



CITY COUNCIL AGENDA

Tuesday, September 08, 2026 at 6:00 PM

City Hall – Council Chambers, 200 North Fifth, Crockett, TX 75835

Dr. Ianthia Fisher, Mayor

Dennis Ivey, Mayor Pro Tem
Christopher Price, Council Member
NaTrenia Hicks Council Member
Roy Simon, Council Member
Hudson Duren, Council Member

John Angerstein, City Administrator
Mitzi Stefka, City Secretary
Donna Gordon, City Attorney
Clayton Smith, Police Chief
Jason Frizzell, Fire Chief

Notice is hereby given of a meeting of the City Council of Crockett to be held on **TUESDAY, SEPTEMBER 08, 2026 at 6:00 PM** at City Hall – Council Chambers, 200 North Fifth, Crockett, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action.

OPEN MEETING WITH INVOCATION AND PLEDGE

RECOGNITION OF VISITORS

PUBIC COMMENTS FROM THE AUDIENCE. (At this time, members of the public will be allowed to speak on City related matters only; no personnel matters or matters under litigation will be allowed. The length of time may not exceed three (3) minutes. CITY COUNCIL SHALL NOT SPEAK UNDER THIS ITEM. In accordance with the Texas Open Meetings Act, the Council may not deliberate or take action on matters except as properly posted in accordance with law)

APPROVAL OF MINUTES

1. REGULAR SESSION AUGUST 24, 2026

REPORTS

2. CITY ADMINISTRATOR REPORT

BUSINESS

3. CONSIDER AND APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF CROCKETT, TEXAS, BY THE AMENDMENT OF CHAPTER 5, BUILDINGS AND BUILDING REGULATIONS, ARTICLE IX, KNOWN AS THE CITY'S FENCE ORDINANCE; CONDENSES THE TITLE OF ARTICLE IX; AMENDS SEC. 5-526, APPLICABILITY AND PURPOSE, TO MAKE THE ARTICLE APPLICABLE TO ALL RESIDENTIAL PROPERTIES, INCLUDING RECENTLY ADDED RESIDENTIAL ZONING DISTRICTS AND DETACHED RESIDENTIAL PROPERTIES THAT ARE PART OF A PERMITTED MIXED-USE COMMERCIAL AND RESIDENTIAL PROPERTY; AMENDS SEC. 5-529, APPLICATION FOR PERMIT, AND SEC. 5-531, SURVEY STAKES, TO NO LONGER ALWAYS REQUIRE A SURVEY PLAT WHEN THE PLACEMENT OF SURVEY STAKES ALONG THE PROPERTY LINES BY A LICENSED SURVEYOR IS SUFFICIENT TO DETERMINE THE PROPERTY BOUNDARY LINES; AMENDS SEC. 5-532, HEIGHT LIMITATIONS, AND SEC. 5-533, FENCE LOCATION, TO BE LESS RESTRICTIVE FOR THE PORTION OF A SIDE CORNER YARD FENCE THAT IS PARALLEL TO THE SIDE OF A RESIDENTIAL STRUCTURE; INCORPORATES MINOR TECHNICAL, FORMATTING, AND CONFORMING CHANGES; AND ADDS ARTICLE X, CONSTRUCTION-RELATED PERMITS AND FEES, TO MOVE EXISTING SECTION 5-600, FEES, FROM ARTICLE IX TO THE NEW ARTICLE X; PROVIDING A SEVERABILITY CLAUSE; CONTAINING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE
4. CONSIDER AND APPROVE STANDARD OPERATING PROCEDURE AND POLICIES FOR THE CROCKETT FIRE MARSHAL

5. CONSIDER AND APPROVE A RESOLUTION CONFIRMING REVIEW, REVISION, AND ADOPTION OF THE CITY OF CROCKETT INVESTMENT POLICY, INVESTMENT STRATEGIES AND COLLATERAL POLICY AND DESIGNATION OF THE CITY ADMINISTRATOR AND FINANCE DIRECTOR/CITY TREASURER AS INVESTMENT OFFICERS
6. DISCUSS POTENTIAL OPTIONS FOR INSTALLING TURF ON MERCHANT LEAGUE FIELDS
7. DISCUSS DATA CENTER REGULATIONS WITHIN THE CITY OF CROCKETT

NEW BUSINESS - CONSIDERATION OF FUTURE AGENDA ITEMS (New business items must be presented as a motion without discussion. If the motion receives a second and a majority vote, the item will be placed on a future agenda for deliberation and possible action)

ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Crockett will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Selena Eleby, Interim City Secretary, at 936-544-5156.

CERTIFICATION

I certify that a copy of the September 08, 2026 agenda of items to be considered by the Crockett City Council was posted for viewing at Crockett City Hall on September 01, 2026 before 5:00 PM.

Selena Eleby, Interim City Secretary

I certify that the agenda items to be considered by the City Council was removed from the City Hall window on the ____ day of _____, 2026. _____ Title _____

MINUTES OF THE CROCKETT CITY COUNCIL MEETING HELD ON THE 24th DAY OF AUGUST 2026, IN THE CITY HALL COUNCIL CHAMBERS, LOCATED AT 200 NORTH FIFTH IN THE CITY OF CROCKETT, HOUSTON COUNTY TEXAS AT 6:00 P.M.

THE COUNCIL MET IN REGULAR SESSION WITH THE FOLLOWING MEMBERS PRESENT: IANTHIA FISHER, DENNIS IVEY, CHRISTOPHER PRICE, NATRENIA HICKS, ROCKY SIMON, AND HUDSON DUREN. CITY OFFICIALS PRESENT: CITY ADMINISTRATOR JOHN ANGERSTEIN, INTERIM CITY SECRETARY SELENA ELEBY, FIRE CHIEF JASON FRIZZELL, POLICE CHIEF CLAYTON SMITH, AND CITY ATTORNEY DONNA GORDON

OPEN MEETING WITH INVOCATION AND PLEDGE

Mayor Fisher called the formal session open and Mayor Pro Tem Ivey gave the invocation. All joined in reciting the pledge.

RECOGNITION OF VISITORS

Mayor Fisher recognized all visitors present.

PUBLIC COMMENTS FROM AUDIENCE *(At this time, members of the public will be allowed to speak on City-related matters only; no personnel matters or matters under litigation will be allowed. The length of time may not exceed three (3) minutes. CITY COUNCIL SHALL NOT SPEAK UNDER THIS ITEM. In accordance with the Texas Open Meetings Act, the Council may not deliberate or take action on matters except as properly posted in accordance with law)*

- Kayla Selser from Crockett Merchant Girls softball would like Council to consider installing turf on softball fields in Davy Crockett Park.

APPROVAL OF MINUTES

1. REGULAR SESSION: AUGUST 03, 2026

Mayor Pro Tem Ivey made a motion to approve the minutes as written. Council member Price seconded the motion. The motion passes 5-0

REPORTS

2. POLICE DEPARTMENT MANPOWER & CRIMINAL INCIDENT REPORT FOR JULY 2026

Chief Smith reported for the month of July 2026: 16 total manpower, 2875 total manpower hours, 444 total calls, and 12 total accidents.

3. FIRE DEPARTMENT MONTHLY ACTIVITY & STATUS REPORT FOR JULY 2026

Chief Frizzell reported for the month of July 2026: 27 total calls with 17 inside the City, and 10 in County response area.

4. PRESENT CHARTER AMENDMENT PROPOSITIONS FROM CHARTER COMMISSION AND DISCUSS DATES FOR COUNCIL WORKSHOPS.

Mr. Angerstein presented the provisions from the Charter Committee who voted unanimously to approve the provisions. He explained that the next step is for Council to discuss the provisions in workshops. He further explained that from there, it is up to the Council's discretion to hold a public hearing, if necessary, to review Council's findings, and then the explanatory statements for each provision are sent to the Attorney General's office to be approved before it is published in official notices and being placed on the ballot for the May 2027 election. Council agreed to hold workshops and meet with the attorney on 9/11/2026 and 9/25/2026 from noon to 2:00 p.m. at City Hall.

BUSINESS

5. PUBLIC HEARING ON PROPOSED BUDGET OF THE CITY OF CROCKETT FOR THE 2026-2027 FISCAL YEAR

Mayor Fisher opened the public hearing. No comments. Mayor Fisher closed the hearing.

6. CONSIDER AND APPROVE AN ORDINANCE MAKING APPROPRIATION FOR THE SUPPORT OF THE CITY OF CROCKETT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026 AND ENDING SEPTEMBER 30, 2027; APPROPRIATING MONEY TO SINKING FUND TO PAY INTEREST AND PRINCIPAL DUE ON THE CITY'S INDEBTEDNESS; AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF CROCKETT FOR FISCAL YEAR 2027 - *(The following Taxpayer Impact Statement is pursuant to Texas Local Government Code 551.043 (a) - Value of Average-Valued Homestead Property* in the City for the Current Fiscal Year: \$99,449: Property Tax Bill for the Current Fiscal Year (\$0.6808) **: \$677.05: Value of Average-Valued Homestead Property* in the City for the Upcoming Fiscal Year: \$106,122: Estimated Property Tax Bill for the Upcoming Fiscal Year with proposed rate (\$0.7668) **: \$813.74: Estimated Property Tax Bill for the Upcoming Fiscal Year for a Balanced Budget funded at the No-New-Revenue Rate (\$0.6755) ***: \$716.85)*

Mr. Angerstein gave a summary of the proposed budget. Council member Hicks expressed her displeasure with the proposed budget, explaining her reluctance to raise the tax rate on low-income and fixed-income citizens to fund cost-of-living adjustments for city employees. She also expressed concerns about funds being transferred between departments without council approval and requested an audit of the budget. Mr. Angerstein explained that there have been no inter-departmental transfers of funds without council approval and the city's finances are audited annually by an independent accounting firm. These audit reports have received an unmodified opinion, the highest rating. Council member Price made a motion to approve an ordinance making appropriation for the support of the City of Crockett for the fiscal year beginning October 1, 2026 and ending September 30, 2027; appropriating money to sinking fund to pay interest and principal due on the City's indebtedness; and adopting the annual budget of the City of Crockett for the fiscal year 2027. Council member Duren seconded the motion. Council members Hicks and Simon voted against. Motion passes 3-2.

7. PUBLIC HEARING ON 2026 TAX RATE

Mayor Fisher opened the public hearing. Lois Ball and Berta Harris asked questions about the impact of the tax rate on their annual tax bill. With no further questions/comments, Mayor Fisher closed the public hearing.

8. CONSIDER AND APPROVE AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF CROCKETT FOR FISCAL YEAR 2027; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME BECOME DELINQUENT IF NOT PAID

Council member Duren made a motion that the property tax rate be increased by the adoption of a tax rate of 0.7668 cents per \$100 valuation, which is effectively a 12.63% increase in the tax rate above the No-New-Revenue Rate. Council member Price seconded the motion. Council members Hicks and Simon voted against. Motion passes 3-2.

9. CONSIDER AND APPROVE 2026 TAX ROLL

Mr. Angerstein explained that the 2026 tax roll included the certified property values provided by the Houston County Appraisal District. Council member Price made a motion to approve the 2026 tax roll. Mayor Pro Tem Ivey seconded the motion. Motion passes 3-2. Council members Hicks and Simon voted against.

10. CONSIDER AND APPROVE AN ORDINANCE AMENDING CHAPTER 10, GARBAGE AND TRASH OF THE CITY OF CROCKETT CODE OF ORDINANCES; AMENDING SECTION 10-29, RATES, TO CHANGE THE RATES; PROVIDING A SEVERABILITY CLAUSE; CONTAINING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE

Council member Price made a motion to approve an ordinance amending Chapter 10, Garbage and Trash of the City of Crockett Code of Ordinances; amending Section 10-29, Rates, to change the rates; providing a severability clause; containing a repealing clause; and providing an effective date. Mayor Pro Tem Ivey seconded the motion. Motion passes 3-2. Council members Hicks and Simon voted against.

11. CONSIDER AND APPROVE AN ORDINANCE OF THE CITY OF CROCKETT, TEXAS AMENDING CHAPTER 19, UTILITIES, OF THE CITY OF CROCKETT CODE OF ORDINANCES; AMENDING SECTION 19-37(a), INCREASING THE RATES FOR RESIDENTIAL AND COMMERCIAL WATER SERVICE; AMENDING SECTION 19-58, INCREASING THE RATES FOR RESIDENTIAL AND COMMERCIAL SEWER SERVICE, CONTAINING A SEVERABILITY CLAUSE; CONTAINING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE

Council member Duren made a motion to approve an ordinance of the City of Crockett, Texas amending Chapter 19, Utilities, of the City of Crockett Code of Ordinances;

amending section 19-37(a), increasing the rates for residential and commercial water service; amending Section 19-58, increasing the rates for residential and commercial sewer service, containing a severability clause; containing a repealing clause; and providing an effective date. Council member Price seconded the motion. Motion passes 3-2. Council members Hicks and Simon voted against.

12. CONSIDER AND APPROVE RESCHEDULING THE FIRST REGULAR MEETING OF SEPTEMBER 2026, TO TUESDAY, SEPTEMBER 8, 2026, DUE TO THE LABOR DAY HOLIDAY

Mr. Angerstein explained that the first Monday of September was a holiday and suggested council reschedule the next meeting for Tuesday, September 8, 2026. Council member Price made a motion to reschedule the next council meeting for Tuesday, September 8, 2026. Mayor Pro Tem Ivey seconded the motion. Motion passes 5-0.

NEW BUSINESS - CONSIDERATION OF FUTURE AGENDA ITEMS (New business items must be presented as a motion without discussion. If the motion receives a second and a majority vote, the item will be placed on a future agenda for deliberation and possible action)

Council member Hicks made a motion to place an item on the agenda to discuss data centers within the City of Crockett. Council member Duren seconded the motion. Motion passes 5-0.

Council member Hicks requested updates on projects within the City. The motion fails for lack of a second.

Council member Price made a motion to place an item on the next agenda to discuss adding turf to the softball fields in Davy Crockett Memorial Park and possible going out for bids. Council member Duren seconded the motion. Motion passes 5-0.

ADJOURNMENT

Mayor Fisher adjourned the meeting at 6:54 P.M.

Dr. Ianthia Fisher, Mayor

ATTEST:

Selena Eleby, Interim City Secretary

ORDINANCE NO. O-09-26

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF CROCKETT, TEXAS, BY THE AMENDMENT OF CHAPTER 5, BUILDINGS AND BUILDING REGULATIONS, ARTICLE IX, KNOWN AS THE CITY'S FENCE ORDINANCE; CONDENSES THE TITLE OF ARTICLE IX; AMENDS SEC. 5-526, APPLICABILITY AND PURPOSE, TO MAKE THE ARTICLE APPLICABLE TO ALL RESIDENTIAL PROPERTIES, INCLUDING RECENTLY ADDED RESIDENTIAL ZONING DISTRICTS AND DETACHED RESIDENTIAL PROPERTIES THAT ARE PART OF A PERMITTED MIXED-USE COMMERCIAL AND RESIDENTIAL PROPERTY; AMENDS SEC. 5-529, APPLICATION FOR PERMIT, AND SEC. 5-531, SURVEY STAKES, TO NO LONGER ALWAYS REQUIRE A SURVEY PLAT WHEN THE PLACEMENT OF SURVEY STAKES ALONG THE PROPERTY LINES BY A LICENSED SURVEYOR IS SUFFICIENT TO DETERMINE THE PROPERTY BOUNDARY LINES; AMENDS SEC. 5-532, HEIGHT LIMITATIONS, AND SEC. 5-533, FENCE LOCATION, TO BE LESS RESTRICTIVE FOR THE PORTION OF A SIDE CORNER YARD FENCE THAT IS PARALLEL TO THE SIDE OF A RESIDENTIAL STRUCTURE; INCORPORATES MINOR TECHNICAL, FORMATTING, AND CONFORMING CHANGES; AND ADDS ARTICLE X, CONSTRUCTION-RELATED PERMITS AND FEES, TO MOVE EXISTING SECTION 5-600, FEES, FROM ARTICLE IX TO THE NEW ARTICLE X; PROVIDING A SEVERABILITY CLAUSE; CONTAINING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE

THE COUNCIL OF THE CITY OF CROCKETT, TEXAS HEREBY ORDAINS:

SECTION I:

The title of Article IX and Sections 5-526 through 5-535 are amended to read as follows:

ARTICLE IX. FENCES FOR RESIDENTIAL PROPERTIES

Sec. 5-526. Applicability and purpose.

This article applies to all residential zoning districts and the residential use area for a detached residential dwelling on a mixed-use property. The purpose of this article is to provide reasonable regulations for installation and repair of fences, while allowing property owners the ability to install or repair a fence constructed for aesthetic, screening, separating or security purposes on such property. Multi-family dwellings as defined in the zoning code and the exterior parameters of manufactured home parks and recreational vehicle parks/camping areas must also comply with Sec. 305 of the zoning code relating to screening.

Sec. 5-527. Definitions.

For purposes of this article, the following definitions shall apply, unless the context clearly indicates or requires a different meaning:

Fence. A structure serving as an enclosure, barrier or boundary, including, but not limited to, those constructed of posts, boards, metal, masonry, wire or vinyl, and gates.

Front yard. That area of the yard between the front lot line and the building and between the side lot lines, or for a detached residential dwelling on a mixed-use property the residential use area that is used for the

dwelling's front yard and between the areas used as the dwelling's side yards as shown on the site plan provided at the time of application for the required specific use permit and/or fence permit.

Side corner yard. That portion of a yard on a lot situated at the junction of two (2) or more public streets that is between the line of the building and the side lot line adjacent to the side street.

Sec. 5-528. Permit required.

- (a) *Generally.* It shall be unlawful for anyone to construct, repair or have constructed or repaired any kind of fence on any property to which this article applies without first obtaining a permit from the code enforcement officer or designee.
- (b) *Exceptions.* This article does not apply to:
 - (1) Pens or kennels used for confinement of domestic animals which do not exceed an area of two hundred (200) square feet and are located behind all setback lines.
 - (2) Repair of an existing fence that complies with this article before and after repairs.

Sec. 5-529. Application for permit.

A person applying for a permit to construct or repair a fence on property to which this article applies must complete an application form provided by the code enforcement officer and provide all requested information, including, but not limited to the following:

- (a) Name of property owner.
- (b) Address where the fence is to be constructed.
- (c) Type of fence.
- (d) Height of fence.
- (e) Approximate value of fence.
- (f) The material from which the fence is to be constructed.
- (g) A graphic outline of property to be fenced, with the fence signified by dark lines.

Sec. 5-530. Fencing permits.

- (a) No person may construct, repair or have constructed or repaired any kind of fence on any property to which this article applies without first obtaining a permit from the code enforcement officer or designee.
- (b) If work is started prior to obtaining the required permit, the fees specified in section 5-600 shall be doubled. Payment of the fee shall not relieve any person from fully complying with the requirements of the Crockett Code in the execution of the work or from any other penalties prescribed in the Crockett Code.

Sec. 5-531. Survey stakes.

Before approving the fence permit, the code enforcement officer or designee must verify that the proposed location of the fence does not extend beyond the boundaries of the property by reviewing the property's legal description and confirming that survey stakes were placed by a licensed surveyor along the property lines. In some instances, it may be necessary for the code enforcement officer or designee to require that a survey plat be prepared by a licensed surveyor to confirm the property boundary lines.

Sec. 5-532. Height limitation.

- (a) No fence which is adjacent to a public street, located on a front yard or side corner yard, shall exceed a height of four (4) feet, except the portion of a side corner yard that is parallel to the side of the residential dwelling may have a fence with a height of six (6) feet if the fence meets all other requirements of this ordinance. No other fence placed on any lot may exceed a height of eight (8) feet.
- (b) *Exceptions to height limitation:* The height limitation provisions of this article do not apply to:
 - (1) Fences approved by the planning and zoning commission and included in a subdivision final plat.
 - (2) A lot line adjacent to property located in a non-residential zoning district.

Sec. 5-533. Fence location and privacy panels.

- (a) Each fence must be constructed or placed within the property line.
- (b) No fence may encroach over the property line.
- (c) No fence, fence brace, post or guide wire for such fence shall be constructed upon or caused, allowed or permitted to protrude over property over which the city, another property owner or the general public has dominion or control.
- (d) The solid area of a fence shall not exceed fifty (50) percent of the total area of the fence when it is constructed or placed:
 - (1) on the front yard; or
 - (2) on a side corner yard, except any portion of the fence that provides privacy for the portion of the side corner yard that is parallel with the side of a residential dwelling may exceed the fifty (50) percent solid area if the fence meets all other requirements of this ordinance.
- (e) No fence shall be constructed or placed as to obstruct the clear visibility of any intersection or adjacent driveway.
- (f) Fences shall be placed as to not interfere with the maintenance of any public utility. The City of Crockett, Texas shall not be responsible for the replacement or the repair of fences built over utility easements, if the fence must be altered or removed for maintenance of any public utility.
- (g) No fence shall be constructed or placed within ten (10) feet from the curb, or, if no curb is present, within ten (10) feet of the edge of a public street or alley, regardless of the location of the property line.

Sec. 5-534. Construction and maintenance requirements.

- (a) Each fence shall be supported from its own structural frame system, posts and rails and not attached, connected, secured or supported by trees or other structures.
- (b) Each fence shall be installed in a professional manner and be plumb, straight and true, stepped, tapered or cut to follow the contour of the land.
- (c) Fences shall be constructed as to not interfere with natural drainage.
- (d) The gauge of wire for a wire mesh fence shall be not less than eleven (11), and the wire size shall be not less than two and one-quarter (2¼) inches.
- (e) Fences shall be constructed from naturally water-resistant material, such as teak, redwood or cedar, or be galvanized, masonry, pressure-treated, stained, painted or vinyl coated.

- (f) The finished side of each fence shall face outward toward the residential lots and public rights-of-way.
- (g) No fence shall be electrically charged or constructed to be electrically charged.
- (h) In order to allow ingress and egress of the fire department, police department and utility company personnel, at least one (1) gate, no less than three (3) feet wide, shall be placed on each fence that is adjacent to a public right-of-way or a utility easement.
- (i) The following materials are prohibited as fencing materials, panels or fabrics:
 - (1) Poultry wire.
 - (2) Hog wire.
 - (3) Barbed wire; provided:
 - a. That barbed wire may be placed on top of a fence at least six (6) feet in height, if it does not overhang onto abutting property.
 - b. A tract consisting of five (5) or more acres, which is used for the main purpose or grazing livestock or growing of crops in an area zoned AR Agricultural-Residential, may be fenced with barbed wire.
 - (4) Cattle panels.
 - (5) Metal or fiberglass corrugated sheets or panels, except for metal panels that meet the following specifications:
 - a. Minimum twenty-six (26) gauge galvanized;
 - b. Minimum twelve-inch centered high raise rib;
 - c. Pre-finished with eight thousand (8,000) PSI signature two hundred (200) paint;
 - d. Installed vertically on either pressure treated wood or steel purlins running horizontally on five-foot centers; and
 - e. Secured with eight (8) No. 12 sheet metal screws with washers.
 - (6) Plywood, loading panels or doors.
 - (7) Slats inserted into chain link or cyclone fences.
 - (8) Any similar materials not usually associated with the construction of fences.
- (j) Dog runs shall be located only in rear and side yards, and the fences shall meet the requirements for residential fences.
- (k) All fences shall be maintained in good, safe and stable condition and kept in a good aesthetic condition. The property owner shall repair, replace, paint, remove, or otherwise attend to any portion of a fence if it becomes unsightly or a menace to public health, safety or welfare.

SECTION II:

Article X is added as follows to contain existing Section 5-600, Fees, with no changes made to contents of Section 5-600.

ARTICLE X. CONSTRUCTION-RELATED PERMIT AND INSPECTION FEES

SECTION III: Severability.

The provisions of this Ordinance are declared to be severable, and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of this Ordinance, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

SECTION IV: Repealing Clause

All Ordinances, or parts of Ordinances, inconsistent or in conflict with the provisions of this Ordinance are hereby repealed.

SECTION V: Effective Date.

A descriptive caption of this Ordinance shall be published two (2) times in the official newspaper of the City of Crockett, within fourteen (14) days after the date of passage thereof, and said Ordinance shall become effective _____, 2026.

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Crockett, Texas, on the ____ day of _____, 2026.

CITY OF CROCKETT

BY: _____
DR. IANTHIA FISHER, MAYOR

ATTEST:

SELENA ELEBY, INTERIM CITY SECRETARY

DONNA GORDON, CITY ATTORNEY

COMPARISON VERSION FOR CITY COUNCIL PACKET

ARTICLE IX. FENCES FOR ~~AR AGRICULTURAL RESIDENTIAL~~ PROPERTIES ~~DISTRICTS, R-1 SINGLE FAMILY RESIDENTIAL DISTRICTS, R-2 TWO FAMILY~~ ~~RESIDENTIAL DISTRICTS AND R-3 MULTIPLE FAMILY RESIDENTIAL DISTRICTS~~ ~~(EXCEPT APARTMENT BUILDINGS)~~

Sec. 5-526. Applicability and purpose.

This article applies to all residential zoning districts and the residential use area for a detached residential dwelling on a mixed-use property. This article applies to properties zoned as AR Agricultural Residential Districts, R-1 Single Family Residential Districts, R-2 Two Family Residential Districts, and R-3 Multiple Family Residential Districts, except apartment buildings. The purpose of this article is to provide reasonable regulations for installation and repair of fences, while allowing property owners the ability to install or repair a fence constructed for aesthetic, screening, separating or security purposes on such property. Multi-family dwellings as defined in the zoning code and the exterior parameters of manufactured home parks and recreational vehicle parks/camping areas must also comply with Sec. 305 of the zoning code relating to screening.

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-527. Definitions.

For purposes of this article, the following definitions shall apply, unless the context clearly indicates or requires a different meaning:

Fence. A structure serving as an enclosure, barrier or boundary, including, but not limited to, those constructed of posts, boards, metal, masonry, wire or vinyl, and gates.

Front yard. That area of the yard between the front lot line and the building and between the side lot lines, or for a detached residential dwelling on a mixed-use property the residential use area that is used for the dwelling's front yard and between the areas used as the dwelling's side yards as shown on the site plan provided at the time of application for the required specific use permit and/or fence permit.

Side corner yard. That portion of a yard on a lot situated at the junction of two (2) or more public streets that is between the line of the building and the side lot line adjacent to the side street.

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-528. Permit required.

- (a) *Generally.* It shall be unlawful for anyone to construct, repair or have constructed or repaired any kind of fence on any property to which this article applies without first obtaining a permit from the code enforcement officer or designee.
- (b) *Exceptions.* This article does not apply to:
 - (1) Pens or kennels used for confinement of domestic animals which do not exceed an area of two hundred (200) square feet and are located behind all setback lines.
 - (2) Repair of an existing fence that complies is in compliance with this article before and after repairs.

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-529. Application for permit.

A person applying for a permit to construct or repair a fence on property to which this article applies must complete an application form provided by the code enforcement officer and provide all requested information, including, but not limited to the following:

- (a1) Name of property owner.
- (b2) Address where the fence is to be constructed.
- (c3) Type of fence.
- (d4) Height of fence.
- (e5) Approximate value of fence.
- (f6) The material from which the fence is to be constructed.
- (g7) ~~An accurate survey plat prepared by a licensed surveyor, showing the boundaries on which the fence is to be located.~~
- (8) —A graphic outline of property to be fenced, with the fence signified by dark lines.

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-530. Fencing permits.

- (a) No person may construct, repair or have constructed or repaired any kind of fence on any property to which this article applies without first obtaining a permit from the code enforcement officer or designee.
- (b) If work is started prior to obtaining the required permit, the fees specified in section 5-600 shall be doubled. Payment of the fee shall not relieve any person from fully complying with the requirements of the Crockett Code in the execution of the work or from any other penalties prescribed in the Crockett Code.

(Ord. No. O-04-19, §§ 1, 2, 4-1-19; Ord. No. O-06G-19, § 9, 6-17-19; Ord. No. O-12-23, § VII, 12-4-23)

Editor's note(s)—Formerly entitled "Fees," which was amended by Ord. No. O-12-23, as herein set out.

Sec. 5-531. Survey stakes.

~~Before approving the fence permit, the code enforcement officer or designee must verify that the proposed location of the fence does not extend beyond the boundaries of the property by reviewing the property's legal description and confirming that survey stakes were placed by a licensed surveyor along the property lines. In some instances, it may be necessary for the code enforcement officer or designee to require that a survey plat be prepared by a licensed surveyor to confirm the property boundary lines. In addition to the survey plat required by section 5-529, prior to and during construction or repair of the fence, there must be visible survey stakes placed by a licensed surveyor along the property lines of the property to be fenced.~~

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-532. Height limitation.

- ~~(a) No fence placed on any lot, other than a fence which is adjacent to a public street, may exceed a height of eight (8) feet above ground level.~~
- ~~(ab)~~ No fence which is adjacent to a public street, located on a front yard or side corner yard, shall exceed a height of four (4) feet, except the portion of a side corner yard that is parallel to the side of the residential dwelling may have a fence with a height of six (6) feet if the fence meets all other requirements of this ordinance. No other fence placed on any lot may exceed a height of eight (8) feet.
- ~~(be)~~ *Exceptions to height limitation:* The height limitation provisions of this article do not apply to:
- (1) Fences approved by the planning and zoning commission and included in a subdivision final plat.
 - (2) A lot line adjacent to property located in a non-residential zoning district, ~~other than AR Agricultural-Residential District, R-1 Single-Family Residential District, R-2 Two-Family Residential District or R-3 Multiple-Family Residential District.~~

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-533. Fence location and privacy panels.

- (a) Each fence must be constructed or placed within the property line.
- (b) No fence may encroach over the property line.
- (c) No fence, fence brace, post or guide wire for such fence shall be constructed upon or caused, allowed or permitted to protrude over property over which the city, another property owner or the general public has dominion or control.
- (d) The solid area of a fence ~~constructed or placed on the front yard or side corner yard~~ shall not exceed fifty (50) percent of the total area of the fence when it is constructed or placed:
- (1) on the front yard; or
 - (2) on a side corner yard, except any portion of the fence that provides privacy for the portion of the side corner yard that is parallel with the side of a residential dwelling may exceed the fifty (50) percent solid area if the fence meets all other requirements of this ordinance.
- (e) No fence shall be constructed or placed as to obstruct the clear visibility of any intersection or adjacent driveway.
- (f) Fences shall be placed as to not interfere with the maintenance of any public utility. The City of Crockett, Texas shall not be responsible for the replacement or the repair of fences built over utility easements, if the fence must be altered or removed for maintenance of any public utility.
- (g) No fence shall be constructed or placed within ten (10) feet from the curb, or, if no curb is present, within ten (10) feet of the edge of a public street or alley, regardless of the location of the property line.

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-534. Construction and maintenance requirements.

- (a) Each fence shall be supported from its own structural frame system, posts and rails and not attached, connected, secured or supported by trees or other structures.

- (b) Each fence shall be installed in a professional manner and be plumb, straight and true, stepped, tapered or cut to follow the contour of the land.
- (c) Fences shall be constructed as to not interfere with natural drainage.
- (d) The gauge of wire for a wire mesh fence shall be not less than eleven (11), and the wire size shall be not less than two and one-quarter (2¼) inches.
- (e) Fences shall be constructed from naturally water-resistant material, such as teak, redwood or cedar, or be galvanized, masonry, pressure-treated, stained, painted or vinyl coated.
- (f) The finished side of each fence shall face outward toward the residential lots and public rights-of-way.
- (g) No fence shall be electrically charged or constructed to be electrically charged.
- (h) In order to allow ingress and egress of the fire department, police department and utility company personnel, at least one (1) gate, no less than three (3) feet wide, shall be placed on each fence that is adjacent to a public right-of-way or a utility easement.
- (i) The following materials are prohibited as fencing materials, panels or fabrics:
 - (1) Poultry wire.
 - (2) Hog wire.
 - (3) Barbed wire; provided:
 - a. That barbed wire may be placed on top of a fence at least six (6) feet in height, if it does not overhang onto abutting property.
 - b. A tract consisting of five (5) or more acres, which is used for the main purpose or grazing livestock or growing of crops in an area zoned AR Agricultural-Residential, may be fenced with barbed wire.
 - (4) Cattle panels.
 - (5) Metal or fiberglass corrugated sheets or panels, except for metal panels that meet the following specifications:
 - a. Minimum twenty-six (26) gauge galvanized;
 - b. Minimum twelve-inch centered high raise rib;
 - c. Pre-finished with eight thousand (8,000) PSI signature two hundred (200) paint;
 - d. Installed vertically on either pressure treated wood or steel purlins running horizontally on five-foot centers; and
 - e. Secured with eight (8) No. 12 sheet metal screws with washers.
 - (6) Plywood, loading panels or doors.
 - (7) Slats inserted into chain link or cyclone fences.
 - (8) Any similar materials not usually associated with the construction of fences.
- (j) Dog runs shall be located only in rear and side yards, and the fences shall meet the requirements for residential fences.
- (k) All fences shall be maintained in good, safe and stable condition and kept in a good aesthetic condition. The property owner shall repair, replace, paint, remove, or otherwise attend to any portion of a fence if it becomes unsightly or a menace to public health, safety or welfare.

- (l) All fences not in compliance at the time the ordinance codified herein ~~was first~~ **is** enacted shall at the time a permit is required for repair or replacement be brought into compliance with the terms of this article.

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-535. Variances, special exceptions and appeals.

Variances, special exceptions and appeals from the decision of the code enforcement officer **or designee** are governed by section 703, Decisions by the board of adjustments, appendix A Zoning, of the Crockett Code.

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Sec. 5-536. Penalty.

Any person, firm or corporation that violates any of the provisions or terms of this article shall be subject to a penalty and upon conviction shall be punished by a fine not to exceed two hundred dollars (\$200.00).

(Ord. No. O-04-19, §§ 1, 2, 4-1-19)

Secs. 5-537—5-599. Reserved.

ARTICLE X. CONSTRUCTION-RELATED PERMIT AND INSPECTION FEES

Sec. 5-600. Fees.

Commercial and Multi-Family Construction Permit w/Plan Review	
Valuation	Fee
\$1.00 to \$10,000.00	\$75.00
\$10,001.00 to \$25,000.00	\$90.00 for the first \$10,000.00 plus \$6.25 for each add. \$1,000.00
\$25,000.01 to \$50,000.00	\$185.00 for the first \$25,000.00 plus \$4.75 for each add. \$1,000.00
\$50,000.01 to \$100,000.00	\$295.00 for first \$50,000.00 plus \$3.50 for each add. \$1,000.00
\$100,001.00 to \$500,000.00	\$450.00 for first \$100,000.00 plus \$3.00 for each add. \$1,000.00
\$500,000.00 to \$1,000,000.00	\$1,500.00 for the first \$500,000.00 plus \$2.50 for each add. \$1,000.00
\$1,000,000.01 and up	\$2,500.00 for first \$1,000,000.00 plus \$1.34 for each add. \$1,000.00

Commercial and Multi-Family Construction Inspection	
Valuation	Fee
\$1.00 to \$10,000.00	\$95.00

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(Supp. No. 19)

\$10,001.00 to \$25,000.00	\$125.00 for the first \$10,000.00 plus \$10.00 for each add. \$1,000.00
\$25,000.01 to \$50,000.00	\$255.00 for the first \$25,000.00 plus \$8.00 for each add. \$1,000.00
\$50,000.01 to \$100,000.00	\$425.00 for first \$50,000.00 plus \$5.25 for each add. \$1,000.00
\$100,001.00 to \$500,000.00	\$625.00 for first \$100,000.00 plus \$4.25 for each add. \$1,000.00
\$500,000.00 to \$1,000,000.00	\$2,000.00 for the first \$500,000.00 plus \$3.50 for each add. \$1,000.00
\$1,000,000.01 and up	\$3,500.00 for first \$1,000,000.00 plus \$2.25 for each add. \$1,000.00

Commercial and Multi-Family Single Inspection Fees	
Commercial Advertising Sign	\$4.25 per sq ft
Electrical/Mechanical - Commercial Inspection	\$150.00
Plumbing - Commercial Inspection	\$150.00
Gas - Commercial Inspection	\$150.00
Fire Sprinkler - Commercial Inspection	\$150.00

Residential Permit and Inspection Fees	
Permit Type	Fee
New Construction/Remodel	\$0.40 per sq ft/Minimum \$50.00
Open Structure	\$0.15 per sq ft/Minimum \$50.00
Demolition Permit	\$50.00
Certificate of Occupancy	\$150.00
Electrical - Temporary Pole	\$120.00
Electrical/Mechanical - Remodel and Additions Inspection	\$120.00
Electrical/Mechanical - Residential Inspection	\$120.00
Plumbing - Field Lines (Moving and Hook up)	\$120.00
Plumbing - Residential Inspection	\$120.00
Fire Sprinkler - Residential Inspection	\$75.00
Sprinkler System Lawn	\$75.00
Gas - Field Lines (Moving and Hook Up)	\$120.00
Gas - Residential Inspection	\$120.00
Fence Building Permit	\$50.00
Building Moving Permit	\$100.00

(Ord. No. O-12-23, § VIII, 12-4-23)

Secs. 5-601—5-630. Reserved.

**SUMMARY OF KEY CHANGES PROPOSED BY
ORDINANCE NO. O-09-26
AMENDING CODE RELATING TO FENCE PERMITS AND
CONSTRUCTION-RELATED PERMIT FEES**

Fence Permit Regulations:

- **Condensed Title and Expanded Applicability Section.** The existing ordinance applies to the four (4) residential zoning districts listed in the ordinance title and in the applicability section, which does not include: (1) the recently established MH-1 and MH-2 zoning districts for manufactured homed subdivisions and parks; (2) detached residential dwellings on permitted mixed-use commercial and residential properties; or (3) non-conforming residential properties in a non-residential zoning district. The amended ordinance simply references “residential properties” in the title and the applicability section. The amended applicability section also includes a cross reference to the zoning code’s screening requirements for apartment complexes and the exterior parameters of manufactured home/RV parks.
- **Definition of Front Yard.** The definition now describes the area that would be considered the front yard for a detached residential dwelling on a permitted mixed-use commercial and residential property.
- **Survey Plat and Survey Stakes.** The existing ordinance requires a survey plat prepared by a licensed surveyor for every fence permit application. Survey plats can be costly and can result in a delay of months due to the shortage of licensed surveyors and the time required to prepare a plat. The amended ordinance will allow, when feasible, survey stakes placed on the property boundary lines by a licensed surveyor to be sufficient. A survey plat will be required only when the code enforcement officer or designee determines a plat is necessary to confirm the property boundary lines.
- **Fence Height and Privacy Panels for Side Corner Yards.** The existing ordinance limits fences for side corner yards to four feet (4’) in height and does not allow the solid area of the fence to exceed fifty (50) percent of the total area of the fence, which prevents six-foot privacy fences for a side corner yard. The amended ordinance will allow an exception for a six-foot (6’) privacy fence for only the portion of a side corner yard fence that is parallel to the residential structure. This will allow property owners and residents to maintain the privacy of this portion of their side corner yard without having to request a variance to the fence ordinance. This exception will still prevent a side corner yard fence from causing sight interference at a street intersection and will still not result in a “fortress” appearance along a side street, which was the intent of the current limits for side corner yards.

Permit and Inspection Fees.

- **Moving the Fee Section (5-600) to a New Article X.** The creation of new Article IX is a technical correction to move the current Section 5-600, Fees, which relates to fees for all construction-related permits and inspections and not just fence permits, from being an obscure section in the fence ordinance to being a separate article in Chapter 5 for ease of locating the fee table. No other changes were made to Section 5-600.

CITY OF CROCKETT



FIRE MARSHAL'S OFFICE



TEXAS LAW AND REGULATORY POLICY MANUAL

FIRE MARSHAL / FIRE INSPECTION / FIRE INVESTIGATION / LAW ENFORCEMENT

AGENCY: City of Crockett Fire Marshal's Office

CITY: Crockett, Texas

COUNTY: Houston County

FIRE CHIEF/FIRE MARSHAL: Jason Frizzell

EFFECTIVE DATE: _____

POLICY VERSION: 1.0

APPROVED BY: _____

RESOLUTION/ORDER# _____

OFFICIAL POLICY STATEMENT

The City of Crockett Fire Marshal's Office shall conduct its operations in accordance with the United States Constitution, Texas Constitution, Texas statutes, applicable Texas Administrative Code provisions, Texas Commission on Fire Protection (TCFP) requirements, Texas Commission on Law Enforcement (TCOLE) requirements applicable to licensed personnel, City of Crockett ordinances, adopted fire codes, and other applicable legal authority.

This manual establishes minimum operational and administrative standards for personnel assigned to the Fire Marshal's Office.

Nothing in this manual shall be interpreted to grant an employee authority not otherwise granted by law, license, certification, ordinance, appointment, or written authorization.

Where a conflict exists between this manual and controlling law or regulation, the controlling law or regulation shall prevail.

TABLE OF CONTENTS

100 Authority, Organization and Scope
101 Use of Force
102 Vehicle Pursuits
103 Professional Conduct
104 Domestic Abuse/Family Violence
105 Missing Persons
106 Supervision of Part-Time Personnel
107 Impartial Policing and Enforcement
108 Medical and Psychological Examination of Licensees
109 Active Shooter Response
110 Barricaded Subjects
111 Evidence Collection and Handling
112 Eyewitness Identification
113 Misconduct Investigations
114 Hiring a License Holder
115 Personnel Files
116 Uniform and Dress Code
117 Training and Maintenance of Licensure
118 Outside and Off-Duty Employment
119 Fire Investigation
120 Arson Investigation
121 Fire Inspections and Code Enforcement
122 Fire Permits
123 Fire Marshal Records
124 Citizen Complaints
125 Conflict of Interest and Ethics
126 Interagency Assistance
127 Policy Review and Legal Updates
128 Personnel Authority Matrix

POLICY 100

AUTHORITY, ORGANIZATION AND SCOPE

100.1 PURPOSE

To establish the organizational structure, authority, responsibilities, and limitations of the City of Crockett Fire Marshal's Office.

100.2 AUTHORITY

The Fire Marshal's Office shall operate under authority granted by applicable:

- Texas statutes
- Texas Administrative Code
- City of Crockett ordinances
- Adopted fire codes
- TCFP rules
- TCOLE rules, when applicable
- Federal law
- Other legally applicable authority

100.3 FIRE MARSHAL

The Fire Marshal shall administer the Fire Marshal's Office and shall be responsible for the performance of duties assigned by the City and by applicable law.

100.4 FIRE INSPECTORS

Fire Inspectors shall conduct inspections and enforcement activities only within the authority granted by their appointment, certification, training, City ordinance, adopted fire code, and applicable law.

100.5 FIRE INVESTIGATORS

Fire Investigators shall conduct fire investigations within their legal authority, training, certification, and appointment.

100.6 TCOLE-LICENSED PERSONNEL

Personnel holding a Texas peace-officer license shall comply with all applicable TCOLE requirements.

A TCOLE license does not independently expand the authority of a Fire Marshal or Fire Marshal's Office employee beyond the authority otherwise granted by law and the employee's appointment.

100.7 TCFP-CERTIFIED PERSONNEL

Personnel holding TCFP certifications shall perform duties consistent with their certification level, training, appointment, and applicable TCFP rules.

100.8 AUTHORITY LIMITATION

No employee shall:

- Perform an inspection without proper authority
- Conduct an investigation beyond their legal authority
- Exercise peace-officer authority without the required license and legal authority
- Enter private property without lawful authority
- Conduct a search or seizure without lawful authority

LEGAL AUTHORITY

- Texas Occupations Code, Chapter 1701
- Texas Local Government Code, applicable provisions
- Texas Government Code
- Texas Administrative Code
- Texas Commission on Fire Protection rules
- Applicable City of Crockett ordinances
- Adopted fire code

POLICY 101

USE OF FORCE

101.1 PURPOSE

To establish standards for use of force by personnel possessing applicable peace-officer authority.

101.2 POLICY

Force shall be used only when legally authorized and objectively reasonable under the totality of the circumstances.

101.3 DE-ESCALATION

When reasonably practical, officers should consider:

- Verbal communication;
- Time;
- Distance;
- Cover;
- Additional resources; and
- Other reasonable alternatives.

101.4 DEADLY FORCE

Deadly force shall only be used as authorized by Texas law.

LEGAL AUTHORITY

- U.S. Constitution, Fourth Amendment
- Texas Constitution
- Texas Penal Code §§ 9.01–9.06
- Texas Code of Criminal Procedure
- Applicable TCOLE requirements

Applicability: TCOLE-licensed personnel only.

POLICY 102

VEHICLE PURSUITS

102.1 POLICY

Fire Marshal's Office personnel shall not initiate or participate in a vehicle pursuit unless they possess the legal authority, training, equipment, and authorization necessary to do so.

When a pursuit involves Fire Marshal personnel who are licensed peace officers, the safety of the public and officers shall remain the primary consideration.

102.2 CONSIDERATIONS

Factors include:

- Seriousness of the offense;
- Traffic
- Weather
- Road conditions
- Speed
- Location
- Time of day
- Availability of other officers
- Alternative apprehension methods.

102.3 TERMINATION

A pursuit shall be terminated when the risks outweigh the need for immediate apprehension.

LEGAL AUTHORITY

- Texas Transportation Code, Chapter 546
- Applicable TCOLE requirements

Applicability: TCOLE-licensed personnel with appropriate authority.

POLICY 103

PROFESSIONAL CONDUCT

103.1 POLICY

All personnel shall conduct themselves professionally and ethically.

Personnel shall:

- Obey the law;
- Follow lawful orders;
- Treat citizens respectfully;
- Maintain confidentiality;
- Avoid conflicts of interest;
- Protect evidence and records;
- Avoid misuse of authority; and
- Report serious misconduct.

103.2 TRUTHFULNESS

Employees shall not knowingly falsify official reports, records, statements, applications, inspection documents, investigative reports, or other official documents.

103.3 ABUSE OF AUTHORITY

Personnel shall not use official authority for personal benefit, retaliation, intimidation, harassment, or improper influence.

LEGAL AUTHORITY

- Texas Penal Code, including applicable official-conduct provisions
- Texas Government Code
- Texas Occupations Code, Chapter 1701, when applicable
- City of Crockett personnel policies.

POLICY 104

DOMESTIC ABUSE / FAMILY VIOLENCE**104.1** POLICY

The Fire Marshal's Office shall assist with family-violence incidents within the scope of its authority.

When a family-violence incident is received by personnel who are not authorized to conduct the law-enforcement investigation, the Crockett Police Department, Houston County Sheriff's Office, or other appropriate law-enforcement agency shall be notified.

104.2 PEACE OFFICERS

A Fire Marshal's Office employee possessing appropriate TCOLE licensure and authority shall follow applicable Texas law when responding to a family-violence incident.

104.3 DOCUMENTATION

Information observed or obtained during official Fire Marshal duties shall be documented and provided to the appropriate investigating agency when necessary.

LEGAL AUTHORITY

- Texas Family Code, Chapter 71
- Texas Family Code, Chapter 81
- Texas Code of Criminal Procedure
- Texas Penal Code
- Applicable TCOLE requirements

POLICY 105

DOMESTIC ABUSE / FAMILY VIOLENCE**105.1** POLICY

The Fire Marshal's Office shall immediately notify the appropriate law-enforcement agency upon receiving information concerning a missing person unless the matter is already being handled by that agency.

105.2 FIRE MARSHAL ASSISTANCE

The Fire Marshal's Office may assist with:

- Searches;
- Building information;
- Fire-service resources;
- Property information;
- Investigative information;
- Emergency response; and
- Other authorized activities.

LEGAL AUTHORITY

- Texas Code of Criminal Procedure, Chapter 63
- Texas Department of Public Safety procedures
- Applicable federal requirements

POLICY 106

SUPERVISION OF PART-TIME PERSONNEL

106.1 POLICY

Part-time personnel shall comply with all applicable City, Fire Marshal's Office, TCFP, and TCOLE requirements.

106.2 SUPERVISION

Supervisors shall verify:

- Required license or certification
- Required training
- Assigned authority
- Work performance
- Required documentation
- Compliance with policy

106.3 LIMITATION

Part-time status shall not be interpreted to reduce licensing, training, or professional requirements

POLICY 107

IMPARTIAL POLICING AND ENFORCEMENT

107.1 POLICY

Fire Marshal's Office personnel shall conduct inspections, investigations, and enforcement impartially.

Enforcement decisions shall be based on:

- Applicable law
- Adopted codes
- Observed violations
- Evidence
- Fire/life-safety hazards
- Investigative facts; and
- Legitimate public-safety considerations

107.2 PROHIBITED DISCRIMINATION

Personnel shall not discriminate in enforcement based upon race, color, national origin, religion, sex, or other protected status.

LEGAL AUTHORITY

- U.S. Constitution
- Texas Constitution
- Applicable federal civil-rights law
- Texas law
- City of Crockett ordinances

POLICY 108

MEDICAL AND PSYCHOLOGICAL EXAMINATION OF LICENSEES

EFFECTIVE: SEPTEMBER 1, 2024

108.1 PURPOSE

To establish procedures governing medical and psychological examinations of licensed personnel when authorized or required by applicable law or regulatory requirements.

108.2 FITNESS FOR DUTY

When there is a legitimate, documented concern regarding an employee's ability to safely perform assigned duties, the City may require an appropriate fitness-for-duty evaluation consistent with applicable law.

108.3 QUALIFIED PROFESSIONAL

Evaluations shall be conducted by appropriately licensed or qualified professionals.

108.4 CONFIDENTIALITY

Medical and psychological information shall be protected and disclosed only as permitted or required by law.

108.5 EMPLOYMENT ACTION

Any resulting employment action shall comply with applicable federal law, Texas law, City policy, and due-process requirements.

LEGAL AUTHORITY

- Texas Occupations Code, Chapter 1701, when applicable

- Applicable TCOLE rules
- Texas Commission on Fire Protection requirements, when applicable
- Americans with Disabilities Act
- Applicable Texas confidentiality laws

POLICY 109

ACTIVE SHOOTER RESPONSE

109.1 POLICY

Fire Marshal's Office personnel shall immediately notify law enforcement when an active-shooter incident occurs.

109.2 FIRE/EMS ROLE

Personnel shall:

- Protect life;
- Request law enforcement;
- Assist evacuation when safe;
- Establish appropriate fire/EMS staging;
- Provide emergency services when conditions permit.

109.3 TACTICAL LIMITATION

Fire Marshal's Office personnel shall not perform tactical law-enforcement functions outside their training and legal authority.

POLICY 110

BARRICADED SUBJECTS**110.1** POLICY

Fire Marshal's Office personnel shall immediately notify the appropriate law-enforcement agency when confronted with a barricaded or potentially violent subject.

110.2 FIRE/EMS OPERATIONS

Fire and EMS personnel shall stage in a safe location until law enforcement determines that entry is reasonably safe.

110.3 COMMAND

Fire and law-enforcement command shall coordinate under applicable incident-command procedures.

POLICY 111

EVIDENCE COLLECTION AND HANDLING

111.1 PURPOSE

To preserve the integrity and chain of custody of evidence collected during fire investigations.

111.2 COLLECTION

Investigators shall:

- Protect the scene;
- Photograph evidence;
- Document evidence location;
- Collect evidence lawfully;
- Package evidence appropriately;
- Label evidence;
- Maintain chain of custody.

111.3 CHAIN OF CUSTODY

Every transfer shall be documented.

111.4 STORAGE

Evidence shall be secured in an authorized location.

LEGAL AUTHORITY

- Texas Code of Criminal Procedure
- Texas Rules of Evidence
- Texas Penal Code
- Applicable forensic requirements
- Applicable TCFP/TCOLE requirements

POLICY 112

EYEWITNESS IDENTIFICATION

112.1 POLICY

Personnel conducting eyewitness identification shall use procedures designed to minimize improper influence.

112.2 COORDINATION

When a criminal identification procedure falls within the primary authority of a law-enforcement agency, the Fire Marshal's Office shall coordinate with that agency.

112.3 DOCUMENTATION

The investigator shall document:

- Identification method;
- Instructions;
- Witness response;
- Identification;
- Statements;
- Relevant circumstances.

LEGAL AUTHORITY

- U.S. Constitution
- Texas Constitution
- Applicable Texas case law
- Texas Code of Criminal Procedure

POLICY 113

MISCONDUCT INVESTIGATIONS

EFFECTIVE: JUNE 1, 2025

113.1 POLICY

The Fire Marshal's Office shall maintain a fair, impartial, and documented process for allegations of employee misconduct.

113.2 COMPLAINTS

Complaints may be received from:

- Citizens
- Employees
- Supervisors
- City officials
- Other governmental agencies

113.3 INVESTIGATION

Investigations shall be conducted objectively and impartially.

113.4 CRIMINAL ALLEGATIONS

If an allegation may constitute a criminal offense, the matter shall be referred to the appropriate law-enforcement agency when appropriate.

113.5 FINDINGS

Administrative findings may include:

- Sustained
- Not Sustained
- Unfounded
- Exonerated
- Policy Failure

113.6 RETALIATION

Retaliation against a person making a good-faith complaint is prohibited.

POLICY 114

HIRING A LICENSE HOLDER

EFFECTIVE: JUNE 1, 2025

114.1 POLICY

Applicants possessing professional or law-enforcement licenses shall undergo appropriate verification before appointment.

114.2 TCOLE LICENSE

For an applicant holding a TCOLE peace-officer license, the City shall verify applicable licensing, training, employment, and other required information.

114.3 TCFP CERTIFICATION

For fire-service applicants, applicable TCFP certification shall be verified.

114.4 BACKGROUND INVESTIGATION

The City shall conduct a background investigation appropriate to the position.

POLICY 115

PERSONNEL FILES

EFFECTIVE: JUNE 1, 2025

115.1 POLICY

Personnel records shall be maintained securely and in accordance with applicable Texas law and City policy.

115.2 RECORDS

Personnel files may contain:

- Application
- Background investigation
- Training
- Certifications
- Licenses
- Evaluations
- Disciplinary records
- Commendations
- Employment records

115.3 PUBLIC INFORMATION

The Fire Marshal's Office shall comply with the Texas Public Information Act.

Personnel records shall not automatically be treated as confidential merely because they are contained in a personnel file.

115.4 RETENTION

Records shall be maintained according to applicable records-retention requirements.

LEGAL AUTHORITY

- Texas Government Code, Chapter 552
- Texas Local Government Code, where applicable
- Texas State Library and Archives Commission requirements
- Texas Occupations Code, Chapter 1701, where applicable
- Applicable TCOLE/TCFP requirements

POLICY 116

UNIFORM AND DRESS CODE

116.1 POLICY

Personnel shall maintain a professional appearance appropriate to their assigned duties.

116.2 UNIFORM

Uniformed personnel shall wear approved City/Fire Marshal's Office uniforms.

116.3 IDENTIFICATION

Personnel shall display required:

- Badge;
- Name identification;
- Department insignia;
- Rank/title insignia.

116.4 FIRE INVESTIGATION

Personnel entering fire scenes shall wear appropriate PPE based upon the hazards present.

POLICY 117

TRAINING AND MAINTENANCE OF LICENSURE

117.1 POLICY

All personnel shall maintain required licenses and certifications.

117.2 TCFP

TCFP-certified personnel shall complete all continuing education, skills maintenance, and other requirements necessary to maintain certification.

117.3 TCOLE

TCOLE-licensed personnel shall complete all continuing-education requirements necessary to maintain their license.

117.4 RECORDS

The Fire Marshal's Office shall maintain documentation of required training.

117.5 EXPIRATION

Personnel shall not perform duties requiring a license or certification that has expired, been suspended, or otherwise become invalid.

LEGAL AUTHORITY

- Texas Occupations Code, Chapter 1701
- 37 Texas Administrative Code
- TCFP rules
- Applicable City requirements

POLICY 118

OUTSIDE AND OFF-DUTY EMPLOYMENT

118.1 POLICY

Outside employment shall not interfere with an employee's City duties, responsibilities, or availability, or create an actual or apparent conflict of interest with the employee's official City position.

118.2 APPROVAL

Required City approval shall be obtained before an employee engages in outside employment. Approval to engage in outside employment does not authorize the employee to use City resources, equipment, vehicles, time, information, or official authority for the benefit of the outside employer or private business.

118.3 PROHIBITED USE

Employees shall not use City resources in connection with private or outside employment, including:

- City equipment
- City vehicles
- City facilities or property
- City time or personnel
- Confidential or non-public City information
- City credentials or identification
- Official City authority
- Fire Marshal authority

Authorization for outside employment shall not be interpreted as authorization to use City resources or official authority for private employment.

118.4 FIRE INSPECTIONS

An employee shall not perform a private inspection or enforcement action that conflicts with official City responsibilities. An employee shall not perform a private fire inspection, fire code inspection, investigation, plan review, or enforcement action when the activity conflicts with, interferes with, or creates an actual or apparent conflict of interest with the employee's official City responsibilities.

Employees shall not use their City position, title, credentials, Fire Marshal authority, City equipment, City vehicles, City time, or confidential information to perform or support private fire inspections, investigations, plan reviews, or enforcement activities.

Any approved outside employment involving fire inspections, fire investigations, fire code consulting, plan reviews, or related services shall be conducted completely separate from the employee's official City duties and authority.

Employees shall not use their official City position or authority to provide an advantage to a private employer, client, property owner, contractor, or other private party.

LEGAL AUTHORITY

- Texas Government Code
- Texas Penal Code
- Applicable conflict-of-interest law
- City ethics policies

POLICY 119

FIRE INVESTIGATION

119.1 PURPOSE

To establish procedures for fire investigations conducted by the Fire Marshal's Office.

119.2 RESPONSIBILITY

The Fire Marshal shall determine the appropriate level of investigation based upon:

- Fire circumstances;
- Damage;
- Injuries;
- Death;
- Suspicious circumstances;
- Evidence;
- Applicable law.

119.3 SCENE

Investigators shall:

1. Establish scene safety.
2. Document the scene.
3. Photograph conditions.
4. Determine origin and cause.
5. Interview witnesses.
6. Identify evidence.
7. Preserve evidence.
8. Complete an investigative report.

119.4 SCENE PRESERVATION

The scene shall be protected from unnecessary disturbance.

119.5 COORDINATION

Investigators shall coordinate with law enforcement when the circumstances indicate a criminal investigation may be required.

AUTHORITY

- Texas Government Code, applicable provisions
- Texas Local Government Code, applicable provisions
- Texas Penal Code
- Texas Code of Criminal Procedure
- Adopted City ordinances
- Applicable fire code
- TCFP requirements

POLICY 120

ARSON INVESTIGATION

120.1 POLICY

When evidence indicates that a fire may have been intentionally set, the Fire Marshal's Office shall conduct or coordinate the investigation within its legal authority.

120.2 CRIMINAL INVESTIGATION

When a suspected arson investigation requires law-enforcement authority beyond the Fire Marshal's authority, the matter shall be referred to or coordinated with the appropriate law-enforcement agency.

120.3 EVIDENCE

Evidence shall be handled in accordance with Policy 111.

120.4 REPORT

A written investigation shall document the facts, evidence, origin and cause, and investigative conclusion.

POLICY 121

FIRE INSPECTIONS AND CODE ENFORCEMENT

121.1 PURPOSE

To establish consistent procedures for fire inspections.

121.2 AUTHORITY

Inspections shall be conducted pursuant to applicable City ordinance, adopted fire code, permit requirements, and other lawful authority.

121.3 INSPECTION REPORT

Inspection reports shall include:

- Property
- Date
- Inspector
- Violations
- Code section
- Corrective action
- Reinspection date
- Final disposition

121.4 ENFORCEMENT

Enforcement shall be conducted consistently and according to applicable law and City ordinance.

121.5 DOCUMENTATION

All enforcement actions shall be documented.

POLICY 122

FIRE PERMITS

122.1 POLICY

The Fire Marshal's Office shall administer fire permits required by City ordinance and applicable fire-code provisions.

122.2 APPLICATION

Permit applications shall contain information required by the applicable ordinance, code, or Fire Marshal's Office procedure.

122.3 FEES

Applicable permit fees shall be assessed according to the City's adopted fee schedule.

122.4 DENIAL

A permit may be denied, suspended, or revoked when authorized by applicable ordinance, code, or law.

122.5 RECORDS

Permit records shall be maintained according to applicable records-retention requirements.

POLICY 123

FIRE MARSHAL RECORDS

123.1 POLICY

Official records shall be accurate, complete, secure, and maintained according to law.

123.2 RECORDS INCLUDE

- Inspection reports
- Fire investigation reports
- Permits
- Violation notices
- Photographs
- Evidence records
- Correspondence
- Training records
- Personnel records
- Certificates

123.3 PUBLIC INFORMATION

Requests shall be processed pursuant to the Texas Public Information Act and City procedures.

LEGAL AUTHORITY

- Texas Government Code, Chapter 552
- Texas Local Government Code, where applicable
- Texas State Library and Archives Commission retention requirements

POLICY 124

CITIZEN COMPLAINTS

124.1 POLICY

The Fire Marshal's Office shall accept good-faith complaints concerning personnel or Fire Marshal's Office operations.

124.2 PROCESS

Complaints shall be:

1. Received professionally;
2. Documented;
3. Forwarded to the appropriate authority;
4. Investigated when appropriate;
5. Resolved or referred.

124.3 RETALIATION

Retaliation is prohibited.

POLICY 125

CONFLICT OF INTEREST AND ETHICS

125.1 POLICY

Employees shall avoid actual or apparent conflicts of interest.

125.2 INSPECTIONS

Employees shall not inspect or make enforcement decisions involving property in which they have a personal or financial interest.

125.3 GIFTS

Employees shall comply with applicable Texas law and City policy concerning gifts and benefits.

125.4 CONFIDENTIAL INFORMATION

Confidential information shall not be used for personal gain.

LEGAL AUTHORITY

- Texas Government Code, Chapter 573, where applicable
- Texas Penal Code, applicable official-conduct provisions
- City ethics policies
- Applicable conflict-of-interest laws

POLICY 126

INTERAGENCY ASSISTANCE

126.1 POLICY

The Fire Marshal's Office shall maintain professional relationships with:

- Crockett Fire Department
- Crockett Police Department
- Houston County Sheriff's Office
- Texas Department of Public Safety
- Texas State Fire Marshal's Office
- TCFP
- TCOLE
- EMS agencies
- Mutual-aid departments
- Other governmental agencies

126.2 JOINT OPERATIONS

Joint operations shall be coordinated according to the authority of each agency.

126.3 REQUESTS

Requests for assistance should be documented when practical.

POLICY 127

POLICY REVIEW AND LEGAL UPDATES

127.1 REVIEW

This manual shall be reviewed at least annually and whenever significant changes occur in:

- Texas law
- TCOLE rules
- TCFP rules
- City ordinances
- Adopted fire codes
- Federal law
- Department operations

127.2 LEGAL REVIEW

The City Attorney or other authorized legal counsel should review significant revisions affecting legal authority, enforcement, employment, or constitutional rights.

127.3 REVISION CONTROL

Each revision shall identify:

- Policy number
- Revision date
- Description of change
- Approving authority

POLICY 128

PERSONNEL AUTHORITY MATRIX

FUNCTIONS	FIRE MARSHAL	FIRE INSPECTOR	FIRE INVESTIGATOR	TCOLE OFFICER	PART-TIME
Fire Inspections	Yes	Yes	As assigned	If authorized	If authorized
Fire Code Enforcement	Yes	Yes	As assigned	If authorized	If authorized
Fire Investigation	Yes	If authorized	Yes	If authorized	If authorized
Arson Investigation	Yes	If authorized	Yes	If authorized	If authorized
Peace-Officer Functions	If licensed/authorized	If licensed/authorized	If licensed/authorized	Yes, within authority	If licensed/authorized
Use of Force	If legally authorized	If legally authorized	If legally authorized	Yes, within law	Yes, within law
Vehicle Pursuits	If legally authorized	If legally authorized	If legally authorized	Yes, within policy	Yes, within policy
Fire Permits	Yes	If delegated	If delegated	If delegated	If delegated
Evidence Collection	Yes	If authorized	Yes	Yes, within authority	If trained/authorized
Code Enforcement	Yes	Yes	If assigned	If authorized	If authorized
Public Records	Yes	As assigned	As assigned	As assigned	As Assigned

*** Subject to applicable law, certification, appointment, delegation, City ordinance, and department policy.**

LEGAL AUTHORITY REFERENCE

The following authorities may apply to the operation of the Fire Marshal's Office:

FEDERAL

- United States Constitution
- Fourth Amendment
- Fourteenth Amendment
- Americans with Disabilities Act
- Applicable federal civil-rights statutes

TEXAS STATUTES

- Texas Occupations Code, Chapter 1701
- Texas Government Code, Chapter 552
- Texas Government Code, applicable ethics provisions
- Texas Local Government Code
- Texas Penal Code
- Texas Code of Criminal Procedure
- Texas Transportation Code
- Texas Family Code
- Other statutes applicable to the specific duty

STATE AGENCIES

- Texas Commission on Fire Protection
- Texas Commission on Law Enforcement
- Texas Department of Public Safety
- Texas State Fire Marshal's Office
- Texas State Library and Archives Commission

LOCAL AUTHORITY

- City of Crockett Code of Ordinances
- City-adopted fire code
- City personnel policies
- City fee schedules
- City resolutions and orders
- Other applicable local regulations

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, reviewed, and understand the City of Crockett Fire Marshal's Office Policy Manual.

I understand that I am responsible for complying with all applicable federal and Texas laws, TCFP requirements, TCOLE requirements applicable to my license, City of Crockett ordinances, adopted fire codes, and Fire Marshal's Office policies.

I understand that this manual does not grant me authority beyond that provided by law, certification, license, appointment, delegation, or City authorization.

Employee

Name:

Position:

Signature:

Date:

FIRE MARSHAL CERTIFICATION

I certify that I have reviewed this policy manual and recommend its adoption for the City of Crockett Fire Marshal's Office.

Jason Frizzell

Fire Chief / Fire Marshal

Signature:

Date:

CITY APPROVAL

Approved by the City of Crockett:

Authorized Official:

Title:

Signature:

Date:

Resolution/Order No:

REVISION HISTORY

Version	Date	Description	Approved By
1		Initial Adoption	

ANNUAL POLICY REVIEW

Review Year:	
Reviewed By:	
Legal Review:	
TCFP Review:	
TCOLE Review	
Changes Required:	YES/NO
Effective Revision Date:	
Fire Marshal Signature:	

CITY OF CROCKETT



FIRE MARSHAL'S OFFICE



STANDARD OPERATING PROCEDURES / STANDARD OPERATING GUIDELINES MANUAL

FIRE PREVENTION • FIRE INSPECTION • FIRE INVESTIGATION • CODE ENFORCEMENT • ADMINISTRATION

AGENCY: City of Crockett Fire Marshal's Office

CITY: Crockett, Texas

COUNTY: Houston County

FIRE CHIEF/FIRE MARSHAL: Jason Frizzell

EFFECTIVE DATE: _____

POLICY VERSION: 1.0

APPROVED BY: _____

RESOLUTION/ORDER# _____

PURPOSE

This Standard Operating Procedures/Guidelines Manual establishes the operational procedures for the City of Crockett Fire Marshal's Office.

These procedures are intended to provide personnel with consistent methods for performing inspections, investigations, enforcement activities, records management, evidence handling, permits, complaints, emergency responses, and administrative duties.

These procedures shall be used in conjunction with:

- City of Crockett ordinances;
- Adopted fire codes;
- Texas law;
- Texas Commission on Fire Protection requirements;
- Texas Commission on Law Enforcement requirements applicable to licensed personnel;
- City personnel policies;
- Fire Marshal's Office policies; and
- Applicable federal law.

When a conflict exists, controlling law, regulation, ordinance, or formally adopted policy shall prevail.

TABLE OF CONTENTS

1. General Operations
2. Chain of Command
3. Daily Operations
4. Fire Inspection Procedure
5. Reinspection Procedure
6. Fire Code Violation Procedure
7. Fire Permit Procedure
8. Fire Investigation Procedure
9. Fire Scene Safety
10. Origin and Cause Investigation
11. Suspected Arson Procedure
12. Evidence Collection and Chain of Custody
13. Photographic Documentation
14. Witness Interviews
15. Eyewitness Identification
16. Juvenile/Witness Considerations
17. Records and Case Files
18. Public Information Requests
19. Citizen Complaints
20. Misconduct Investigations
21. TCOLE-Licensed Personnel
22. TCFP-Certified Personnel
23. Part-Time Personnel
24. Outside Employment
25. Medical/Psychological Fitness Concerns
26. Active Shooter Response
27. Barricaded Subjects
28. Missing Persons
29. Domestic Violence
30. Mutual Aid and Interagency Assistance
31. Court/Subpoena Procedures
32. Search Warrants and Legal Process
33. Emergency Operations
34. After-Hours Response
35. Equipment and Vehicle Accountability
36. Report Writing
37. Quality Assurance
38. Training Records
39. Policy/SOP Review
40. Forms and Checklists

SOP 01

GENERAL OPERATIONS

1.1

Personnel shall perform assigned duties in accordance with applicable law, department policy, and this SOP/SOG.

1.2

Personnel shall maintain professional conduct at all times.

1.3

Personnel shall carry required identification and equipment while performing official duties.

1.4

Personnel shall promptly report

- Injuries
- Lost equipment
- Damaged equipment
- Vehicle accidents
- Significant complaints
- Evidence discrepancies
- Safety hazards
- Significant investigative developments

CHAIN OF COMMAND

2.1

The normal chain of command shall be:

Fire Chief / Fire Marshal

↓

Assistant/Deputy Fire Marshal, if assigned

↓

Fire Inspector / Fire Investigator

↓

Part-Time/Support Personnel

2.2

Personnel should normally communicate through the chain of command.

2.3

Personnel may bypass the chain of command when:

- Immediate safety is involved
- A criminal allegation involves the supervisor
- A conflict of interest exists
- Immediate legal reporting is required
- The supervisor is unavailable

DAILY OPERATIONS

Personnel reporting for duty shall:

1. Check assigned vehicle
2. Check radio/communications equipment
3. Check required PPE
4. Check inspection equipment
5. Check investigative equipment
6. Review pending inspections
7. Review pending investigations
8. Review scheduled appointment
9. Review outstanding corrective actions
10. Check required permits or administrative matters

Deficiencies shall be reported to the supervisor.

FIRE INSPECTION PROCEDURE

4.1 PRE-INSPECTION

Before beginning an inspection, the inspector should review available:

- Previous inspection reports;
- Occupancy information;
- Building information;
- Permits;
- Fire protection systems;
- Previous violations;
- Complaints;
- Applicable code requirements.

4.2 ARRIVAL

The inspector shall:

1. Identify themselves.
2. Identify the purpose of the inspection.
3. Request the appropriate responsible person.
4. Explain the inspection process when appropriate.
5. Follow lawful entry procedures.

4.3 INSPECTION

The inspector shall evaluate applicable fire/life-safety conditions, which may include:

- Exits
- Exit access
- Emergency lighting
- Fire extinguishers
- Fire alarm systems
- Sprinkler systems
- Electrical hazards
- Storage
- Hazardous materials
- Cooking equipment;

- Open flames
- Fire lanes
- Addressing
- Occupancy conditions
- Required permits

4.4 DOCUMENTATION

The inspector shall document each violation sufficiently to allow the responsible party to understand

- What is wrong
- Where it is located
- What code/ordinance provision applies
- What corrective action is required
- When correction is required

4.5 PHOTOGRAPHS

Photographs should be taken when useful to document significant violations.

SOP 04

REINSPECTION**5.1**

A reinspection shall be scheduled when corrective action is required.

5.2

The inspector shall review the original inspection before returning.

5.3

The inspector shall document each previously identified violation as:

- Corrected
- Not corrected
- Partially corrected
- Not applicable
- Requires additional action

5.4

Repeated failure to correct violations shall be referred to the Fire Marshal for enforcement action.

FIRE CODE VIOLATION PROCEDURE

6.1

When a violation is identified, the inspector shall:

1. Identify the violation
2. Identify the applicable code/ordinance
3. Explain the violation when appropriate
4. Establish a reasonable correction period when authorized
5. Document the violation
6. Schedule reinspection when required

6.2 IMMEDIATE HAZARDS

Conditions presenting an immediate threat to life or serious property loss shall be brought to the Fire Marshal's attention immediately.

The Fire Marshal may take enforcement action authorized by law and City ordinance.

FIRE PERMIT PROCEDURE

7.1 APPLICATION

Permit applications shall be submitted using the approved City/Fire Marshal's Office form.

7.2 REVIEW

The Fire Marshal or authorized personnel shall review:

- Applicant information
- Location
- Proposed activity
- Applicable code
- Required safety measures
- Required supporting documentation
- Applicable fees

7.3 APPROVAL

A permit shall be issued only after applicable requirements have been satisfied.

7.4 DENIAL

If a permit cannot be issued, the applicant should be informed of the reason and any available corrective action or appeal process.

7.5 RECORD

A copy of each permit shall be maintained in the appropriate permit file.

FIRE INVESTIGATION

8.1 INITIAL NOTIFICATION

When notified of a significant fire requiring investigation, the Fire Marshal or assigned investigator shall determine the appropriate response.

8.2 ARRIVAL

The investigator shall:

1. Identify the incident
2. Establish scene safety
3. Coordinate with the incident commander
4. Determine whether suppression operations are complete
5. Determine whether the scene remains hazardous
6. Establish scene-control procedures

8.3 SCENE PRESERVATION

The investigator shall make reasonable efforts to preserve potential evidence.

8.4 INVESTIGATION

The investigator shall conduct an examination appropriate to

circumstances. The investigation should consider:

- Fire patterns
- Fire damage
- Building Construction
- Fuel packages
- Electrical systems
- Heating equipment
- Appliances
- Cooking equipment
- Human activity
- Witness statements
- Firefighter observations
- Alarm/sprinkler operation
- Surveillance/video

- Other relevant evidence

8.5 REPORT

A written investigation report shall be completed.

FIRE SCENE SAFETY

Before entering a fire scene, investigators shall evaluate:

- Structural stability
- Electrical hazards
- Gas hazards
- Hazardous materials
- Atmospheric hazards
- Sharp objects
- Slip/trip hazards
- Biological hazards; Fire suppression hazards
- Weather conditions

Appropriate PPE shall be worn.

Personnel shall not enter an unsafe structure merely to complete an investigation.

SOP 10

ORIGIN AND CAUSE INVESTIGATION

10.1

Investigators shall conduct origin-and-cause examinations consistent with their training and recognized fire-investigation practices.

10.2

The investigation should include:

1. Scene documentation
2. Witness information
3. Fire department observations
4. Fire patterns
5. Building systems
6. Potential ignition sources
7. Fuel sources
8. Elimination of reasonable alternatives
9. Documentation of findings

10.3

Investigators shall avoid conclusions unsupported by evidence.

10.4

When the cause cannot reasonably be established, the investigator shall document the investigation and appropriate conclusion rather than speculate.

SOP 11

SUSPECTED ARSON**11.1**

When evidence indicates a fire may have been intentionally set, the investigator shall immediately notify the Fire Marshal.

11.2

The Fire Marshal shall determine whether additional law-enforcement resources are required.

11.3

The investigator shall preserve relevant evidence.

11.4

Potential criminal evidence shall be handled according to applicable law and chain-of-custody procedures.

11.5

When the investigation requires authority beyond the Fire Marshal's Office, the appropriate law-enforcement agency shall be requested.

SOP 12

EVIDENCE COLLECTION AND CHAIN OF CUSTODY

12.1

Evidence shall be collected only by personnel trained and authorized to collect it.

12.2

Each item shall be assigned an identifying number or other approved identifier.

12.3

The evidence record shall include:

- Case number
- Item number
- Description
- Location found
- Date/time collected
- Person collecting
- Packaging
- Transfer history

12.4

Evidence shall be packaged appropriately for the type of evidence.

12.5

Evidence shall be secured immediately after collection.

12.6

Every transfer shall be documented.

PHOTOGRAPHIC DOCUMENTATION

Photographs should document:

1. Overall scene
2. Exterior
3. Interior
4. Fire damage
5. Fire patterns
6. Evidence
7. Relevant systems/equipment
8. Specific areas of origin
9. Conditions supporting investigative conclusions

Photographs shall be preserved with the case file.

WITNESS INTERVIEWS

14.1

Investigators shall identify potential witnesses.

14.2

Interviews should be conducted separately when practical.

14.3

The investigator should document:

- Name
- Contact information
- Relationship to incident
- Location at time of incident
- Observations
- Statements
- Relevant knowledge

14.4

Investigators shall distinguish between direct observations and information received from others.

EYEWITNESS IDENTIFICATION

When eyewitness identification is required:

1. Coordinate with the appropriate law-enforcement agency when necessary
2. Use a legally appropriate identification procedure
3. Avoid suggestive statements
4. Document instructions given to the witness
5. Document the witness's response
6. Preserve the identification record.

JUVENILE/WITNESS CONSIDERATIONS

Personnel interviewing children or vulnerable witnesses shall use appropriate procedures and shall coordinate with the appropriate law-enforcement or child-protection agency when required.

Personnel shall avoid unnecessary repeated interviews that could compromise an investigation.

RECORDS AND CASE FILES

Each investigation shall have an organized case file containing applicable:

- Incident information
- Reports
- Photographs
- Statements
- Evidence records
- Diagrams
- Inspection records
- Correspondence
- Supplemental reports
- Disposition

Case files shall be maintained securely.

SOP 18

PUBLIC INFORMATION REQUESTS

18.1

Requests for public information shall be forwarded through the City's designated public-information process.

18.2

Employees shall not independently determine that records are confidential or public when a legal determination is required.

18.3

Records shall not be altered, destroyed, withheld, or released contrary to law.

AUTHORITY

Texas Government Code, Chapter 552.

SOP 19

CITIZEN COMPLAINTS

19.1

Complaints shall be accepted professionally.

19.2

The employee receiving the complaint shall document:

- Complainant
- Date
- Contact information
- Nature of complaint
- Employee involved
- Witnesses
- Available evidence

19.3

Complaints shall be forwarded to the Fire Marshal or appropriate City authority.

19.4

Complaints involving the Fire Marshal shall be referred according to City administrative procedures.

MISCONDUCT INVESTIGATIONS

20.1

The Fire Marshal or designated investigator shall determine whether an allegation requires investigation.

20.2

Investigators shall:

1. Define the allegation
2. Identify applicable policy
3. Collect evidence
4. Interview witnesses
5. Interview involved personnel as legally appropriate
6. Review documents
7. Prepare findings
8. Submit the investigation to the appropriate authority

20.3 CRIMINAL CONDUCT

Potential criminal conduct shall be referred to the appropriate law-enforcement agency when appropriate.

20.4

Administrative investigations shall be conducted separately when necessary to preserve the integrity of a criminal investigation.

TCOLE-LICENSED PERSONNEL

TCOLE-licensed personnel shall:

- Maintain an active license
- Complete required training
- Maintain required records
- Perform only authorized peace-officer duties
- Follow applicable TCOLE rules
- Report changes affecting licensing status

A TCOLE license shall not be interpreted as automatically authorizing every law-enforcement function.

TCFP-CERTIFIED PERSONNEL

TCFP-certified personnel shall:

- Maintain certification
- Complete required training
- Maintain required continuing education
- Perform only duties appropriate to certification and assignment
- Maintain required records
- Comply with TCFP rules

PART-TIME PERSONNEL

23.1

Before beginning duty, part-time personnel shall be verified for:

- License/certification
- Training
- Assignment
- Required background documentation
- Required City employment documentation

23.2

Part-time personnel shall receive appropriate orientation before performing assigned duties.

23.3

Supervisors shall monitor part-time personnel and review their work.

OUTSIDE EMPLOYMENT

Employees requesting outside employment shall submit the required request to the appropriate City authority.

The request shall identify:

- Employer
- Type of work
- Location
- Schedule
- Duties
- Whether City equipment will be used
- Potential conflict of interest

Approval shall be obtained before beginning the outside employment when required.

SOP 25

MEDICAL / PSYCHOLOGICAL FITNESS CONCERNS**25.1**

When a legitimate concern exists regarding an employee's ability to safely perform assigned duties, the supervisor shall notify the Fire Marshal.

25.2

The Fire Marshal shall coordinate with the City administration/HR department as appropriate.

25.3

Any fitness-for-duty evaluation shall comply with applicable law.

25.4

Medical information shall be maintained confidentially.

ACTIVE SHOOTER RESPONSE

Fire Marshal's Office personnel shall:

1. Immediately notify law enforcement
2. Provide location and known information
3. Assist with fire/EMS staging
4. Avoid entering areas where a deadly threat remains unless specifically trained, equipped, authorized, and required.
5. Assist with rescue when reasonably safe.
6. Coordinate with incident command.

BARRICADED SUBJECTS

Personnel shall:

1. Notify law enforcement.
2. Establish a safe staging area.
3. Keep fire/EMS personnel out of the danger area.
4. Provide law enforcement with available information.
5. Coordinate entry when law enforcement determines conditions are reasonably safe.

MISSING PERSONS

When personnel receive a missing-person report:

1. Obtain available information.
2. Determine immediate danger.
3. Notify the appropriate law-enforcement agency.
4. Preserve relevant information.
5. Provide available Fire Marshal resources.
6. Document the assistance provided.

DOMESTIC VIOLENCE

Fire Marshal's Office personnel who become aware of domestic violence shall:

1. Assess immediate danger.
2. Contact law enforcement when appropriate.
3. Provide emergency assistance within training.
4. Protect children and vulnerable persons when reasonably possible.
5. Document relevant observations.
6. Refer the matter to the appropriate law-enforcement agency.

Personnel shall not conduct a criminal investigation beyond their legal authority.

SOP 30

MUTUAL AID AND INTERAGENCY ASSISTANCE

30.1

Requests for assistance shall be coordinated through the Fire Marshal or designated supervisor when practical.

30.2

Personnel assisting another agency shall remain within their legal authority and training.

30.3

Evidence obtained during joint operations shall be transferred and documented according to the responsible agency's evidence procedures.

COURT / SUBPOENA PROCEDURES

31.1

Upon receiving a subpoena, summons, or court notice, personnel shall immediately notify the Fire Marshal.

31.2

Personnel shall not ignore a valid subpoena or court order.

31.3

Personnel shall preserve relevant records and evidence.

31.4

Personnel shall review reports before court testimony.

31.5

Personnel shall provide truthful testimony based on personal knowledge and official records.

SEARCH WARRANTS AND LEGAL PROCESS

32.1

Personnel shall not execute a search warrant unless legally authorized and properly assigned.

32.2

Searches shall be conducted within the scope of the warrant and applicable law.

32.3

Personnel shall preserve a copy of applicable legal process in the case file when appropriate.

32.4

Questions concerning legal authority shall be referred to the Fire Marshal and, when appropriate, the City Attorney or appropriate law-enforcement agency.

EMERGENCY OPERATIONS

During emergencies, personnel shall operate under the Incident Command System when applicable. Personnel shall:

- Follow the incident command structure
- Maintain communications
- Use appropriate PPE
- Document significant actions
- Maintain accountability
- Request additional resources when needed

AFTER-HOURS RESPONSE

When responding after normal business hours, personnel shall:

1. Determine the nature of the call.
2. Determine whether immediate response is necessary.
3. Notify the Fire Marshal/supervisor when appropriate.
4. Use appropriate safety equipment.
5. Coordinate with fire, police, EMS, or other agencies.
6. Complete required documentation.

EQUIPMENT AND VEHICLE ACCOUNTABILITY

35.1

Personnel assigned a City vehicle shall inspect it at the beginning of the work period.

35.2

Personnel shall report:

- Damage
- Mechanical problems
- Missing equipment
- Fuel problems
- Safety concerns

35.3

Fire investigation equipment shall be maintained and inventoried.

35.4

Evidence-related equipment shall be maintained in a manner that protects evidence integrity.

REPORT WRITING

Reports shall be:

- Accurate
- Complete
- Objective
- Timely
- Professional
- Based on facts

Reports shall distinguish:

Personal observation from **information received from another person.**

Personnel shall not knowingly include false, misleading, or unsupported information.

QUALITY ASSURANCE

The Fire Marshal or designee shall periodically review:

- Inspection reports
- Fire investigation reports
- Evidence records
- Permits
- Enforcement actions
- Training records
- Complaints
- Case files

The purpose of quality assurance is to identify:

- Errors
- Training needs
- Documentation problems
- Policy issue
- Compliance concerns.

Quality assurance review shall not replace a formal misconduct investigation when one is required.

SOP 38

TRAINING RECORDS

38.1

The Fire Marshal's Office shall maintain appropriate records of:

- TCFP training;
- TCOLE training;
- Fire investigation training;
- Inspection training; Specialized certifications;
- In-house training;
- Required annual training.

38.2

Personnel shall promptly provide documentation of completed outside training.

38.3

Training records shall be entered into the appropriate City, TCFP, TCOLE, or other required system.

POLICY AND SOP REVIEW

This SOP/SOG manual shall be reviewed:

- At least annually
- When Texas law changes
- When TCFP rules change
- When TCOLE rules change
- When City ordinances change
- Following significant incidents
- When an operational deficiency is identified

The Fire Marshal shall document revisions.

REQUIRED FORMS AND CHECKLISTS

The Fire Marshal's Office should maintain standardized forms for the following:

FIRE PREVENTION

- Fire Inspection Report
- Reinspection Report
- Violation Notice
- Corrective Action Notice
- Fire Permit Application
- Fire Permit
- Certificate/Approval Documentation
- Inspection Checklist

FIRE INVESTIGATION

- Fire Investigation Report
- Fire Scene Checklist
- Evidence Collection Form
- Chain-of-Custody Form
- Evidence Transfer Form
- Witness Statement Form
- Investigator's Activity Log
- Photograph Log
- Scene Diagram
- Supplemental Investigation Report

ADMINISTRATION

- Citizen Complaint Form
- Personnel Complaint Form
- Outside Employment Request
- Training Record
- Equipment Inspection Form
- Vehicle Inspection Form
- Policy Acknowledgment
- Confidentiality Acknowledgment

FIRE SCENE INVESTIGATION CHECKLIST

INITIAL RESPONSE

- ☐ Incident location confirmed
- ☐ Scene safety evaluated
- ☐ Incident commander contacted
- ☐ Utilities/hazards identified
- ☐ Structural concerns evaluated
- ☐ Scene access controlled
- ☐ Required PPE obtained

DOCUMENTATION

- ☐ Exterior photographs
- ☐ Interior photographs
- ☐ Damage photographs
- ☐ Fire patterns documented
- ☐ Utilities documented
- ☐ Appliances/equipment documented
- ☐ Witnesses identified
- ☐ Firefighter observations obtained

EVIDENCE

- ☐ Evidence identified
- ☐ Evidence photographed
- ☐ Evidence collected lawfully
- ☐ Evidence packaged
- ☐ Evidence labeled
- ☐ Chain of custody completed
- ☐ Evidence secured

REPORT

- ☐ Origin documented
- ☐ Cause documented
- ☐ Witness information documented
- ☐ Evidence documented
- ☐ Photographs attached
- ☐ Supplemental information included
- ☐ Report reviewed

FIRE INSPECTION CHECKLIST

- ☐ Business/occupancy information verified
- ☐ Address verified
- ☐ Exits inspected
- ☐ Exit access inspected
- ☐ Emergency lighting inspected
- ☐ Fire extinguishers inspected
- ☐ Fire alarm inspected
- ☐ Sprinkler system inspected
- ☐ Fire lanes inspected
- ☐ Electrical hazards reviewed
- ☐ Storage reviewed
- ☐ Cooking equipment reviewed
- ☐ Open-flame hazards reviewed
- ☐ Hazardous materials reviewed
- ☐ Required permits verified
- ☐ Violations documented
- ☐ Photographs taken when appropriate
- ☐ Reinspection date established
- ☐ Report completed

EVIDENCE CHAIN-OF-CUSTODY FORM

Case Number: _____

Item Number: _____

Description: _____

Location Found: _____

Date/Time Collected: _____

Collected By: _____

Packaging: _____

TRANSFER

Date/Time	Released By	Received By	Purpose

CITIZEN COMPLAINT FORM

Date:

Complaint:

Contact:

Employee/Division:

Nature of Complaint

Witnesses:

**Supporting
Documentation**

Received By:

Date:

Forwarded To:

Disposition:

EMPLOYEE SOP ACKNOWLEDGMENT

I acknowledge that I have received and reviewed the City of Crockett Fire Marshal's Office Standard Operating Procedures/Guidelines Manual.

I understand that these procedures are intended to guide the performance of my duties and that I am responsible for complying with applicable federal law, Texas law, TCFP requirements, TCOLE requirements applicable to my license, City ordinances, adopted fire codes, department policy, and this SOP/SOG manual.

Employee Name: _____

Position: _____

Signature _____

Date: _____

FIRE MARSHAL APPROVAL

I have reviewed this Standard Operating Procedures/Guidelines Manual and approve it for implementation subject to applicable City approval requirements.

Jason Frizzell

Fire Chief / Fire Marshal

Signature:

Date:

CITY APPROVAL

Approved by the City of Crockett:

Authorized Official:

Title:

Signature:

Date:

Resolution/Order No:

REVISION HISTORY

Version	Date	Description	Approved By
1		Initial Adoption	

ANNUAL REVIEW

Review Year:	
Reviewed By:	
Legal Review:	
TCFP Review:	
TCOLE Review	
Changes Required:	YES/NO
Effective Revision Date:	
Fire Marshal Signature:	

RESOLUTION NO. 0-09-26

A RESOLUTION CONFIRMING REVIEW, REVISION, AND ADOPTION OF
THE CITY OF CROCKETT INVESTMENT POLICY, INVESTMENT STRATEGIES AND
COLLATERAL POLICY AND DESIGNATION OF THE CITY ADMINISTRATOR AND FINANCE
DIRECTOR/CITY TREASURER AS INVESTMENT OFFICERS

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the “Public Funds Investment Act” (the Act) requires the city to adopt an investment policy by rule, order, ordinance, or resolution and Chapter 2257, commonly known as the “Public Funds Collateral Act”; and

WHEREAS, the Public Funds Investment Act §2256.005(e) requires the city to review its investment policy and investment strategies not less than annually and record any changes made to the investment policy or strategies; and

WHEREAS, the Public Funds Investment Act §2256.005(f) requires that the city shall designate one or more officers or employees of the city as investment officers to be responsible for the investment of its funds consistent with the investment policy adopted by the city; and

WHEREAS, the Public Funds Collateral Act §2257.023 requires the city to adopt written investment strategies and collateral policies; and

WHEREAS, the attached investment policy, which incorporates the City’s investment strategies and collateral policies, has been reviewed with proposed revisions from the policy adopted by the City Council on August 21, 2000, to reflect current legal requirements, best practices, and enhanced internal controls, and to provide clearer guidance for Investment Officers, due to revision to the Act adopted from 2001-2025:

- ❖ Reorganized and expanded to provide greater clarity, accountability, and alignment with current Texas Public Funds Investment Act (PFIA) and the Texas Public Funds Collateral Act requirements;
- ❖ Added formal investment objectives and priorities, emphasizing safety of principal, liquidity, diversification, marketability, and yield;
- ❖ Expanded investment strategies to address additional fund types, including Grant Funds and Special Revenue Funds, and established separate investment strategies for each major fund category;
- ❖ Formally established the City's investment strategy while continuing to manage Debt Service Funds, Debt Service Reserve Funds, and Grant Funds separately as required by statute or governing documentation;
- ❖ Added requirements for ongoing monitoring of the investment portfolio, market values, investment ratings, and portfolio compliance;
- ❖ Expanded and clarified authorized investment types and investment limitations consistent with current state law;
- ❖ Strengthened collateralization, safekeeping, and deposit security requirements to better protect public funds;
- ❖ Added competitive bidding and broker/dealer selection requirements, including documentation of quotes and annual approval of qualified financial institutions by City Council;

- ❖ Enhanced ethics, conflict-of-interest, disclosure, investment training, and investment officer responsibility requirements;
- ❖ Added dedicated sections addressing the Prudent Person Rule, Internal Controls, Oversight of Investment Activities, and Annual Compliance Audits;
- ❖ Formalized coordination between the City's Investment Officers to periodically review investments, internal controls, compliance requirements, and potential policy improvements;

WHEREAS, the investment policy designated the City Administrator and the Finance Director/City Treasurer as Investment Officers for the City; and

WHEREAS, the City's funds are presently invested in interest-bearing deposits and certificates of deposit; and

WHEREAS, the proposed revisions to the Investment Policy, which incorporate the City's investment strategies and collateral policy, authorize additional investment vehicles, enabling the Investment Officers, subject to City Council approval, to invest City funds in any investment instrument permitted by this policy and applicable state law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crockett:

THAT, in accordance with the requirements of the Texas Public Funds Investment Act, the City Council has reviewed the attached Investment Policy, which incorporates the City's investment strategies and collateral policy, including the proposed revisions thereto, and hereby approves and adopts the revised policy as the official Investment Policy of the City of Crockett. The City Council further designates John Angerstein, City Administrator, and Laure Morgan, Finance Director/City Treasurer, to serve as the City's Investment Officers and to perform all duties and responsibilities authorized under the policy and applicable law.

PASSED AND APPROVED this the 8th day of September, 2026.

CITY OF CROCKETT

BY: _____
Dr. Ianthia Fisher, Mayor

ATTEST:

Selena Eleby, City Secretary