



CITY OF DAHLONEGA

Amended Special Called Meeting Agenda

March 19, 2020 4:00 PM

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

CALL TO ORDER AND WELCOME

APPROVAL OF AGENDA

NEW BUSINESS

1. 2020-11: Special Events and Demonstrations Regulations; Exhibit A: Permit Requirement/ Application/ Processing
Doug Parks, City Attorney
2. Ordinance 2020-17 Moratorium regarding special event applications and permits
Doug Parks
3. Dahlonega Telecommuting Policy 2020
4. Ordinance 2020-12: Vehicle Signs
Doug Parks, City Attorney
5. City of Dahlonega Marshal's Job Description
Bill Schmid, City Manager

ADJOURNMENT



CITY COUNCIL AGENDA REPORT

DATE: March 19, 2020
TITLE: 2020-11: Special Events and Demonstrations Regulations; Exhibit A: Permit Requirement/ Application/ Processing
PRESENTED BY: Doug Parks, City Attorney

AGENDA ITEM DESCRIPTION:

2020-11: An ordinance to regulate special events and demonstrations in the City of Dahlonega.
Exhibit A: Establishes Permit Requirements, Application and Processing Procedures.

HISTORY/PAST ACTION:

February 18 Work Session: moved to the Council retreat for discussion.

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Ordinance 2020-11: Special Events and Demonstrations Regulations
Exhibit A: Permit Requirement/Application/Processing

Ordinance 2020-11

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA WHICH APPEARS IN THE PUBLICATION OF THE CODE OF THE CITY OF DAHLONEGA, GEORGIA AT CHAPTER 28: STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE IV: SPECIAL EVENTS BY AMENDING AND REPLACING DIVISION 1 WITH A NEW DIVISION 1 ENTITLED: PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS AND BY AMENDING DIVISION 2: PICKETING AND DIVISION 3: PUBLIC ASSEMBLIES AND PARADES TO DELETE THEIR CONTENT AND FOR EACH OF THEM NOW TO BE TITLED “RESERVED.”

Short title: “special events and demonstrations regulations”

WHEREAS, the City Council of Dahlonega, Georgia desires to establish procedures and standards governing the use of public property by non-City organizations and individuals for the purpose of conducting events; and

WHEREAS, the City Council of Dahlonega, Georgia desires to ensure the preservation of public convenience in the use of City streets and outdoor areas; and

WHEREAS, the City Council of Dahlonega, Georgia desires to preserve public order and safety; and

WHEREAS, the City Council of Dahlonega, Georgia desires to defray administrative expenses associated with certain types of uses; and

WHEREAS, the City Council of Dahlonega, Georgia desires to protect the rights of persons and groups to organize and participate in peaceful assemblies to express their political, social, religious or other views on City streets, other public ways, parks and other public lands subject to reasonable restrictions designed to protect public safety, persons and property and accommodate the interest of persons not participating in such assemblies; and

WHEREAS, the City Council of Dahlonega, Georgia desires to enact rules and regulations for applications to any person or entity intending to hold or sponsor an event on any City-owned or leased property.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that the Code of the City of Dahlonega, Chapter 28, Article IV, is hereby amended by replacing the title and content of Division 1 with a new Division 1 title and new content, and by amending Division 2 and Division 3, to delete their content and for each of them now to be titled “Reserved.” Divisions 1, 2, and 3 shall now read as follows:

DIVISION 1. PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS

Sec. 28-88. Definitions.

“Demonstration” means any demonstration, rally, protest, counter-protest, picket, or other similar public assembly conducted on public property, at which one or more individuals are engaged in non-commercial expression protected by the First Amendment of the United States Constitution.

“Event” may refer either to a demonstration or a special event, or to demonstrations and special events, collectively.

“Open flame” means fire whose flame is supported by a wick, oil or other slow-burning means to sustain itself. “Open flame” includes, but is not limited to, flame producing devices such as candles, torches, and juggling or other fire artist equipment; provided, however, that “open burning and open fire” and “open flame” shall not include handheld candles when used for ceremonial purposes, provided that they are not held or used in an intimidating, threatening, dangerous, or harmful manner.

“Prohibited items” shall mean all items prohibited by law from being held, carried, displayed, worn or otherwise used in public, and any item prohibited by event specific regulations or as specified in permit conditions promulgated by the City Manager.

“Special event” means any activity, such as a sports event, pageant, celebration, historical reenactment, carnival or other entertainment, exhibition, dramatic presentation, fair, festival, race (i.e., run/walk/bike), block party, movie filming, parade, and any other, similar activity conducted by a person or entity other than the City of Dahlongega on public property that is reserved, or is sought to be reserved, as the venue for such activity. The term "special event" shall exclude (i) a gathering people in a park for general recreational or sports activities and (ii) a demonstration, as defined above within this section.

“Sponsor” shall mean the person or persons who sign, or whose authorized representative(s) sign, an application for an event permit and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with these regulations. Where a purported sponsor is not a legal entity, the sponsor shall be the individual(s) signing the permit application.

Sec. 28-89. Permit required.

- (a) The City Manager is authorized to adopt standard operating procedures that establish an event permit application process to be administered through the City Clerk. The procedures shall also provide for the grant or denial of permit applications within specified times; establish the grounds for revocation of an approved permit; provide for the application of reasonable time, place and manner regulations for permitted events; establish reasonable fees, charges, rentals and insurance and indemnification requirements; and restrict the

possession or use of prohibited items, as defined herein, during the event. The procedures once promulgated by the City Manager shall be immediately applicable but must be ratified within forty-five days by the City Council in order to remain in effect. Initial procedures promulgated by the Manager and ratified by the City Council are attached hereto and labeled Exhibit A.

- (b) Any person or entity intending to hold or sponsor an event on any City-owned or leased property must first obtain a permit through the City Clerk, unless (i) the event is exempt from permitting requirements under the standard operating procedures promulgated by the Dahlongega City Manager, or (ii) such person is holding or sponsoring such event pursuant to a valid permit issued by the City Manager pursuant to another Chapter of this Code.
- (c) By accepting a permit issued by the City pursuant to this Article, the Sponsor represents that (1) all information included or presented as part of the permit application was, to the best of the Sponsor's information and belief, complete and correct; (2) that all terms and conditions of such permit have been or will be complied with; and (3) that a copy of the permit will be made available for inspection by any City representative during the event.

Sec. 28-90. Insurance requirements.

- (a) To further the goal of public safety and to protect the City of Dahlongega and its officers, officials and employees from claims for damage to property or bodily injury occurring during the event, the sponsor of an event shall be required to furnish a general liability and property damage insurance contract insuring the Sponsor's liability for personal injury and death and damages to property resulting from its use of public property. The required general liability and property damage insurance, unless waived in whole or in part, shall be provided in an amount not less than \$1,000,000 (\$2,000,000 aggregate), and the insurance policy shall name the City (including its officers, officials, employees and agents), as additional insured parties to the insurance contract.
- (b) This insurance requirement may be waived, in whole or in part, by the City Manager or his or her designee because: (1) the cost of the insurance will result in a documented financial hardship to the sponsor, or (2) for an event that does not (i) pose a high level of liability risk to the City or a material risk to public safety, and (ii) does not involve any inherently dangerous activity. A written request to waive or modify any insurance requirement must be made by the sponsor at the time a permit application is submitted. An approval or denial of the request will be made in writing to the event sponsor.
- (c) The decision on whether the event poses a high level of liability risk to the City or a material risk to public safety will be based on the following factors: (1) whether the event and planned activities present a risk of personal injury or property damage; (2) whether the event involves a large number of participants relative to the size of the event venue; (3) whether the event involves the preparation and sale of food; (4) the duration of the event; and (5) whether the event involves transportation or installation of heavy equipment, or the installation of a stage or other temporary structures. Provided however, that, in deciding whether insurance will be required or waived for an event the City Manager or his or her

designee shall not consider the number of anticipated onlookers, the potential risk of property damage or bodily injury that may be caused by onlookers, nor the possibility that the event will be controversial in nature.

Sec. 28-91. Violations and penalties.

The following conduct is declared to be unlawful and shall be, upon conviction, punishable as a civil offense with a fine not to exceed five hundred dollars:

- (a) Sponsoring, holding or conducting an event for which a permit is required, without first obtaining a permit;
- (b) Sponsoring, holding or conducting a permitted event on days or at times not authorized by the permit;
- (c) Intentionally providing false, misleading or incomplete information in a permit application;
- (d) Failing to comply with any terms or conditions placed on a permit;
- (e) The failure to comply during an event with any lawful directive of a law enforcement officer, or with any lawfully posted public sign, direction or instruction;
- (f) Climbing, during an event, upon any tree, or any wall, fence, shelter, fountain, statue, or any other structure not specifically intended for climbing purposes;
- (g) Closing any street or public right-of-way during an event, or using any street or right-of-way in a manner that obstructs vehicular or pedestrian passage during an event, without first obtaining permission to close the street from the City and the Georgia Department of Transportation if applicable;
- (h) Holding, carrying, displaying or using any prohibited item as defined herein within the area where a permitted event is taking place, without the prior written consent of the City Manager or his or her designee;
- (i) Throwing or propelling objects of a potentially dangerous nature during an event, including but not limited to rocks, bottles, sticks, staffs, glass objects or cans; and
- (j) Damaging landscaping, plantings, improvements, equipment or structures located on City property where an event is being held.

In addition to the sanctions authorized herein, any person engaging in the unlawful conduct proscribed by this section, may also be held civilly liable for any damages or loss, and may be banned from the future use of City-owned property for a specified period of time.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall,

1.

upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

(Secs. 28-92—28-117. - Reserved.)

DIVISION 2. RESERVED

(Secs. 28-118—28-138. - Reserved.)

DIVISION 3. RESERVED

(Secs. 28-139—28-167. - Reserved.)

Adopted and ordained this ____ day of _____, 2020.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk

Exhibit A

1.1. Permit Requirements.

1.1.1. Events involving 50 or more persons or events in which the sponsor requests space to be reserved may be held only pursuant to a permit issued by the City Manager. Events involving fewer than 50 persons where no space is requested to be reserved do not require a permit. A demonstration involving 50 or more persons which occurs without prior planning or announcement for the purpose of an immediate and spontaneous response to a recent occurrence, may take place without a permit if (i) it is otherwise a lawful assembly conducted in accordance with the regulations set forth in section 1.3.8.b herein; (ii) the group will not unreasonably interfere with other scheduled events or other events taking place concurrently; (iii) the demonstration does not block streets or access to City property including but not limited to city parks; and (iv) the demonstration does not pose a threat to public safety. A demonstration occurring more than 48 hours after the event to which it is responsive will not qualify as a spontaneous demonstration, even without prior planning or announcement. Sponsors of events outside this window must apply for and receive a permit for an event expected to draw 50 or more persons.

1.1.2. Wherever these regulations specify that a particular use or activity may be conducted only pursuant to a permit, such permit shall be required in order for that use or activity to be lawful.

1.2. Permit Applications In cases where a permit for an event is required:

1.2.1. Permit applications may be obtained from the City Clerk.

1.2.2. Applications for permits shall be submitted by the event sponsor in writing, on a form provided by the City, so as to be received by the City Clerk at least (i) twenty (20) days in advance of any event, if not requiring street closure, removal of parking, or provision of public safety personnel, or (ii) thirty (30) days in advance of any event, if requiring street closure, removal of parking, or provision of public safety personnel. This time may be extended beyond thirty (30) days if the street closure involves a route governed by the Georgia Department of Transportation. These periods may be reduced by the City Manager with respect to demonstrations only if, upon consultation with the City Marshal/Police Chief, Fire Chief or other appropriate public safety officials, the size and nature of the proposed demonstration will not reasonably require commitment of City resources or personnel in excess of that which are normally available or which can reasonably be made available within the necessary time period, and review of the permit by all appropriate personnel for the purposes contemplated by these ordinances is feasible within the necessary time period. In all cases, sponsors are encouraged to submit requests for permits as far in advance of any event as possible (but not to exceed 14 months). Previously permitted annually recurring events with no changes from prior approved event elements are subject to summary staff approval.

a. Each application shall specify (i) the name, address and telephone number of a contact person for the sponsor, (ii) the nature of the event, (iii) the date when the event is to be conducted, (iv) the times when the event is to begin and end, and the approximate times when assembly for, and disbanding of, the event are to take place, (v) the location(s) and/or route of the event and any assembling or disbanding areas, as well as any related stands or other structures to be used in the event, (vi) the approximate number of persons, animals, and vehicles that will participate in the event, (vii) whether the sponsor will invite, publicize or advertise the event to groups and other persons that the sponsor does not directly represent, (viii) a description of the types of animals, the types of vehicles to be used, the number of bands and other musical units and sound trucks to be used, and the number, type, and size of banners, placards, and signs to be used, (ix) the number of persons who will be designated by the sponsor to monitor the event, and (x) any other information required by these regulations.

b. Any permit grant will be based on the information provided in the application being, and remaining, complete, accurate and not containing any material omissions regarding the nature of the event, any structures or items to be used during the event, or any activities to be conducted during an event, which information constitutes conditions and limits on the event. Sponsor will notify the City as soon as practicable if any information in the application is no longer complete or accurate and provide a revised application containing the updated information. The City will promptly review the revised application and notify the sponsor whether the permit will stand, or be revoked, modified or subject to additional conditions or limits. The sponsor will be responsible for notifying the anticipated attendees of any applicable conditions and limits placed on an event and any relevant subject matter of these regulations directly applicable to their conduct at an event, such as the list of prohibited items and the allotted time and location for an event and its initial staging and dispersal, if applicable.

c. Each application must be accompanied by all required fees and deposits and signed by all sponsors responsible for the event unless, with respect to an application for a demonstration only, the sponsor claims in the application a bona fide financial hardship and the sponsor demonstrates to the City Manager by reasonable evidence including supporting financial documents and records indicating that the monetary obligations imposed by these regulations on the event would render the sponsor not reasonably able to conduct the demonstration, in which event the City Manager may waive, in whole or in part, compliance with the monetary obligations, including the obligations of indemnification, imposed by these ordinances to the extent necessary to enable the sponsor to conduct the demonstration.

d. The sponsor of (i) an event at which at least 500 people will or may be expected to attend, or (ii) a special event for which admission fees will be charged shall provide the City with the location and number(s) of people who attended the past three events staged by the sponsor (or the sponsor's officers, directors or other principals). This will assist City officials and public safety personnel in planning for any services which may be necessary in connection with the event, including by contacting counterparts in other jurisdictions for the purpose of assessing the appropriate levels of such services.

1.3. Permit Processing.

1.3.1. Permit applications for events will be approved in order of receipt. The use of a particular area is allocated in order of receipt of completed applications (including any applicable fees or charges); however, the application of a sponsor who applies for a hardship fee waiver or reduction will not be considered incomplete due to non-payment of any fees or charges unless and until a determination is made that any fees or charges are due and owing from the sponsor and the due date for the fee has passed without the payment having been made. Unless otherwise provided by these regulations, no applications shall be accepted more than fourteen months prior to the proposed date of an event. Upon receipt of a permit application, the City Clerk shall promptly deliver a copy of such application to the City Manager, the Downtown Development Authority, the Police Chief/City Marshal, Public Works Director and any other City or County officials whom the City Manager may, from time to time, designate as reasonably necessary to receive and review permit applications, or their respective designees. Such officials shall promptly deliver to the City Manager their recommendations with respect to granting or denying the requested permit, or any modifications, conditions or limits upon which issuance of the permit should be based.

1.3.2. Reserved.

1.3.3. Permit Application Fees. An application fee shall be paid by the sponsor of every proposed event for which a permit is required. The permit fee shall be based solely on the cost of processing the application but not to exceed \$300.00. Other segments of the City's ordinances and these regulations may require direct financial commitment by the sponsor beyond the processing fees for the application. If a permit is denied or revoked, the application fee will not be refunded.

1.3.4. Requests for Information. Before or after permit issuance, the City Manager or his or her designee may request from the sponsor such additional information with respect to a proposed event as reasonably deemed necessary for evaluating the proposed event's compliance with these regulations and the impact of the proposed event upon public safety, persons, and property, and the interests of persons not participating in the event being able to use City streets, sidewalks, and other public ways to travel to their intended destinations, City parks for recreational purposes, and other City lands for their intended purposes unreasonably impaired. The sponsor's failure to timely provide such additional information

constitutes grounds for denial of a permit request or the modification, conditioning or limiting of a permit.

1.3.5. Grounds for Rejecting or Revoking a Permit. A permit may be denied, or its grant may be conditioned or limited by the City Manager, or an issued permit may be revoked upon the following grounds:

a. Receipt of Multiple Requests: a fully executed application for the same time and place has been received at an earlier time, reserving an area for an event or activities which do not reasonably permit multiple events in the particular area.

b. Reserved.

c. Incompatible Use: the proposed event is of such a nature or duration that it cannot reasonably be accommodated in the particular area applied for; would be inconsistent or incompatible with the purpose(s) for which the area sought to be reserved is normally used, or with other uses of the area sought to be reserved.

d. Failure to Meet Conditions: the application proposes activities contrary to one or more of the purposes, conditions or limits specified within these regulations.

e. No Responsible Person: there is no person authorized to sign an application on behalf of the sponsor applying for a permit and/or there is no person willing or able, as demonstrated to the City Manager by reasonable evidence, to accept responsibility for and perform the sponsor's obligations set forth in these regulations, including, without limitation, the sponsor's indemnification obligations.

f. Reserved.

g. Failure of the Event to be Consistent with the Application: The City Manager reasonably determines at any time, following consultation with the Police Chief/City Marshal, the Fire Chief, or other appropriate City officials, that any material information set forth in the permit application is incorrect or misleading, or has become since the submission of the application incorrect or misleading and the permit must be revoked, modified, conditioned or limited consistent with these regulations.

h. Prohibited Items: Prohibited items are not allowed at events and an event permit will be denied or revoked if at any time it appears that prohibited items will be used, or are being used, during an event, and the City has not granted special permission in the permit covering such use. If any prohibited item is used during the demonstration, such use will be unlawful and the permit's allowance of such use shall be automatically revoked. The person responsible for the unlawful use of the item will be directed by law enforcement to leave the demonstration area, and any person refusing to do so shall be subject to arrest for trespassing. Nothing in these regulations shall prohibit a disabled person from carrying, possessing or using a

wheelchair, cane, walker, or similar device necessary for providing mobility so that the person may participate in a permitted event. Nothing in these regulations shall prohibit certified law enforcement officers or other public safety officials acting in their official capacity from carrying or possessing materials, weapons and/or devices used in the performance of law enforcement duties. Prohibited items shall be identified by event specific permit conditions promulgated by the City Manager.

i. A permit may be denied if, taking into account the size and nature of the proposed event, the City Manager does not have sufficient time to evaluate the proposed event's potential impact upon public safety, persons and property, and the interests of persons not participating in the event being able to use City streets, sidewalks, and other public ways to travel to their intended destinations, City parks for recreational purposes, and other City lands for their intended purposes.

1.3.6. Modifying or Placing Conditions or Limits on Permit Grants. A permit may be modified or its grant may be conditioned or limited by the City Manager where necessary to meet the requirements of these regulations or to further their purposes. Such conditions and limits may include, for example, requiring the event to be relocated to an alternative venue if doing so is required to safely accommodate the number of anticipated attendees or type of event; provided, however, that with respect to demonstrations only, the City Manager shall take into account whether the alternative venue is suitable for communicating the content of the demonstration. The City reserves the right to limit the number of persons allowed at events based on the location or nature of the event, and to require that the sponsor provide a certain number of individuals, who may be volunteers within sponsor's organization, to act as crowd managers to assist with ensuring that the assembly is and remains lawful and in compliance with these regulations and liaising with City officials prior to and during the event. However, this does not give sponsors the authority to employ individuals to perform law enforcement functions without complying with state and local licensure or other requirements. Reasonable content neutral time, place and manner restrictions may be imposed also.

1.3.7. Notice of Decision.

a. Applicants shall be notified of the City's approval or denial of a permit for an event as soon as reasonably practicable after the date on which the application was received. The City may also issue approval of a permit for an event conditioned upon the sponsor's accepting modifications, conditions or limits imposed on the event consistent with these regulations.

b. Unless denied or modified within 10 business days following the submission of a completed permit application, or within thirty (30) business days if the event requires a street closure, removal of parking, or provision of public safety personnel, all requests for demonstration permits shall be deemed granted, subject to the conditions and limits set forth in the permit and these regulations, so long as the area proposed for the demonstration had not been reserved by another person

prior to the date on which the permit would be deemed granted in accordance with this section 3.4.7(b). The applicant must provide GDOT approval of closure of state or federal highways at the time of filing the application for a permit. If not provided, the application will be deemed incomplete until the GDOT approval is provided.

c. All denials of requests for, or conditional approvals of, demonstration permits shall include a reasonably detailed description of the reason for the denials or the modifications, conditions or limits, and specific instructions for how an appeal of the denial or conditional approval can be submitted to the Mayor.

1.3.8. Permit revocation.

a. An issued permit for an event may be revoked by the City Manager upon a finding of a violation, or a reasonably anticipated violation, of any rule, ordinance, law, regulation and/or condition or limit of the permit, or a finding that a permit application was not complete or accurate or had a material omission of fact when granted, or a finding that the information in the permit application has become, or is reasonably likely to become, incomplete, inaccurate or to contain a material omission. Immediately upon such a revocation, the City Manager shall send a written notice to the sponsor at the sponsor's address in the permit application, specifying the reason for the revocation.

b. During the conduct of an event, a permit may be revoked by the ranking police/Marshal or other public safety supervisory official in charge, and the event attendees dispersed, if the event is unlawful, prohibited items are being used, there exists an imminent likelihood of violence or other threat to public safety endangering persons or threatening to cause significant property damage, or if the City has declared either a state of emergency or an unlawful assembly covering the area in which such demonstration is being or will be held. Upon such revocation, the sponsor and the other sponsor attendants shall communicate the need to disperse the demonstration to the attendees.

c. When a permit has been granted, or is deemed to have been granted pursuant to these regulations, the City Manager may revoke, modify, condition or limit the permit for any reason for which it could have been denied, modified, conditioned or limited originally.

d. Except for permits revoked during demonstrations, all revocations of demonstration permits shall include a reasonably detailed description of the reason for the revocation and specific instructions for how an appeal of the revocation can be taken, and shall be served personally or by certified mail, with a copy sent by fax or e-mail at the sponsor's request.

1.3.9. Appeals.

a. Except for permits revoked during demonstrations, an appeal of the denial, conditional approval or revocation of a demonstration permit may be made to the

Mayor or his designee in writing, and shall include a statement of the basis for the objection to the denial, conditional approval or revocation.

b. The Mayor or his designee shall make a decision on appeal expeditiously and, if practicable, at least three (3) business days prior to the date the demonstration is planned to commence, and shall explain in writing the reasons for the decision.

Submitted By: _____
Bill Schmid, City Manager

Ratified this, ____ day of _____, 2020.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk



RESOLUTIONS & ORDINANCES

DATE: March 19, 2020
TITLE: Ordinance 2020-17 Moratorium regarding special event applications and permits
PRESENTED BY: Doug Parks

AGENDA ITEM DESCRIPTION:

Ordinance 2020-17 Moratorium regarding special event applications and permits

HISTORY/PAST ACTION:

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Ordinance 2020-17

ORDINANCE 2020-17

MORATORIUM PROHIBITING THE ACCEPTANCE OF APPLICATIONS AND THE ISSUANCE OF SPECIAL EVENT PERMITS FROM MARCH 20, 2020 THROUGH APRIL 30, 2020 AS TO ORDINANCE 2020-11

Short title: "Moratorium regarding special event applications and permits."

Factual Background and Findings: Both the President of the United States and the Governor of the State of Georgia have issued emergency declarations regarding the Coronavirus. The virus that causes Coronavirus 2019 Disease ("COVID-19") is easily transmitted, especially in group settings, and it is essential that the spread of the virus be minimized from affecting citizens in our community as Dahlonega has no medical resources at this time in the form of sufficient hospital beds necessary to treat virus patients. Northeast Georgia Medical Systems is in the process of building a new facility; however, during this interim period Dahlonega cannot meet the demands of local treatment of virus victims who must be hospitalized. It is critical to protect our population from avoidable exposure to pathogens. Persons attending our special events may not display symptoms or may have mild symptoms. Such persons during those special events can unwittingly pass the virus on to others attending. Because of the risk of the spread of the virus, and the need to protect all members of this community a moratorium is essential. The order entered below restricts the City staff and administration from accepting applications or approving special event permits for any gathering effective from and after 8 a.m. on March 20, 2020. The Moratorium will continue through the close of business on April 30, 2020.

WHEREAS, the President of the United States and the Governor of the State of Georgia have issued emergency declarations regarding the Coronavirus; and

WHEREAS, the virus that causes Coronavirus 2019 Disease ("COVID-19") is easily transmitted, especially in group settings; and

WHEREAS, it is essential that the spread of the virus be minimized from spreading to citizens in our community as Dahlonega has limited medical resources at this time in the form of hospital beds necessary to treat virus patients; and

WHEREAS, the best way to minimize the risks of affecting our citizens and reducing community spread is to avoid gatherings of any size where sufficient social distancing is not possible.

NOW THEREFORE, it is ordered by the City Council of Dahlonega that no special events permit application shall be accepted nor any special event permits be issued during the period of time from March 20, 2020 through April 30, 2020 as to Ordinance 2020-11.

IT IS SO ORDERED THIS ____ DAY OF MARCH, 2020.

Sam Norton, Mayor

Attest:

Mary Csukas, City Clerk

City of Dahlonge **Policy for Telecommuting Work Arrangements**

Overview and Statement of Policy

The City of Dahlonge supports telecommuting work arrangements and allows the City Manager to implement these arrangements, where appropriate, for eligible employees.

Telecommuting work arrangements may be implemented when they benefit the City of Dahlonge in one or more of the following ways.

- City of Dahlonge Citizens -To provide Citizens with an even higher level of service with no delays at the beginning of the business day and continue this level of service until the close of the day.
- City of Dahlonge as an Employer – To improve recruitment and retention of high-quality employees, to decrease employee vacancy rates and to provide a no-cost enhancement to the City’s work environment
- City of Dahlonge Employees – To improve job satisfaction, employee morale, effectiveness and productivity; promotes employee health, wellness and reduces absenteeism by helping employees face the demands of juggling work, family and life related issues. Reduce employee’s time of commute, cost of fuel and vehicle maintenance.
- Sustainability – To position the City as a leader for solutions to reduce traffic congestion and improve air quality and will maximize the utilization of City facilities and resources.
- Emergency – To provide a solution in times of emergency that would allow continuance of City business when work from a remote location is beneficial over work from the City worksite. Emergency situations include, but are not limited to, inclement weather, pandemic or other health-related situation, transportation-related concerns, and threats to employee safety.

The City of Dahlonge Offices will be open from 8:00 a.m. until 5:00 p.m. Monday through Friday unless otherwise determined by the City Manager. Except for emergency situations, telecommuting work arrangements shall not result in the closing of any offices.

Telecommuting work arrangements shall not diminish the ability of the City to meet all operational requirements, service to the citizens, or the ability to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

No new positions are to be created as a result of telecommuting work arrangements. Telecommuting work arrangements shall not result in automatic overtime or compensatory time.

The City Manager will have the final authority in the applicability of Telecommuting Work Arrangements for each situation and shall have the right to terminate the program at any time.

Eligibility

A telecommuting work arrangement is a management option, and by their nature, certain positions are not suited for telecommuting work arrangements. Except in emergency situations, participation is not appropriate for all employees and no employee is entitled to, or guaranteed the opportunity to have a telecommuting work arrangement. Telecommuting work arrangements are not a benefit. To be eligible to telecommute, typically, the nature of the employee’s work must be such that face-to-face interaction with internal or external customers or project workgroups is minimal and the employee’s tasks can be performed successfully away from the office.

Telecommuting work arrangements are determined at the department level to provide adequate staffing for the functions performed by the department. The Department Director is responsible for ensuring that schedules are established in such a way as to fulfill all the purposes of this policy. The Department Director shall determine the supervisory requirements of an employee with telecommuting work arrangements.

Full-time and part-time employees may request a telecommuting work arrangement. Consideration is based on a combination of job characteristics and contingent on satisfactory employee performance.

Leave Time

There is no change in how any type of Paid Time Off (PTO) or other type of leave is earned, paid or used. When an employee uses PTO for all or part of the work day, the number of hours away from the work place shall be the number of hours charged to the employee.

Duration of Telecommuting Work Arrangement

After an employee begins a telecommuting work arrangement, periodic reviews are to be conducted by the employee’s supervisor to evaluate the success of the arrangement. These reviews are to be conducted at 90-day intervals during the first year of the arrangement.

Should a conflict arise between two or more employees concerning a telecommuting work arrangement, the employee’s supervisor shall have authority to resolve the matter.

Approval for Telecommuting Work Arrangement

Employees may request a telecommuting work arrangement by submitting a request form to their Department Director detailing the type of schedule requested and the reason for the request. The Department Director will forward a recommendation to the City Manager who will either approve or decline the request.

In positions where a telecommuting work arrangement is permitted, requests from employees for any change will be considered on the basis of the standards and the workload of the City. Any changes to the agreement must be approved by the employee’s Department Director and City Manager. If a request is not approved, the employee is to be notified.

Stipulations

Expectations and Responsibilities of Employees

The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the telecommuting arrangement.

Employees may be called to work at their regular workplace on their regular telecommuting workday to meet workload requirements. The supervisor should provide as much advance notice as possible. Under no circumstances will the time traveling from the employee's home to the workplace be considered as hours worked.

The duties, obligations and responsibilities of an employee who telecommutes are the same as employees at the centrally located workplace. Employees who telecommute are expected to be working at their home, or other approved location, during their telecommuting work schedule.

Telecommuting employees shall not hold meetings at their alternate workplace where the physical presence of others is required. Employees shall not conduct any unauthorized external (non-city) work during their telecommuting work schedule.

Telecommuting shall not be used as a substitute for dependent or child care. Employees who telecommute are expected to make dependent and child care arrangements during the period they will be telecommuting.

Liability

Employees who telecommute will be covered by worker’s compensation for all job-related injuries occurring during their defined work period.

In the event of a job-related incident, accident or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents or injuries.

Worker's compensation will not apply to non-job-related injuries that occur while telecommuting. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. The City of Dahlongega will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises.

Since the City is ultimately responsible for ensuring that employees have a safe work environment, safety inspections may be made of the alternate workplace as needed. If a job-related incident, accident or injury has occurred, a home safety inspection is **mandatory**.

Equipment and Supplies

Computer and telephone equipment may be provided on an as-needed basis to employees, by the City, based on availability. Information Technology (IT) staff shall assist in determining the equipment required.

Remote access to the City's network may be provided to the employee at the discretion of the IT staff based on the recommendation of the employee's Department Director provided the employee is using City equipment. Employees are not allowed access to the City's network on personal devices except via remote access arranged by City IT. If the City's remote access system includes Internet access or other dial-in services, the employee may only use this access or service in a manner consistent with City policies.

The City will provide routine maintenance and repairs for City equipment only if the equipment is returned to the employee's centrally located workplace. Maintenance and repair of equipment will not be provided at the employee's home or alternate workplace. The City will not provide maintenance or repairs for employee owned equipment.

The City will not pay for or reimburse the employee for any communications charges including but not limited to, local or long-distance telephone calls or service, internet access or service, DSL charges, cell phone charges, etc. for the purposes of providing a telecommuting opportunity.

Employees who telecommute may use City supplied office supplies such as pens, pencils, stationary, envelopes, etc. for work purposes. Necessary supplies should be obtained through the normal procurement process. Office furniture, toner, ink or paper for printers or copiers will not be provided to employees who telecommute.

Employees who telecommute are subject to the same city policies regarding the use of City provided equipment, supplies and services as that of employees at the centrally located workplace.

All equipment and supplies must be returned to the City upon conclusion of the telecommuting arrangement, or if the equipment or supplies are no longer needed by the employee to perform their work.

Confidential Information

The employee will maintain the confidentiality of City information and documents and prevent unauthorized access to any City system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the City.

Requirements of Telecommuting

Employees eligible to be considered for telecommuting must meet the following criteria:

- The employee must have a satisfactory attendance record.
- The employee must meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a telecommuting work arrangement without causing significant impact to others due to coverage needs, disruption to performance and/or service delivery.

**City of Dahlonga
Policy for Telecommuting Work Arrangements**

Attachment A – Employee Request for Telecommuting Work Arrangement

Employee Name _____ Date _____

Position _____ Department Director _____

Type of Schedule Requested _____

Reason for Request _____

Designated Telework Location _____

Telework Location Address _____

I have read and understand the City of Dahlonga Policy for Telecommuting Work Arrangements and believe I am eligible to participate in the program. If approved, I agree to abide by and operate in accordance with the terms and conditions described in the Policy.

Employee

Date

**City of Dahlonge
Policy for Telecommuting Work Arrangements**

Attachment B – Telecommuting Agreement

This telecommuting agreement (hereafter “agreement”), effective (date) _____,
is between (employee name) _____ (hereinafter referred
to as “Employee”), an employee of the City of Dahlonge.

I have read and understand the City of Dahlonge Policy for Telecommuting Work
Arrangements and agree to abide by and operate in accordance with the terms and conditions
described in the document. I agree that the sole purpose of this agreement is to regulate
telework and that it does not constitute an employment contract nor an amendment to any
existing contract and may be cancelled at any time.

Employee Date

City Manager Date

City of Dahlonge Policy for Telecommuting Work Arrangements

Attachment C – Safety Guidelines for the Telework Location

Employee Name _____ Date _____

Participating employees should use these recommended guidelines to assist them in a survey of the overall safety and adequacy of their alternate worksite. The following recommendations do not encompass every situation that may be encountered. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites.

1. Always report accidents and injuries immediately to your supervisor.
2. Develop and practice a fire evacuation plan for use in the event of an emergency.
3. Check your smoke detectors regularly and replace batteries as recommended.
4. Always have a working fire extinguisher at your telework location and check the charge as recommended.
5. Always place heavy workplace tools on sturdy, level, well maintained furniture.
6. Take the following into consideration when locating your computer:
 - Place the monitor where there will not be any noticeable glare from windows or lighting.
 - Place the monitor at a comfortable height for viewing.
 - Locate the computer keyboard and mouse at a height that does not cause wrist strain.
 - Use a surge protector and make sure all cables are grounded.
7. Choose chairs that provide good supporting backrests and allow adjustments to fit you comfortably.
8. Locate computers, phones and other electrical equipment in a manner that keeps power cords out of walkways.
9. Keep your work area clean and avoid clutter, which can cause fire and tripping hazards.

Please complete the following about the designated work area.	Yes	No
Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?		
Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?		
Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?		
Is the office space neat, clean, and free of excessive amounts of combustibles?		

3.

I certify that my responses to the checklist are true and complete to the best of my knowledge. I understand that any erroneous, misleading, or fraudulent information is sufficient grounds for my preclusion from teleworking. I have read the Safety Guidelines for the Telework Location and have discussed any concerns with my supervisor.

Employee

Date

City Manager

Date



CITY COUNCIL AGENDA REPORT

DATE: February 4, 2020
TITLE: Ordinance 2020-12: Vehicle Signs
PRESENTED BY: Doug Parks, City Attorney

AGENDA ITEM DESCRIPTION:
This ordinance is to allow for multiple types of vehicular signs.

HISTORY/PAST ACTION:
NA

FINANCIAL IMPACT:
NA

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:
Ordinance 2020-12: Vehicle Signs

Ordinance 2020-12

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, SUBPART B: LAND USE AND LAND DEVELOPMENT; CHAPTER 123: SIGNS; SECTION: 123-9: PROHIBITED SIGNS AND DEVICES; SUBSECTION 13: VEHICLE SIGNS.

Short title: "An ordinance to allow multiple types of vehicular signs."

WHEREAS, the City Council of Dahlonega, Georgia desires to regulate the types of vehicular signage.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Subpart B, Chapter 123, Section 123-9, Subsection 13, shall be amended in its entirety to read as follows:

(13) *Vehicle signs.* The vehicle owner may elect one of the following three options: (1) Three dimensional roof or trunk mounted signs on automobiles except that vehicles may have only one sign that is no greater than three square feet on a face, with a maximum length of one foot wide, one foot high, and three feet long; (2) Two dimensional (flat) front or rear mounted signs on automobiles except that a single vehicle may have a maximum of two signs with each sign being no greater than a maximum width of two feet and a length of four feet; or (3) Vehicle signs of no more than eight square feet on the sides of vehicles if completely flat and painted upon or applied directly to the original body of the vehicle or attached magnetically. Signs attached to or painted on vehicles parked adjacent to and visible from a street for the sole purpose of advertising onto the street are prohibited.

Adopted and Ordained this ___ day of _____, 2020.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk



CITY COUNCIL AGENDA REPORT

DATE: March 12, 2020
TITLE: City of Dahlonega Marshal’s Job Description
PRESENTED BY: TBD

AGENDA ITEM DESCRIPTION:

Attached to this report are two job descriptions for the city marshal. One is labeled “Former City of Dahlonega Position Description” and the other is labeled “New City of Dahlonega Position Description.” The New Description is consistent with the actual functioning of the Marshal’s office and in alignment with the City’s policy regarding the Marshal’s office. Ratification of the new description is requested.

HISTORY/PAST ACTION:

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

- Former City of Dahlonega Position Description of the City Marshal
- New City of Dahlonega Position Description of the City Marshal

**FORMER CITY OF DAHLONEGA POSITION
DESCRIPTION OF THE CITY MARSHAL**

**CITY OF DAHLONEGA
POSITION DESCRIPTION**

TITLE: CITY MARSHAL

GENERAL DESCRIPTION

The essential function of the position within the organization is to enforce local ordinances and codes to protect life and property in the City of Dahlonega as a “working Chief”. The position is responsible for patrolling city streets by automobile, bicycle or on foot to enforce traffic and alcohol related laws of the City and State of Georgia; preventing criminal acts as a visual deterrent; enforcing codes, ordinances, and regulations of the City; performing computer operations to prepare enforcement actions and reports; coordinating with other law enforcement agencies as needed; conducting code investigations for Dahlonega Municipal Court; performing follow-up reviews and inspections; supervising the code enforcement duties of off-duty Lumpkin County sheriff’s deputies working part-time for the City and other POST or non-POST certified civilian employees or volunteers routinely or for special events; providing customer service to the public, and performing related clerical tasks. The position works under general supervision of the City Manager; otherwise, the Marshal prioritizes and decides how and when to complete tasks.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Enforces local ordinances, codes and regulations related primarily to traffic, alcohol, noise and similar community quality of life ordinances; supervises and provides guidance to others who have other code enforcement duties (for buildings, signs, etc.); and answers questions from and provides assistance to the public. Serves as additional security for once a month Municipal Court. Participates in on-call program as required.

Identifies gaps in and complements law enforcement services provided by the Lumpkin County Sheriffs’ Office, University of North Georgia Police Department and various state law enforcement agencies, within the City limits of Dahlonega. The Dahlonega City Marshal is to provide excellent service to our citizens and visitors, through proactive patrols and enforcement, as well as establishing good public relations throughout the community. The City Marshal will be devoted to community oriented public safety, code enforcement within our community and provide other law enforcement tasks.

Performs and/or supervises inspections with follow-ups, reviews and re-inspections, including issuing citations for code/ordinance non-compliance, preparing court case files, appearing and testifying in court, obtaining/serving warrants and subpoenas and other documentation as required by policy and procedures.

Communicates with City residents regarding complaints/issues relating to emergency and non-emergency calls for assistance; resolves issues or refers persons to appropriate personnel for handling; develops policies and procedures over time as appropriate to the size of the department; and prepares daily activity reports.

Maintains assigned vehicles, including cleaning, scheduling maintenance, and performing daily inspections to ensure optimal functioning of other assigned equipment.

Coordinates and directs traffic control as needed to provide for safe and convenient flow of vehicular and pedestrian traffic within the community; assists with traffic accidents, enforces traffic laws, reports unsafe

road conditions to appropriate personnel. May utilize RADAR, LASER, automated license plate reader or other law enforcement technology.

Performs clerical tasks related to the position, including maintaining records of daily activities, and performing data entry to prepare periodic reports and field interview or incident case cards.

Attends staff and City Council meetings to exchange information; attends technical or professional classes or workshops to maintain certification.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information, maintains confidentiality limited to a “need to know” basis and possibly recommends action based on results. Uses Microsoft 365 and other software.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

May supervise or direct POST certified or non-POST certified employees or volunteers, including off-duty Lumpkin County Sheriff’s Office deputies.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the proper handling of or accounting for time, materials, equipment or small amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, percents and basic statistical functions.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks and writes compound sentences, email and reports using standard grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and affects citizens; probability of loss of life and/or damage exists.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computer, tablet, cell phone, radio, vehicles, body armor, body cameras, or firearms. May perform duties in uniform or street clothes.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the City’s ordinances and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a high school diploma or the equivalent. College level course work or degree preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires current POST certification with good service record; completion at next available offerings of the New Chief’s Training Course administered by the Georgia Chief’s Association and the Executive Development Training Course; and a valid State of Georgia Driver's License with satisfactory Motor Vehicle Record. Prior completion of some or all of the State of Georgia P.O.S.T. Supervisory and Management training courses is preferred.

Maintains the required annual training as required by the State of Georgia for law enforcement certification.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Five years of direct local law enforcement experience in Georgia is required. Ten or more years of various law enforcement duties and five or more years in a supervisory or management capacity is preferred. Extensive law enforcement experience may substitute for prior Supervisory, Management or Chief experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving driving, standing or walking much of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, firearms or office equipment. Work hours may vary from week to week or day to day depending on the needs of the community. Work may involve the occasional physical apprehension and arrest of adults.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, violence, disease/pathogens, traffic, animals/wildlife, explosives and toxic or caustic chemicals. On occasion, physical restraint of another individual may be required.

SENSORY REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dahlonega is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**NEW CITY OF DAHLONEGA POSITION
DESCRIPTION OF THE CITY MARSHAL**

**CITY OF DAHLONEGA
POSITION DESCRIPTION**

TITLE: CHIEF OF POLICE (CITY MARSHAL)

GENERAL DESCRIPTION

Enforces local and state ordinances and laws; answers emergency and non-emergency calls for assistance from 911, providing assistance to the public; plans, directs, implements through direct engagement, manages and oversees the activities and operations of the Police Department/Marshal's Office including general law, traffic, parking and code enforcement; crime prevention and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

PRIMARY DUTIES:

Assume full management as well as direct enforcement/engagement duties and responsibility for all department services and activities including general law, traffic, code and ordinance enforcement, crime prevention and crime suppression programs; recommend and administer policies and procedures.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate, through subordinate level staff as well as by direct engagement, the Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Develop and conduct problem solving and identification training exercises; respond to questions and inquiries.

Direct and assist with traffic, parking, ordinance and code enforcement, investigation of major crimes, accidents and related matters.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training and career development; work with employees to correct deficiencies; implement discipline and termination procedures.

Immediately and constantly assess the strengths and weaknesses of all law enforcement personnel, including himself, and identify and promptly address all specialized, supplementary or remedial training needs.

Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Represent the Department and maintain a positive working relationship with other departments, elected officials, media, outside agencies and police unions.

Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Serve as a resource for law enforcement personnel, City staff and other organizations; coordinate information, resources, and work teams necessary to support a positive, productive and harmonious work environment.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

KNOWLEDGE OF:

Operations, services and activities of a comprehensive municipal law enforcement program.

Principles and practices of program development and administration.

Modern principles, practices and techniques of police administration, organization and operation.

Methods and techniques of investigation, identification and collection of evidence.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Principles and practices of crime prevention, suppression and law enforcement.

Principles and practices of organization, administration and personnel management.

Methods and techniques of public of public relations.

Principles and practices of municipal budget preparation and administration.

Management skills to analyze programs, policies and operational needs.

Use of firearms and other modern police equipment.

Recent court decisions and how they affect department operations.

Principles of supervision, training and performance evaluation.

Principles of supervision, training and performance evaluations.

Pertinent Federal, State and local laws, codes and regulations.

ABILITY TO:

Manage and direct a comprehensive law enforcement program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery techniques.

Perform criminal investigations involving complex and sensitive situations.

Respond to requests and inquiries from the general public.

Prepare clear and concise administrative financial reports.

Prepare and administer large and complex budgets.

Discharge firearms in a safe and effective manner.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a high school diploma or the equivalent. College level course work or degree preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, State, or Federal licenses, certifications, or registrations required to enter the position.*

Requires current P.O.S.T. certification with good service record; completion at next available offerings of the New Chief’s Training Course administered by the Georgia Chief’s Association and the Executive Development Training Course; and a valid State of Georgia Driver’s License with satisfactory Motor Vehicle Record. Prior completion of some or all of the State of Georgia P.O.S.T. Supervisory and Management training courses is preferred.

Maintains the required annual training as required by the State of Georgia for law enforcement certification.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

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UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

This position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, violence, disease/pathogens, traffic, animals/wildlife, explosives and toxic or caustic chemicals. On occasion, physical restraint of another individual may be required.

SENSORY REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

This position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

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