise the suspect/arrestee of access to legal representation.
 - b. Use field interview techniques.
 - c. Take suspect into custody and transport the suspect to the Henry County Detention Center. If necessary, obtain warrants or turn him or her over to the detective called in.
12. Accurately and completely record all pertinent information on prescribed report forms.
13. Ensure that the appropriate GCIC/NCIC entry, modification, and/or clearance data are completed, when applicable (i.e. wanted/missing persons cleared/entered, stolen property entered).
14. Check victim(s), witness(es) and suspect(s) on GCIC/NCIC and at the detention center for possible outstanding warrants.
15. Conduct an inventory search of any property and/or vehicles seized or recovered.
16. Officers of the department, before being relieved from duty, shall report all unfinished business or reports to their immediate supervisor so that such information may, if necessary, be forwarded to officers of

the relieving shift. All reports are to be turned in prior to the end of that officer's tour of duty. Officers that encounter extenuating circumstances, that may prevent them from completing the required reports, must have a supervisor's approval before ending their tour of duty. Officers who are given approval by a supervisor and are unable to complete a report before the end of their shift shall complete a face sheet that contains the incident type, location, time and persons involved. The face sheet shall be distinctly marked "incomplete" and turned into the records section. Officers are required to return to complete and have approved all unfinished reports within 24hrs.

B. The Patrol Division may temporarily assign the investigating patrol officer to the Criminal Investigations Division for an agreed amount of time on any major case. This temporary assignment will be coordinated between the affected supervisors and the Chief of Police based on investigative needs and manpower constraints.

C. Shift Supervisor Responsibilities:

1. Immediately ascertain from the patrol officer the seriousness of the incident under investigation and the basic details concerning the crime.
2. Ensure that the patrol officer conducts a thorough preliminary investigation and gathers all pertinent facts and information.
3. Provide leadership to subordinates to ensure an efficient and effective preliminary investigation.
4. Ensure that patrol officers devote that amount of time necessary for a quality preliminary investigation without jeopardizing other important police services.
5. The Shift Supervisor will be held responsible for the quality of reports and investigations occurring during his or her tour of duty and coordinating investigative efforts with the relieving shift and/or the Criminal Investigations Division.
6. Review preliminary investigation reports as soon as possible and ensure completeness of the reports prior to approving them. If the report is incomplete, the supervisor will return the report to the officer for completion. The shift supervisor will be held accountable for the completeness of a preliminary investigative report.
7. The Shift Supervisor will be responsible for determining if a detective is to be requested for assistance or when patrol investigative activity will terminate due to a lack of investigative leads.

8. The Shift Supervisor will ensure that the evidence kits are operational and that sufficient personnel under his command are trained in investigative methods and crime scene processing.
9. The Shift Supervisor will handle preliminary investigations and be held accountable as any other patrol officer.

XVIII. FOLLOW-UP INVESTIGATIONS

- A. Follow-up investigations of incidents involving Part 1 crimes shall be the primary responsibility of the Criminal Investigations Division. However, patrol officers who acquire additional information on incidents should complete a supplemental report or forward the information to detective personnel.
- B. The following incidents require immediate notification of detective personnel by the Shift Supervisor:
 1. Homicide
 2. Rape
 3. Car Jacking
 4. Robbery
 5. Bomb Threat
 6. Burglary (where there are known latent prints or other physical evidence is available or where theft/damage amount exceeds \$1,500).
 7. Suicide (where there are suspicious circumstances).
 8. Drowning
 9. Person Dead (suspicious circumstances)
 10. Runaway (under 13yoa)
 11. Abduction
 12. Crimes Against Children
 13. Officer involved shooting

- C. When the immediate services of a crime scene specialist are required, a detective will be notified. All notifications for assistance should be within one-half hour. All crime scenes and accidents will be secured under the direction of a supervisor until needed special services arrive.

- D. Missing/Wanted Persons

Persons for whom arrest warrants have been issued, are reported missing or have been placed on probation or parole shall be entered in the GCIC persons files within 12 hours of the report being taken or warrant being issued. Juvenile entries must be made IMMEDIATELY.

A copy of said report or information shall be furnished to the Shift Supervisor for dissemination to other units and related agencies. A copy shall be made available for the incoming shift to review at roll call.

- 1. Missing/Wanted Persons Reports

When an officer takes a missing person report involving a person 17 years of age or older, GCIC entry requires specific information about the individual before entry can be made into the system. Once the report is completed, it shall be copied and the information provided to the person designated to make the entry. All entries must be made within 12 hours of the report being taken. Missing or wanted juvenile reports shall contain the same information as required for adults and must be entered IMMEDIATELY. Vehicles, which are associated with a wanted or missing person shall be included in the incident report and entered into the GCIC system.

XIX. TRAFFIC ACCIDENT RESPONSE AND INVESTIGATION

- A. When notified that an accident has occurred, either by telephone or radio, the dispatcher shall obtain the following information and enter it into the CAD system:

- 1. Location of accident.
- 2. Injuries, if any.
- 3. Road blocked.
- 4. Types of vehicles (dangerous cargo, etc.).
- 5. Existing hazards (fire, explosives, etc.).
- 6. Caller's name.

7. Phone number.

- B. The officer's response to the accident scene will be determined by the seriousness of the accident. Officers shall respond to all accidents with injury or death and accidents involving hazardous materials with emergency lights and siren activated. Other accident responses will be non-emergency, unless upgraded by a supervisor.
- C. Accident investigation is the primary responsibility of the officer assigned to the call. When possible, it will be the officer assigned to the zone where the accident occurs. The primary responding officer will have charge of the accident scene unless otherwise dictated by a higher ranking officer.
- D. All reports shall be completed by the investigating officer. If the zone officer is unavailable, then the first officer on the scene or designated officer shall be responsible for the reports.

XX. DUTIES OF FIRST OFFICER TO ARRIVE AT ACCIDENT SCENE

- A. Officers responding to the scene of an accident will drive in a safe manner so as not to endanger themselves or the public. The first officer on the accident scene will take the following action:
 - 1. Position patrol vehicle in a manner to protect the accident scene.
 - 2. Search for injured. Administer first aid/CPR until emergency medical units arrive (ambulance, rescue, etc.).
 - 3. Summon additional assistance (officers, tow vehicles, other agencies, etc.), if necessary.
 - 4. Protect the scene from bystanders, media and other vehicle traffic.
 - 5. Establish safe traffic patterns around the scene.
 - 6. Locate persons involved in the accident and witnesses and record additional accident information.
 - 7. Secure and protect evidence, especially short-lived evidence.
 - 8. Assist and resolve any disputes or areas of conflict between parties involved in the accident, making appropriate referrals when necessary.
 - 9. Remove persons, vehicles and debris from accident site and roadway as soon as possible.

10. Complete accident reports as required.

- B. Fire Hazards: Whenever a fire hazard exists, the first officer shall take immediate action to clear the area of all persons and shall notify dispatch for assistance of fire personnel. The officer shall summon additional police assistance to make a perimeter around the accident scene.
- C. Hazardous Materials: In the event of train derailment or traffic accident suspected to involve hazardous materials, the responding officer shall immediately:
 - 1. Notify dispatch for fire department assistance and advise type of hazard if known.
 - 2. Notify supervisor to proceed to the scene.
 - 3. Move and keep people away from the accident scene.
 - 4. Request additional police assistance to establish a perimeter around the scene.
- D. When approaching an accident scene involving any cargo:
 - 1. Do not walk into or touch any spilled material.
 - 2. Avoid inhalation of all gases, fumes and smoke even if no hazardous materials are involved.
 - 3. Do not assume that gases or vapors are harmless because of lack of smell.
- E. Supervisors at the scene shall establish a command post near the accident scene and shall coordinate activities according to the emergency response plan.

XXI. DUTIES OF INVESTIGATING OFFICER

- A. Any accident that occurs within the city limits shall be properly reported by the investigating officer on a Georgia Uniform Motor Vehicle Accident Report if the accident occurs on a public highway, road or street. If more than two vehicles are involved, a supplemental report will be completed on the same form.

A police officer will be assigned, respond to, and prepare a report of accidents involving any of the following:

1. Death or injury;
 2. Property damage or fire;
 3. Hit and run;
 4. Impairment due to alcohol or drugs;
 5. Hazardous materials; and
 6. Damage to public vehicles or property.
- B. Accidents occurring on private property shall also be properly reported on a Georgia Uniform Motor Vehicle Private Property Accident Report . All accident reports shall be read and approved by the supervisor before forwarding to the Records Section.
- C. The investigating officer shall be responsible for the following on-scene duties:
1. Interviewing involved parties/witnesses;
 2. Examining/recording vehicle damage;
 3. Recording accident information;
 4. Determining damage, if any, to roadway;
 5. Taking measurements, when appropriate;
 6. Taking photographs, when appropriate;
 7. Collecting/preserving evidence; and
 8. Exchanging information among parties involved.
- D. Follow-up activities may be conducted away from the accident scene after normal flow of traffic is resumed. Investigating officer shall be responsible for follow-up on accidents, when necessary, which include:
1. Collecting off-scene data (includes locating hit and run vehicles, talking to other witnesses who are not present at the scene).
 2. Obtaining/recording witnesses statements.

3. Reconstructing accidents (includes photographing, making test skids, measurements, replacing vehicles).
 4. Completion of accident report and an incident report if necessary to support criminal charges arising from the incident.
- E. Expert or technical assistance may be requested if the accident involves a fatality or serious injury by contacting the Henry County Police Accident Investigation Unit (AIU). AIU assistance may be authorized by the supervisor on scene. Such assistance may include:
1. Professional photography;
 2. Surveyors;
 3. Mechanics;
 4. Physicists;
 5. Physicians.

All expert reports will be included in the investigating officer's report.

- F. The investigating officer shall be authorized to issue a citation(s) for any violation that causes a traffic accident. Officers should take enforcement action whenever they detect a violation of law or ordinance and such violation was the cause of the accident.
- G. The investigating officer shall be authorized to remove any valuable property from the vehicles being towed if the persons involved are unable to care for the property and shall take the property to the police department for safekeeping. All property taken from the vehicle shall be processed in accordance with departmental procedures regarding property and evidence (SOP I-010). All required forms will be completed and turned in with the property. The officer shall notify the owner and advise of the location of the removed property.

XXII. FIELD INTERVIEWS

- A. An important aspect of preventive patrol is conducting field interviews. Field interviews shall be a primary responsibility of all departmental personnel.
- B. The end result of the field inquiry; identification, information and crime prevention is best achieved through an open, professional approach. Indiscriminate stopping and questioning of citizens represents both a misuse of police authority and an infringement upon the personal liberty

of citizens. Each person questioned must, in the judgment of the officer, arouse suspicions or appear to be a potential source of information. The practice of stopping a pedestrian or motorist to break the monotony of an otherwise dull tour of duty or for the sake of showing some activity for the record is not in keeping with the intent or spirit of field inquiries.

- C. When conducting field interviews, the officer will remain observant to all actions by the individual being interviewed. Should the officer have articulable suspicion to fear for his safety, the officer may "frisk" the individual's person to determine if a weapon is present and ensure the officer's safety.
- D. The following factors will be considered when making a field inquiry:
 - 1. Personal appearance of suspect (well dressed, clean; sloppy dressed, dirty).
 - 2. The area (business district, residential, depressed area, heavy drug traffic area, etc.).
 - 3. Time of day (morning hours, late at night, daytime).
 - 4. Activity of suspect(s).
- E. Officers should conduct a field interview whenever they observe persons who do not fit the area or time, persons acting in a suspicious manner and those who loiter.
- F. Whenever an officer conducts a field interview he should notify the dispatcher of the location and proper code. The officer may complete a field interview on the person or using this feature on the computerized records management system.
- G. The Criminal Investigations Division shall be responsible for the maintenance of the field interview information.

XXIII. IDENTIFICATION OF POLICE HAZARDS

All officers assigned to Field Operations or the Criminal Investigations Division shall be responsible for reporting any potential or actual police hazards that may exist in the community. Police hazards may include:

- A. Roadway hazards such as holes, ditches, loose gravel, etc. Such hazards, when discovered, shall be reported also to the City Public Works or State Highway Department.
- B. Construction projects.

- C. Persons known to carry weapons.
- D. Residences suspected of drug dealing.
- E. Unlighted alleys, streets or highways.
- F. Downed power lines (notify Public Utilities).
- G. Gas, sewer or other utility lines (notify appropriate utility).

When a potential or actual police hazard is detected, the officer shall notify his or her supervisor of the hazard. All potential or actual hazards shall be reported in accordance with city policy and shall be distributed to other shifts. This information should be distributed to police personnel during roll call sessions.

If conditions are such that Street, Electrical or Public Utilities personnel are needed for an emergency or conditions that could cause harm, the shift supervisor will be notified and arrangements made to notify the proper personnel.

XXIV. RESPONSE TO SILENT / AUDIBLE ALARMS

It is the responsibility of the Locust Grove Police Department to respond to silent and audible alarms as quickly as possible. Further, it is the responsibility of the Department to thoroughly check the structure serviced by the alarm to ensure that no burglary or hold-up has taken place. In performing this function, THE OFFICER MUST ALWAYS REMEMBER THAT THE PEOPLE WHO COMMIT THESE CRIMES ARE CONSIDERED DANGEROUS. Due to this danger and the danger to private citizens, the officer must approach these calls with the utmost alertness and professionalism. To become careless and unprofessional can lead to disaster.

A. General

1. Normally, at least (2) two officers will be dispatched (when available).
2. The officers should inspect the premises to determine if there is any evidence of entry.
3. If there is no evidence of entry or a hold-up, the officer should check with the Communications Center to see if the key holder is en route to the scene.

- a. If there is no key holder en route, Communications should be instructed to make every effort to locate him or her to have them come to the location.
 - b. If there will be a considerable time delay in the key holder arriving at the scene, the officer will return to service and request the dispatcher to instruct the key holder to call Communications upon his arrival on the scene if he or she wants the officer to return.
 - c. If Communications cannot locate a key holder or some other responsible person and the location appears to be undamaged with no entry made, the officer will record the information and report it to Communications. If anything suspicious is noted, the officer will advise Communications to note that the building was checked, something suspicious was found and the key holder could not be reached or would not report to the scene.
4. If the officer determines entry has been made, the officer will immediately notify Communications of such entry and request assistance. The officer will then attempt to cover the location from the outside and wait until assistance arrives before searching the building.
 5. In the event of storm(s) causing numerous alarms, the supervisor may have the officers check the calls while remaining in service. The officer will consult their supervisor for instructions.

Note: *Officers responding to residential and commercial alarms and find an open door or window will not enter the residence until back-up arrives. Exceptions will be considered on a case-by-case basis such as other emergency in progress where no other officers are available.*

B. Bank Alarms During Normal business Hours

When the alarm is activated, Communications will dispatch two cars immediately. Upon arrival, the officer will take up a position where he or she can observe all entrances and exits if possible and still remain out of sight from persons within the business. Communications will then telephone the location and ask if the alarm is valid. If the person answering advises the location is okay, the dispatched car will be advised immediately. The official will then be asked by Communications to meet the responding officer outside the building in a safe location (away from the front door) If it is a false alarm, a bank official will exit the building holding up a white sheet of paper indicating all is ok and the alarm is false. Prior to exiting the building, a complete description of the official, including clothing colors will be obtained by Communications and relayed

to the officer. If no one appears, the officer is to treat the call as a Robbery-in-Progress, take cover and notify the Shift Supervisor.

XXV. STOLEN/ABANDONED PROPERTY REQUIREMENTS/ENTRIES

When articles such as televisions, VCRs, telephones, stereo systems, computers, cable boxes, bicycles, vehicles, boats, lawn mowers, tools and equipment, etc. have been stolen, an incident report shall be completed by the investigating officer. Un-recovered, serial numbered, stolen property, for which a theft report has been completed are entered in the GCIC files.

A. Stolen Vehicles, Abandoned Vehicles and Tag Entries

A vehicle is any motor driven means of transportation designed to carry an operator, except a boat. Stolen vehicles, abandoned vehicles and stolen tags shall be recorded on an incident report by the investigating officer and entered in the GCIC vehicle files.

B. Stolen Boat and Motor Entries

When boats and/or motors have been stolen, an incident report shall be completed by the investigating officer and entered in the GCIC boat files.

C. Stolen Gun Entries

Serial numbered weapons (and accessories), which use explosive, compressed air or carbon dioxide to propel a projectile and have been reported stolen or recovered (found by our agency but reported stolen by another agency), shall be recorded on an incident report by the investigating officer.

Stolen gun reports shall be copied and sent to the appropriate person for entry into the GCIC stolen gun files. BB guns and pellet guns, which are less than .22 caliber, should not be entered in these files. They should be entered in the article file.

All entries must be made within 12 hours of the report being taken.

D. Abandoned Vehicles

Georgia law requires law enforcement agencies to enter records on vehicles, which have been abandoned and impounded by law enforcement agencies, or vehicles that have been reported as impounded by operators of wrecker services or vehicle storage facilities in the abandoned vehicle file. Abandoned and impounded vehicle information shall be recorded on an incident report by the investigating officer, copied and sent to the appropriate person for entry. All entries must be made within 12 hours of the report being taken.

Georgia law (O.C.G.A. 35-3-33, 35-3-36, and 40-11-2) requires law enforcement officers to:

1. Enter abandoned vehicle records in the computerized abandoned vehicle file after the wrecker service or vehicle storage facility has given notice in writing.
2. Furnish legitimate operators of wrecker services and vehicle storage facilities with the names and addresses of the last known registered owner of the recovered abandoned vehicle.

When vehicles are recovered, the vehicle owner must be notified within 72 hours of the vehicle's recovery and location. Notification is the responsibility of the investigating officer.

XXVI. DEATHS/ DROWNING/ INJURED PERSONS

In instances resulting in death (i.e. homicide, traffic fatality, natural death, etc.) the Shift Supervisor shall instruct the Communications Center to notify the on call investigator and Henry County Coroner.

A. Suicide

1. Cases of threatened suicide present so many varied situations that it is impossible to outline any specific action that might be applicable in each case. Each case demands that the officer on the scene maintain a cool head, good judgment and take prompt, efficient action.
2. The duty of the first officer on the scene is threefold:
 - a. Take immediate steps to protect the general public, if necessary.
 - b. Have the dispatcher notified, stating type of assistance needed (personnel, equipment, EMS, utilities, Fire, etc.).

- c. "Delay" the suicide attempt if possible.
3. In a case where the suicide has been averted, the person shall be taken into custody and transported to a medical facility for evaluation and additional assistance when necessary.

B. Sudden Death

1. Upon the arrival of an officer at the scene of a sudden death, one of the first priorities is to determine the cause of death. Where there are no suspicious circumstances and the deceased has been under the care of a physician within recent days or weeks, the following procedure shall be followed:
 - a. The Shift Supervisor will respond to the scene and supervise the investigation.
 - b. Contact the on call investigator and the Henry County Coroner's office.
2. When death results from violence, suicide, casualty, or happens suddenly when the person was in apparent good health and unattended by a physician, or in a suspicious or unusual manner, the following procedure shall be followed:
 - a. The crime scene shall be preserved until all examinations have been conducted and the cause of death has been determined.
 - b. The Shift Supervisor will respond to the scene and assume responsibility for overseeing the investigation and be responsible for direct supervision of the investigation until such time as relieved by the detectives. The coroner's office shall be notified immediately. The category of death will not be finalized merely on reported information without processing evidence, technical examinations and completion of all possible interviews.
 - c. A thorough preliminary investigation will be conducted by patrol and/or detective personnel.
3. Shift Supervisors investigating cases of sudden death shall ensure that the next of kin is notified by the investigating officer, coroner, family minister, family friend, or the Shift Supervisor.
4. Appropriate reports shall be completed and reviewed by the Shift Supervisor.

C. Removal of Bodies of Deceased Persons

1. Police and fire department personnel shall cooperate to the greatest extent possible and exercise their good judgment in evaluating whether death has occurred. If there is any doubt, appropriate procedures shall be followed by the ambulance crew.
2. All deceased persons must be taken to a medical facility to be pronounced or, at the coroner's direction, to another location (crime lab, funeral home, morgue, etc.).
3. If the coroner is contacted, but cannot respond within a reasonable time, he or she may authorize the removal of the body if it is creating a public nuisance. In this case, the coroner will be informed of where the body is to be taken. If the officers believe that moving the body may hinder the investigation, it shall not be moved.
4. An ambulance may be used to remove the body to a funeral establishment if the funeral director's vehicle is unavailable or delayed.

D. Drowning/Removing Bodies from Water

In cases of suspected drowning, there is no use to administer first aid if the body is known to have been submerged for a period of time that would make life-saving efforts futile. The coroner will be contacted for authorization to remove the body to the appropriate location.

E. Sick or Injured Persons

1. Whenever an officer of the department finds or has his attention called to an unconscious or seriously injured person on the street or other public place or in a private home or institution and it is necessary that such person be transported to a hospital, he or she shall at once notify the dispatcher. An ambulance or the fire department rescue unit shall be dispatched.
2. In the case of a sick or injured person, the officer, before summoning an ambulance, shall ascertain from such person whether or not he or she is willing to be taken to a hospital for treatment. Care must be taken to ensure that the victim is capable of making such a decision. Where a small child is involved or where there is any doubt of the person having sufficient control of his senses to make the decision, the officer should summon the ambulance. If the victim refuses hospitalization, the officer shall render whatever assistance possible

and shall send the person to his home, or elsewhere, as circumstances require.

3. All unconscious persons and all persons apparently sick and unable to speak for themselves, require the officer to summons an ambulance to immediately transport the person to a medical facility. This procedure is applicable whether such condition is caused by sickness, alcohol or other factors.
4. When a person is found in an unconscious state, the officer shall take particular care to safeguard the personal property of the victim. No personal property of the victim shall be retained by police personnel, but shall accompany the victim to the medical facility and there be removed from the victim in accordance with medical facility regulations. However, if it appears necessary for the officer to take possession of any property required as evidence or other property to secure it against probable loss, the officer shall do so. When possible, this should be done in the presence of a witness whose name and address the officer shall obtain. Such property, along with all information pertaining thereto, shall be turned into the Property/Evidence Custodian.
5. When necessary to notify relatives of a death, serious illness or injury of any family member, such notification shall be made in person in a discreet manner by the Shift Supervisor, investigating officer, coroner, family minister or family friend. The Shift Supervisor or investigating officer shall make additional notifications to provide additional assistance to the immediate family. The telephone shall be employed for such notification when other means are impractical.

XXVII. TAKING IDENTITY THEFT CRIME REPORTS

Identity Theft: Identity theft is the wrongful use of another person's identifying information – such as credit card, social security or driver's license numbers – to commit financial or other crimes. Identity theft is generally a means for committing other offenses such as fraudulently obtaining financial credit or loans, among other crimes.

All sworn police personnel are authorized to take identity theft crime reports regardless of where the crime took place or the victim's place of residency in accordance to 18 U.S.C. § 1028 (c)(7).

When taking an identity theft crime report, officers should provide information and any assistance deemed necessary to the identity crime victim. The investigating officer, where jurisdiction has been established, should coordinate the investigation with other agencies for collaboration and avoidance of duplication.

Where reasonable and appropriate, officers who are engaged in community meetings, community crime prevention and awareness presentations or similar speaking or information dissemination efforts, shall provide the public with information on the nature and prevention of identity theft.

XXVIII. EMERGENCY CALL-UP

In instances of natural disaster, civil disaster, civil disorder, riot, etc., it may become necessary to call officers in from off-duty status. In this event, the following procedure will be used:

- A. Authority to order a call-up of off-duty personnel will rest with the Chief of Police. The call-up order will include the number and type of personnel needed, the equipment necessary, the assembly point and a brief description of the situation involved.
- B. Upon receipt of a call-up order, the on-duty Supervisor, or his or her designee, will attempt to fill the request for manpower from on-duty personnel first, then utilizing the next reporting shift personnel, then any other Patrol Unit personnel and finally, all Detectives.
- D. All Supervisors will be advised of the number of personnel needed from their units.
 - 1. If the situation is time-critical, on-duty personnel will be dispatched to the assembly point.
 - 2. If the situation is not time-critical, the on-duty Supervisor, at his or her discretion, may use any combination of on or off-duty personnel necessary to comply with the call-up order.
- E. All Supervisors will be responsible for having the telephone calls made to their off-duty personnel. The Communications Center may be utilized for this function if there is insufficient manpower available to make the calls.
- F. It will be the responsibility of each unit supervisor to continue, to the extent possible, all regular police services during the emergency situation. Planning in this regard should include: relief of on-duty, regular service personnel, relief of on and off-duty personnel involved in the emergency and adjustments in shifts or off-days to compensate for absent personnel.

XXIX. NOTIFICATIONS

A. Chief of Police

Certain incidents require immediate notification of the Shift Supervisor, other Supervisors and/or the Chief of Police by the officer in charge of an incident scene either personally or through the Communications Center. In the event of any of the following incidents, notification of the above listed personnel is **mandatory** as soon as possible following the stabilization of the scene:

1. Any suspicious death investigation (i.e. - homicide, suicide, natural);
2. Natural or manmade disasters;
3. Any spectacular incident or unusual occurrence (i.e. - aircraft accidents; major fire; explosion; tornado; etc.);
4. School bus accidents involving any injuries;
5. Manhunts when extensive search is involved;
6. Strikes, riots or disorders;
7. All shootings involving Locust Grove Police Officers and all incidents involving use of force by Locust Grove Police Officers resulting in serious injury or death;
8. Bomb threats whether or not a device is found;
9. Hostage, barricade situations;
10. Auto accidents involving any Locust Grove law enforcement vehicle;
11. Auto accidents involving serious injuries, fatalities, potential fatalities or hazardous materials;
12. Robberies or rapes;
13. Death or any serious illness or injury to any officer of the Locust Grove Police Department or his or her immediate family;
14. Injury or death to any on-duty Locust Grove Police Officer;
15. Children under the age of thirteen (13) or elderly adults over the age of seventy (70) that have been missing for two (2) or more hours;

16. Any death or serious injury of any person in the custody of the Locust Grove Police Department;
17. Any law enforcement action involving a public, elected official or another law enforcement officer;
18. Day-care facility incident involving death, injury, or suspected abuse;
19. Kidnapping;
20. Incident involving multiple fatalities or serious injuries;
21. Drive-by shooting;
22. Violent gang activity;
23. Aggravated child abuse or molestation; and
24. Escape of a prisoner from the custody of a Locust Grove Police Officer.
25. Any incident which may be newsworthy or result in heightened community interest.

Notification will be made by the highest-ranking official familiar with the incident or through the Communications Center as directed by such highest ranking official.

AS A GENERAL RULE, WHEN IN DOUBT, MAKE THE NOTIFICATION

B. Notification of the SWAT Team

Notification of the Henry County Police Department SWAT Team shall be made through the Communications Center upon approval of the Shift Supervisor, or his or her designee, whenever their assistance is necessary in any of the following situations. Notification of the Chief of Police is also required.

1. Barricaded persons;
2. Hostage situations;
3. Security for VIP's;
4. Civil disorder and demonstrations;
5. Rescue missions;

6. Bomb calls where a suspected improvised explosive device is found;
7. High risk situations involving subjects known to be or suspected of being armed.



Administration Department

P. O. Box 900
Locust Grove, Georgia 30248

Phone: (770) 957-5043
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Item Coversheet

Item: Resolution for Design Services - Turnipseed Engineers

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item:	505	5-4330-52.1250	ENGINEERING	50,000.00	75,000.00
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Date Received: September 1, 2021

Workshop Date: N/A

Regular Meeting Date: September 7, 2021

Discussion:

Attached is a Resolution to accept an Agreement for Engineering Services between the City and G. Ben Turnipseed Engineers, Inc. (Turnipseed) for the work to begin the next major expansion of the Indian Creek Water Pollution Control Plant (Sewer Plant) located at 1116 Locust Road. Our plant has always been originally to expand from its original 1.5 MGD to 3 or 4 MGD and up to 6 MGD eventually to serve the growth of the city, originally planned for 17,000 to 37,000 residents per estimates generated in the early 2000's. This work would center on the pressing facilities, bar screen, equalization tanks, and final treatment by UV. The work for the first doubling of the plant would be relatively simple in terms of major facilities, as many were already contemplated in the original design. Capacity is 700,000 gpd on the average now with peak flows over 1.1 MGD with infiltration into the system.

Recommendation:

APPROVE RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE CITY AND TURNIPSEED ENGINEERS FOR EXPANSION OF THE INDIAN CREEK PLANT.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF LOCUST GROVE TO ACCEPT THE AGREEMENT BETWEEN THE CITY AND G. BEN TURNIPSEED ENGINEERS, INC. FOR WORK ON THE ADDITIONS TO THE INDIAN CREEK WATER POLLUTION CONTROL PLANT; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WITNESSETH:

WHEREAS, the City of Locust Grove (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, G. Ben Turnipseed Engineers, Inc. (“Turnipseed”) is a corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, Turnipseed has been designated the City Engineer as per Section 3.46 of the City Charter to perform certain engineering activities for the City; and,

WHEREAS, the Turnipseed has prepared an Engineering Services Agreement (“Agreement”) related to improvements to the Indian Creek Water Pollution Control Plant (“Plant”) for certain additions to various areas of the Plant to increase its capacity by more than double (“Project”); and,

WHEREAS, the City is aware that this Project is critical in the expansion and maintenance of this important infrastructure within the City to continue service to the existing and future population, businesses, and industries; and,

WHEREAS, with the planned expansions the Plant will be able to treat up to four million gallons of sanitary sewage per day (4 MGD) with ultimate capacity of 6 MGD at some point in the future; and,

WHEREAS, the Mayor and Council believe that acceptance of the IGA with the County to advance this Project in the best interest of the County and the City, and their citizens;

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Acceptance of the Engineering Services Agreement (Agreement).** The Mayor, by and with the advice and consent of the City Council, hereby accepts the Agreement as attached hereto and incorporated herein as **Exhibit “A”**.
2. **Contribution to Project.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
3. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
4. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
5. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 7th day of September, 2021.

ROBERT S. PRICE, Mayor

APPROVED AS TO FORM:

ATTEST:

Misty Spurling, City Clerk

(seal)

City Attorney

EXHIBIT A

**AGREEMENT BETWEEN THE CITY OF LOCUST GROVE AND G. BEN TURNIPSEED
ENGINEERS, INC. FOR ADDITIONS TO THE INDIAN CREEK WATER POLLUTION
CONTROL PLANT**



AGREEMENT

PART I - ENGINEERING SERVICES

THIS AGREEMENT made as of the _____ day of _____ in the year Two Thousand and Twenty-One between the **CITY OF LOCUST GROVE, GEORGIA** (hereinafter called the OWNER), and **G. BEN TURNIPSEED ENGINEERS, INC.** (hereinafter called the ENGINEER).

WITNESSETH, that whereas the OWNER intends to engage the ENGINEER to provide engineering services in connection with **ADDITIONS TO INDIAN CREEK WATER POLLUTION CONTROL PLANT** (hereinafter called the PROJECT),

NOW, THEREFORE, the OWNER and the ENGINEER in consideration of the mutual covenants hereinafter set forth agree as follows:

SECTION 1 - BASIC SERVICES OF THE ENGINEER

A. General

1. The ENGINEER agrees to perform professional services in connection with the Project as hereinafter stated.
2. The ENGINEER shall serve as the OWNER'S professional engineering representative in those phases to which this Agreement applies and will give consultation and advice to the OWNER during the performance of his services.
3. The ENGINEER shall prepare plans and specifications necessary for the proposed Improvements.
4. The ENGINEER shall conduct a field survey of the Project area locating all known underground utilities within the limits of construction. All locations of underground or surface facilities of the Project area shall be confirmed by the OWNER.
5. The ENGINEER shall prepare plans and specifications showing all pertinent topo, grades as required, and complete construction details of proposed improvements.

6. The ENGINEER shall contact a representative of the OWNER for an on-site inspection of the areas of construction to establish the preliminary location and requirement of the proposed improvements.
7. In the advanced stage of design, the ENGINEER shall submit to the OWNER, working drawings for review and approval. The ENGINEER shall schedule on-site or design review conferences as necessary to resolve any problems.
8. Coordinate all subsurface soils investigations to be performed by others.

B. Final Design Phase

1. Prepare for incorporation in the Contract Documents, detailed drawings and plans to show the character and scope of the work to be performed by contractors on the Project (hereinafter called the Drawings, and instruction to bidders, general conditions, special conditions, and technical provisions hereinafter called the Specifications).
2. Secure approval of such governmental authorities as have jurisdiction over design criteria applicable to the Project.
3. Prepare proposal forms and notice to bidders.
4. Furnish five (5) copies of the Drawings and Specifications in final form.

C. Bidding or Negotiating Phase

1. Assist the OWNER in obtaining and evaluating bids or negotiating proposals and prepare the Contract Documents with the assistance of the OWNER.
2. Consult with the OWNER concerning and participate in all decisions as to the acceptability of subcontractors and other persons and organizations proposed by the general contractor for those portions of the work as to which such acceptability is required by the bidding documents.

D. Construction Phase

The construction phase will commence with the award of the construction contract and will terminate upon written approval of final payment by the ENGINEER. During the construction phase, the ENGINEER will:

1. Make periodic visits to the site to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents and during such visits and on the basis of his on-site observations as an experienced and qualified design professional, he will keep the

OWNER informed of the progress of the work; will endeavor to guard the OWNER against defects and deficiencies in the work of the Contractor, and may disapprove or reject work as failing to conform to the Contract Documents.

2. Issue all instructions of the OWNER to the Contractor, prepare routine change orders as required, act as interpreter of the terms and conditions of the Contract Documents and judge of the performance thereunder by the OWNER and the Contractor and will make decisions on all claims of the OWNER and the Contractor relating to the execution and progress of the work and all other matters and questions related thereto.
3. Based on his on-site observations on his review of the Contractor's applications for payment and supporting data, determine the amount owing to the Contractor and approve in writing payment to the Contractor in such amounts; such approvals of payment to constitute a representation to the OWNER, based on such observations and review that the work has progressed to the point indicated and that to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents.
4. Conduct an inspection to determine if the Project is substantially complete and a final inspection to determine if the Project has been completed in accordance with the Contract Documents and the Contractor has fulfilled all of his obligations thereunder so that the ENGINEER may approve in writing final payment to the Contractor.
5. The ENGINEER shall not supervise, direct, or have control over the work being performed by the Contractor. The ENGINEER shall not be responsible for the means, methods or procedures used by the Contractor for construction, for safety on the site, for safety precautions, nor for Contractor's failure to comply with Laws and Regulations relating to construction of the work.
6. The ENGINEER shall not be responsible for the acts or omissions of the Contractor, any subcontractor or any of the Contractor's or subcontractor's agents or employees or any other person performing any of the work under the Construction contract.

END OF SECTION 1

SECTION 2 - ADDITIONAL SERVICES

A. Court Appearance

Court appearances, testifying or other substantiation of the results obtained under this project.

B. Changes in Design

Any changes in design requested by the OWNER.

C. Easements

Coordination of easement plat preparation and assistance with obtaining easements including meeting with City, property owner, appraiser, or attorney to obtain the easements. Preparation of easement plats shall be by a licensed surveyor selected and contracted by the City.

D. Environmental Studies, Reports and Permitting

Preparation of environmental study, geotechnical investigations and reports, meetings regarding study and report, and submittal of study and reports required by the EPD or DOT to construct the improvements. Preparation of application to obtain buffer variances, and highway and railroad permits, as required.

E. NPDES Stormwater Permitting and Monitoring Plan

Preparation of storm water monitoring plans and permits, meetings concerning plans and permits and submittal of plans and permits required to construct the improvements. Preparation of Notice of Intent (NOI) and Notice of Termination (NOT).

F. Topographic Survey

Preparation of a topographic survey of the site, including the field location of wetland limits if required.

G. Periodic Construction Observation

The ENGINEER shall furnish one Project Inspector who will be directed by the ENGINEER in order to provide more extensive representations at the Project site during the construction phase.

Through on-site observations of the work in progress and field checks of materials and equipment by the Project Inspector, the ENGINEER will endeavor to provide further protection for the OWNER against defects and deficiencies in the work, but the furnishing of such Project Inspector shall not make the ENGINEER responsible for the

Contractor's failure to perform the construction work in accordance with Contract Documents.

END OF SECTION 2

SECTION 3 - THE OWNER'S RESPONSIBILITIES

The OWNER will:

- A. Provide full information as to his requirements for the particular Project.
- B. Assist the ENGINEER by placing at his disposal all available information pertinent to the site of the Project including previous reports and any other data relative to design and construction of the Project.
- C. Furnish to ENGINEER, as required for performance of ENGINEER's Basic Services, data prepared by or services of others, including without limitation, layout of proposed buildings, grading plans, site plans, core borings, probings, and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment tests, inspections and reports regarding hazardous materials, toxic wastes and any other type of pollutant; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restrictions; and other special data or consultations not covered in Section 1; all of which ENGINEER may rely in performing his services.
- D. Designate in writing a person to act as OWNER'S representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret, and define OWNER's policies and decisions with respect to materials, equipment, elements, and systems pertinent to ENGINEER'S services.
- E. Give prompt written notice to ENGINEER whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of ENGINEER'S services, or any defect in the work of Contractor(s).
- F. Guarantee access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform his work under this Agreement.
- G. Examine all studies, reports, sketches, estimates, Specifications, Drawings, proposals, and other documents presented by the ENGINEER and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the ENGINEER.
- H. Advertise for proposals from bidders, open the proposals at the appointed time and place and pay for all costs incidental thereto.

- I. If any Project involves more than one general contract or separate construction contracts for different building trades or separate equipment contracts, ensure that the General Conditions of all such contracts are substantially identical.

END OF SECTION 3

SECTION 4 - PAYMENT TO THE ENGINEER

A. Payments for Services of the Engineer

1. The OWNER will pay ENGINEER for basic services performed under Section 1 for design, bidding and construction phases a fee based on:

Total construction cost times 8.0%

2. Under Section 2, Items A through F will be paid based on payroll cost times 1.7124 plus non-salary costs times 10%. Mileage will be at \$0.58/per mile.
2. Under Section 2, Item G, the OWNER shall pay the ENGINEER for periodic inspection services during construction based on an hourly rate. The hourly rates shall be as follows:

a.	Engineer Inspector -	\$135.00/hr.
b.	Senior Field Inspector -	\$ 95.00/hr.
c.	Field Inspector -	\$ 85.00/hr.

Mileage will be billed at \$0.58/per mile.

B. Methods and Times of Payment

Payments on account of said fee for Basic Services shall be made as follows:

1. Progress payments shall be made monthly in proportion to services performed. The statements shall be based upon the ENGINEER'S estimate of the proportion of the total services actually completed at the time of billing. The compensation for basic services shall amount to the following percentage of the total fee at completion of each phase of work:
 - a. Final Design Phase 75 percent.
 - b. Bidding or Negotiating Phase 10 percent.
 - c. Construction Phase 15 percent.
2. Times of Payments. The ENGINEER shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred. OWNER shall make prompt monthly payments in response to ENGINEER'S monthly statements.

3. Other Provisions Concerning Payments

- a. If OWNER fails to make any payments due ENGINEER for services and expenses within sixty (60) days after receipt of ENGINEER'S bill thereof, the amounts due ENGINEER shall include a charge at the rate of 1.5% per month from said sixtieth day, and in addition, ENGINEER may, after giving seven (7) days written notice to OWNER, suspend services under this Agreement until he has been paid in full all amounts due him for services and expenses.
- b. In the event of termination by OWNER under PART II paragraph 1 upon completion of any phase of the Basic Services, progress payments due ENGINEER for services rendered through such phase shall constitute total payment for such services. In the event of termination by OWNER during any phase of the Basic Services, ENGINEER will be paid for services rendered during that phase on the basis of Payroll Costs times a factor of 1.7124 for services rendered during that phase to date of termination by principals and employees assigned to the Project. In the event of any such termination, ENGINEER will be paid for all unpaid Additional Services and unpaid Reimbursable Expenses, plus all termination expenses. Termination expenses mean Reimbursable Expenses directly attributable to termination, which shall include an amount computed as a percentage of total compensation for Basic Services earned by ENGINEER to the date of termination, as follows:
 - 20% if termination occurs after commencement of the Preliminary Design Phase but prior to commencement of the Final Design Phase; or
 - 10% if termination occurs after commencement of the Final Design Phase.

END OF SECTION 4

SECTION 5 - TIME OF PERFORMANCE

- A. The Final Design Phase shall be completed by the ENGINEER within a mutually agreed upon time.

- B. Extensions of Time

The times indicated may be extended from time to time by the OWNER for causes beyond the control of either the ENGINEER or the OWNER. Should the ENGINEER require extensions of time for reasons satisfactory to the OWNER, request for such extensions shall be made by the ENGINEER promptly following the discovery of such need and in no event less than ten (10) days prior to the end of the times indicated above. All requests by the ENGINEER for extension of time and all extensions granted by the OWNER shall be in writing.

END OF SECTION 5

SECTION 6 - GENERAL CONSIDERATIONS

A. Ownership of Drawings and Documents

It is understood that the ENGINEER is preparing documents for specific installations, rather than standard documents for repetitive multiple use. Therefore, all documents, including original drawings, estimates, specifications, field notes and data are and remain the property of the ENGINEER as instruments of service. The OWNER may obtain, upon payment of fees due the ENGINEER, reproducible copies of Drawings, and copies of other documents, in consideration of which it is mutually agreed that the OWNER will use them solely in connection with the Project, and shall not authorize their use on other projects, except by written agreement with the ENGINEER.

B. Estimates

Since the ENGINEER has no control over the cost of labor, material or equipment, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications and represent his best judgement as a design professional familiar with the construction industry, but the ENGINEER cannot and does not guarantee that bids or the Project construction cost will not vary from cost estimates prepared by him.

C. Insurance

The ENGINEER shall secure and maintain such insurance as will protect him from claims under the Workman's Compensation Acts and from claims for bodily injury, death or property damage which may arise from the performance of his services under this Agreement.

END OF SECTION 6

SECTION 7 - TERMS AND CONDITIONS

This Agreement is subject to and incorporates the provisions attached hereto as PART II - TERMS AND CONDITIONS.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF LOCUST GROVE, GEORGIA

ATTEST:

BY: _____
Robert S. Price

TITLE: Mayor _____

WITNESSED:

DATE: _____

(Seal)

G. BEN TURNIPSEED ENGINEERS, INC.

ATTEST:

BY: Kenneth E. Green
Kenneth E. Green, P.E.

TITLE: President _____

DATE: 8/20/21

WITNESSED

Christine Darmon

(Seal) 

AGREEMENT

PART II - TERMS AND CONDITIONS

1. Termination of Agreement for Cause

If, through any cause, the ENGINEER shall fail to fulfill in timely and proper manner his obligation under this Agreement, or if the ENGINEER shall violate any of the covenants, agreements, or stipulations of this Agreement, the OWNER shall thereupon have the right to terminate this Agreement by giving written notice to the ENGINEER of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the ENGINEER under this Agreement shall, at the option of the OWNER, become its property and the ENGINEER shall be entitled to receive just and equitable compensation of any work satisfactorily completed hereunder.

Notwithstanding the above, the ENGINEER shall not be relieved of liability to the OWNER for damages sustained by the OWNER by virtue of any breach of the Agreement by the ENGINEER, and the OWNER may withhold any payments to the ENGINEER for the purpose of set-off until such time as the exact amount of damages due the OWNER from the ENGINEER is determined.

2. Termination for Convenience of the OWNER

The OWNER may terminate this Agreement at any time by giving at least ten (10) days notice in writing to the ENGINEER. If the Agreement is terminated by the OWNER as provided herein, the ENGINEER shall be paid for the time provided and expenses incurred up to the termination date. If this Agreement is terminated due to the fault of the ENGINEER, Paragraph 1 hereof relative to termination shall apply.

3. Changes

The OWNER may, from time to time, request changes in the scope of the services of the ENGINEER to be performed hereunder. Such changes, including any increase or decrease in the amount of the ENGINEER'S compensation, which are mutually agreed upon by and between the OWNER and the ENGINEER, shall be incorporated in written amendments to this Agreement.

4. Personnel

(a) The ENGINEER represents that he has or will secure at his own expense all personnel required in performing the services under this Agreement. Such

personnel shall not be employees of or have any contractual relationship with the OWNER.

- (b) All of the services required hereunder shall be performed by the ENGINEER or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
- (c) None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the OWNER. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

5. Assignability

The ENGINEER shall not assign any interest on this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the OWNER thereto: Provided, however, that claims for money by the ENGINEER from the OWNER under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the OWNER.

6. Reports and Information

The ENGINEER, at such times and in such forms as the OWNER may require, shall furnish the OWNER such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

7. Records and Audits

The ENGINEER shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the OWNER to assure proper accounting for all project funds, both Federal and non-Federal shares. These records will be made available for audit purposes to the OWNER or any authorized representative and will be retained for three years after the expiration of this Contract unless permission to destroy them is granted by the OWNER.

8. Findings Confidential

All of the reports, information, data, etc., prepared or assembled by the ENGINEER under this Agreement are confidential and the ENGINEER agrees that they shall not be made available to any individual or organization without the prior written approval of the OWNER.

9. Copyright

No report, maps or other documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the ENGINEER.

10. Compliance with Local Laws

The ENGINEER shall comply with all applicable laws, ordinances and codes of the State and local governments, and the ENGINEER shall save the OWNER harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.

**END OF PART II
TERMS AND CONDITIONS**