



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

Notice Posted:

Tuesday, July 23, 2019, 4:30 P.M.

July 29, 2019 Special Called Meeting

MEMBERS

WARD 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

WARD 2

EDDIE M. LANGSTON
770 Taylor Road
Jonesboro, LA. 71251
(318) 259-7448

WARD 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

WARD 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

WARD 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 480-9095

WARD 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

WARD 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

DATE:

Monday, July 29, 2019

TIME:

12:05 PM

PLACE OF MEETING:

**Jackson Parish Courthouse
Police Jury Meeting Room 301
500 E. Court Street
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation

Pledge of Allegiance

Public Comments

Other Business

- 1.** Consider and authorize the completion and submission of the Parish Polling Place Accessibility Survey to the Secretary of State
- 2.** Consider and adopt Ordinance 01-0725-2019 to change the polling place for Precincts 20 and 20A
- 3.** Review proposed draft of the Personnel Policy Manual

Announcements & Notifications

Adjourn

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

500 E. Court Street, Room 301, Jonesboro, LA. 71251

(318) 259-2361 extension 203

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 203 describing the assistance that is necessary.

PARISH POLLING PLACE ACCESSIBILITY SURVEY

(PLEASE COMPLETE ONE FORM FOR EACH POLLING PLACE NOT PRECINCT) (REVISED 12/2016)

PARISH: _____ WARD/PRECINCT(S): _____

POLLING PLACE NAME: _____

POLLING PLACE ADDRESS: _____
(STREET ADDRESS AND CITY)

PARKING:

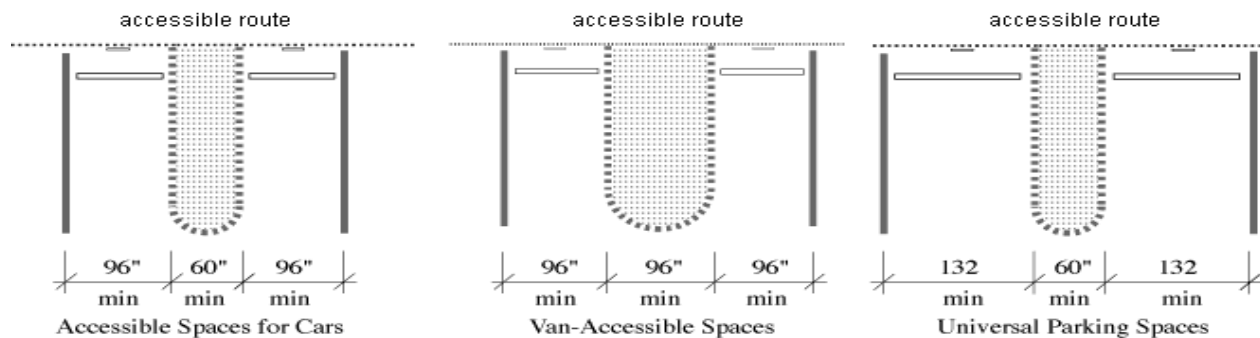
1. Grand Total # of Parking Spaces (Regular and Accessible Parking Spaces) available for the polling place on Election Day _____

Total # of Permanent Van-Accessible (96" Wide Access Aisle) and/or Universal Parking Spaces (60" Wide Access Aisle) _____
 (See *Illustrations A and B* for examples of accessible parking spaces)

Total # of Permanent Car Accessible (60" Wide Access Aisle) _____
 (See *Illustrations A and B* for examples of accessible parking spaces)

Total # of Regular Parking Spaces _____

Illustration A. All three examples illustrated below show two accessible spaces with an accessible aisle and route.



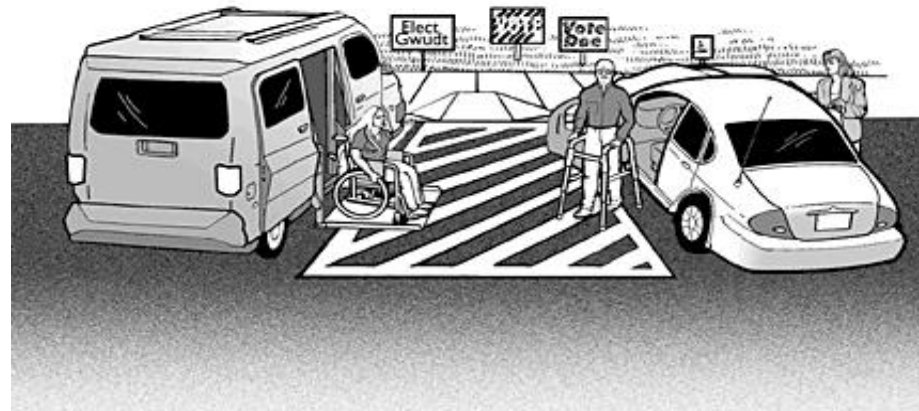
FOR SECRETARY OF STATE OFFICE USE ONLY:

Accessibility Status:

Y N T E

Reviewer Initials & Date: _____

Illustration B. Van-accessible and universal parking spaces serve both cars and vans. A wide access aisle is needed so a wheelchair lift may be lowered from a van onto a level surface. (If the access aisle is not marked off, two orange cones (minimum of 12" high) can be placed at the entrance to the parking place to mark off the access aisle on Election Day.) The access aisle surface must be either made of concrete or blacktop. If the access aisle is made of gravel, limestone, grass, or dirt, a temporary mat must be used on Election Day for the access aisle all the way to a concrete sidewalk or to the entrance to the polling place.



2. Does the polling place have the minimum number of accessible parking spaces required in *Illustration C* (below)? **YES NO**

Illustration C. Minimum Number of Accessible Spaces for Polling Place

Total Spaces	Required Minimum Number of Accessible Spaces
1 – 25	One van or universal accessible space w/access aisle
26 – 50	One van or universal accessible space w/access aisle + one car, van, or universal accessible space w/access aisle
51 – 75	One van or universal accessible space w/access aisle + two car, van, or universal accessible spaces w/access aisles
76 – 100	One van or universal accessible space w/access aisle + three car, van, or universal accessible spaces w/access aisles
101 – 150	One van or universal accessible space w/access aisle + four car, van, or universal accessible spaces w/access aisles
151 – 200	One van or universal accessible space w/access aisle + five car, van, or universal accessible spaces w/access aisles
201 – 300	One van or universal accessible space w/access aisle + six car, van, or universal accessible spaces w/access aisles
301 – 400	One van or universal accessible space w/access aisle + seven car, van, or universal accessible spaces w/access aisles
401 – 500	Two van or universal accessible spaces w/access aisle + seven car, van, or universal accessible spaces w/access aisle

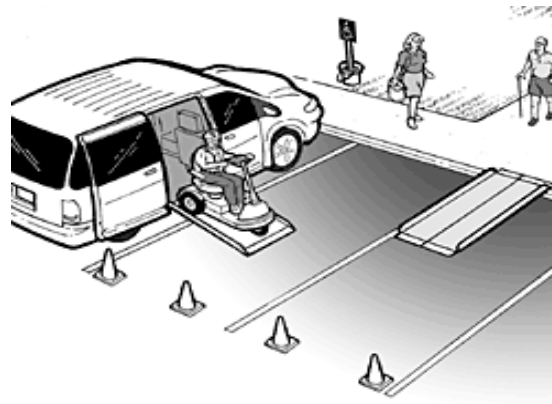
3. If there are NO van-accessible, universal, or car accessible parking spaces, or if the total number of permanent accessible parking spaces is less than the number of accessible parking spaces required in *Illustration C*, provide the total number of temporary accessible parking spaces that will be available on Election Day.

Total # of Temporary Van-Accessible (96" Wide Access Aisle) and/or Universal Parking Spaces (60" Wide Access Aisle) _____

Total # of Temporary Car Accessible (60" Wide) _____

4. Total # of Temporary Cones to be used on Election Day to mark off temporary van-accessible, universal, or car-accessible spaces (2 cones must be used for each converted parking space). See *Illustration D* below.) _____

Illustration D. Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.



5. If there is **NO** parking lot available for voters, is there at least one parking space on the street designated **YES NO N/A**
or that will be designated as the van-accessible parking space for Election Day?

of Permanently marked van-accessible parking spaces on the street _____

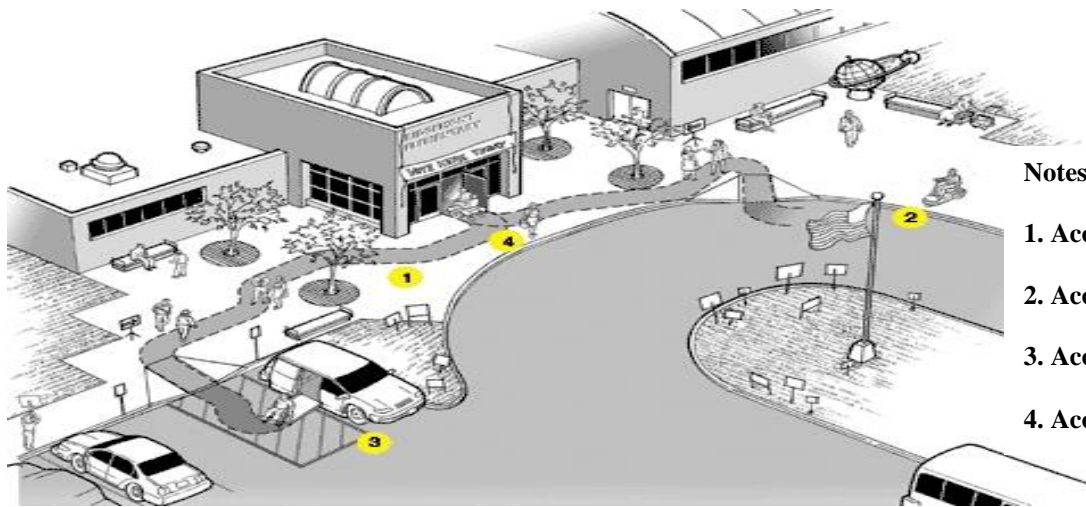
of Temporary van-accessible parking spaces on the street that will be available on Election Day _____

6. Are all accessible parking spaces, including the access aisle, relatively level? **YES NO**

- | | | | |
|---|------------|-----------|------------|
| 7. If the answer to 6 above is NO , is there another location at the facility nearby that could serve as an accessible parking space which is level with an accessible route to the accessible entrance to the voting area? | YES | NO | N/A |
| 8. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? | YES | NO | |
| 9. If the answer to 8 above is NO , can a temporary sign be placed for Election Day? | YES | NO | N/A |

TRAVEL TO THE VOTING SITE:

Illustration E. An accessible entrance to a polling place with accessible parking and an accessible drop-off area.



Notes:

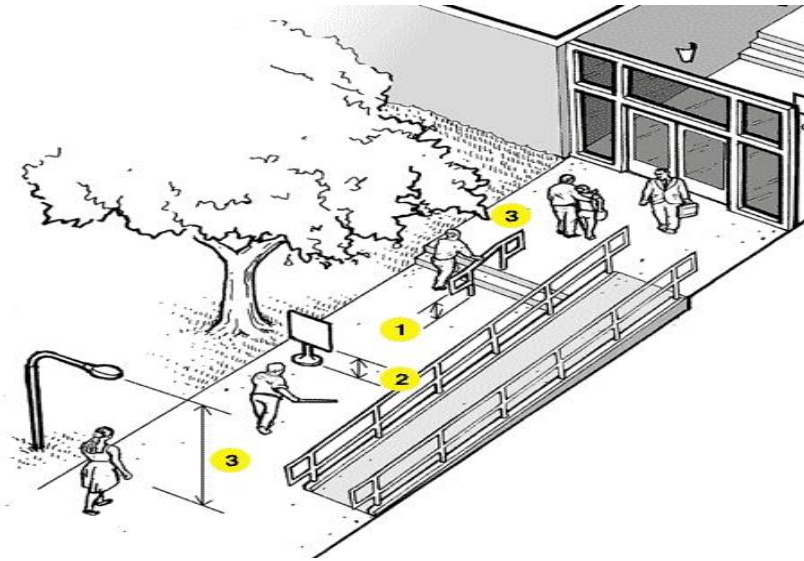
- 1. Accessible route.
- 2. Accessible drop-off area.
- 3. Accessible parking with van accessible parking space.
- 4. Accessible entrance to polling place.

1. Accessible route from the parking area to the entrance to the voting site (See *Illustration E* above):

- a. Is there a flat surface or curb cuts to access the sidewalk to the polling place? YES NO
- b. If the answer to **1a** is **NO**, will a temporary ramp be used to provide access to the sidewalk? YES NO N/A
- c. Is the surface of the path made of concrete, asphalt, or other hard surface that is smooth enough for a person using a wheelchair to pass over easily? YES NO
- d. If the answer to **1c** is **NO**, describe the surface of the accessible path (i.e. gravel, dirt, limestone, etc.):

- e. If the answer to **1c** is **NO**, is there a temporary mat which will be in place on Election Day to make the path accessible? What type of mat will be used? YES NO N/A

Illustration F. Common objects along pedestrian routes to a polling place that can be hazards to people who are blind or have low vision.



Notes:

1. The bottom of the handrail extensions turn down so a person who is blind or has low vision can detect the hazard before running into it.
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
3. Objects that overhang the pedestrian route must be at least 80 inches above the route.

2. Path of travel (See *Illustration F* above):

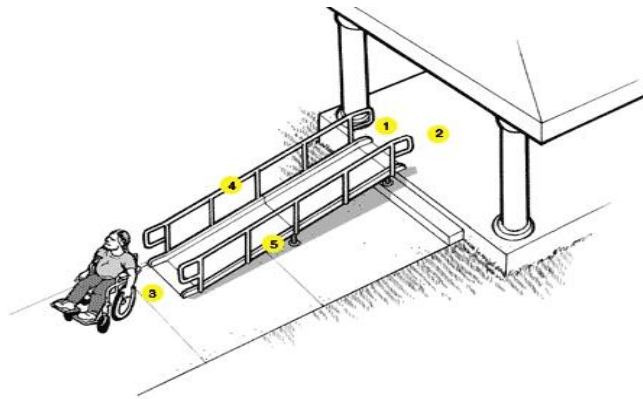
a. Is there a clear path of travel -- free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway? **YES NO**
 If **NO**, what will be done before Election Day to make the path of travel clear?

b. Are all tree branches and other objects that extend into the walkway higher than 80 inches? **YES NO N/A**
 If **NO**, what will be done before Election Day to clear the path of travel? (Use **N/A** if there are no tree branches or other objects over the walkway.) _____

3. Is there an accessible route from public sidewalks or transportation stops to the voting site? **YES NO N/A**
 If **NO**, what will be done before Election Day to make the route accessible? (Use **N/A** if there are no public sidewalks or transportation stops.) _____

ACCESSIBLE ENTRANCE:

Illustration G. Accessible Ramp Features:



Notes:

1. At least 36 inches between handrails.
2. Top landing part of walk.
3. Bottom landing part of walk.
4. Handrail height 34 to 38 inches.
5. Edge protection.

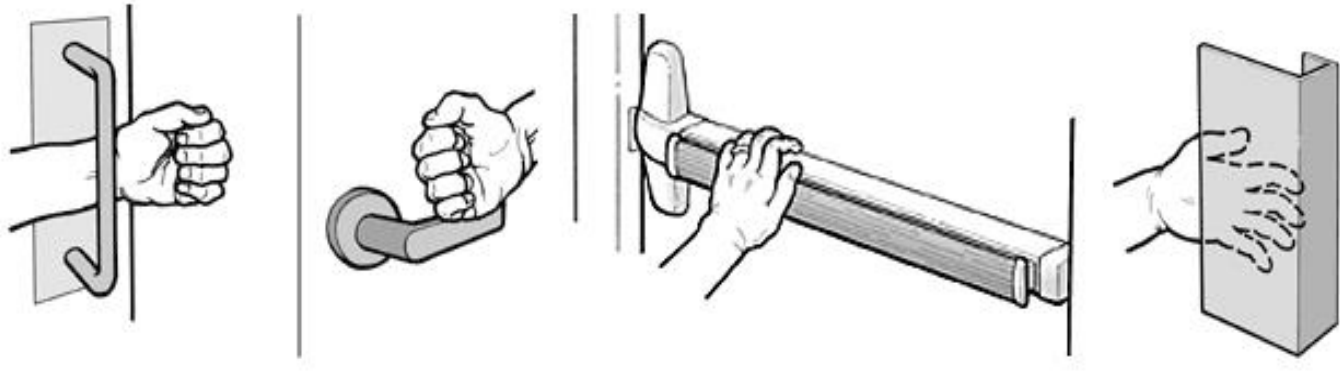
- | | | | |
|--|-----|----|-----|
| 1. Is the main entrance used as the accessible entrance? | YES | NO | |
| 2. If the answer to 1 is YES , is the main entrance clearly marked on Election Day? | YES | NO | N/A |
| 3. If the answer to 11 is NO , is there an alternative accessible location? | YES | NO | N/A |
| 4. Is there a ramp that must be used by a disabled voter to access the polling place? | YES | NO | |
| 5. If the answer to 4 is YES , please complete the following information concerning the edge protection on the ramp at the polling place (See <i>Illustration G</i> above): | | | |
| a. Is there a vertical dropoff on the ramp? | YES | NO | N/A |
| b. If the answer to 5a is YES , is there an edge protection on the ramp? | YES | NO | N/A |
| c. If the answer to 5b is NO , is there a temporary solution to providing a temporary edge protection on Election Day (e.g. using a concrete car bumper up against the ramp or piece of wood)? | YES | NO | N/A |
| 6. If the answer to 4 is YES , is the rise of the ramp more than 1:12 (1 inch of rise for every 12 inches of length)? | YES | NO | N/A |

- | | | | |
|---|------------|-----------|------------|
| 7. If the answer to 4 is YES , please complete the following information concerning handrails on the ramp at the polling place (See <i>Illustration G</i> above): | | | |
| a. Are there handrails? | YES | NO | N/A |
| b. If the answer to 6a is YES , are the handrails 34 to 38 inches high? | YES | NO | N/A |
| c. If the answer to 6a is YES , is the ramp width (measured between handrails) at least 36 inches? | YES | NO | N/A |
| d. If the answer to 6a is YES , is there a second handrail or edge protection on the ramp to stop a wheelchair from falling off the side? | YES | NO | N/A |
| 8. If the answer to 4 is YES , is there a level landing that is at least 60 inches by 60 inches at the top and bottom and where the ramp changes direction? (Mark N/A if the ramp does not change directions.) | YES | NO | N/A |
| 9. If <u>any</u> of the answers to 4 through 8 are NO , will a temporary ramp and/or handrails be used at the polling place on Election Day? | YES | NO | |

Accessible Doorways:

- | | | | |
|---|------------|-----------|------------|
| 10. Is the outside door opening at least 32 inches wide? (Use N/A if there is NO door.) | YES | NO | N/A |
| 11. If the answer to 10 above is NO , can temporary door hinges be used on Election Day to make the door wide enough? | YES | NO | N/A |
| 12. If the answer to 11 is NO , can the door be propped open on Election Day to make the opening wide enough? | YES | NO | N/A |
| 13. Is there a raised threshold on the exterior door? | YES | NO | |
| 14. If the answer to 13 is YES , is it less than 3/4 inches in height at the outside door and beveled on both sides? | YES | NO | N/A |
| 15. If the answer to 14 above is NO , can a temporary threshold ramp to be used on Election Day? | YES | NO | N/A |

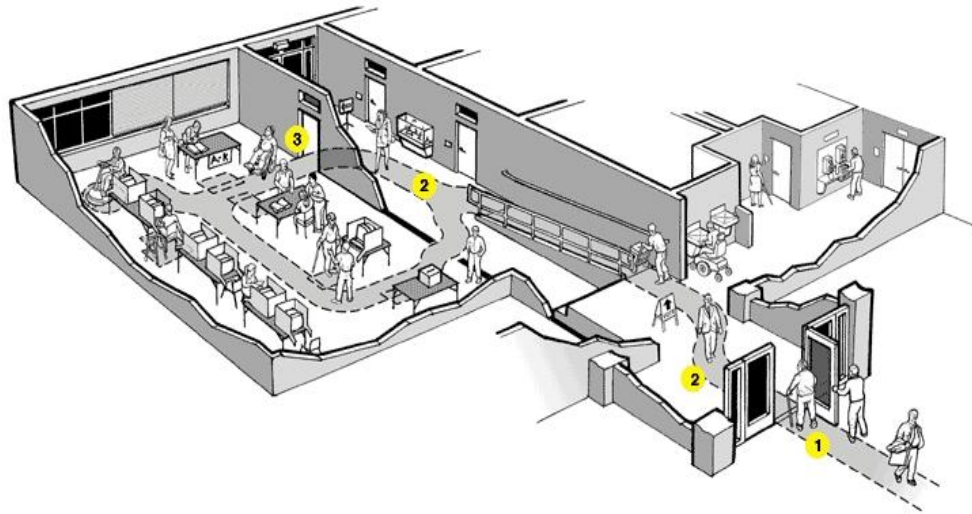
Illustration H. Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.



- | | | | |
|---|------------|-----------|------------|
| <p>16. Is the outside door hardware usable with one hand, without tightly grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (See <i>Illustration H</i> above. Use N/A if there is no outside door hardware or if the door is propped open on Election Day, e.g. firehouse garage door)</p> | YES | NO | N/A |
| <p>17. If the answer to 16 is NO, can the outside door be propped open on Election Day to aid individuals with disabilities?</p> | YES | NO | N/A |
| <p>18. If the answer to 17 is NO, can a temporary door handle be placed on the door on Election Day?</p> | YES | NO | N/A |
| <p>19. Is the outside door able to be opened without excessive effort (less than 5 pounds of force required)? (Use N/A if there is no outside door, e.g. firehouse garage door)</p> | YES | NO | N/A |
| <p>20. If the answer to 19 is NO, can the door be propped open on Election Day to aid individuals with disabilities?</p> | YES | NO | N/A |
| <p>21. If the answer to 20 is NO, can a temporary door handle be placed on the door on Election Day?</p> | YES | NO | N/A |

INTERIOR CIRCULATION:

Illustration I. Interior of a polling place showing the accessible route from the accessible entrance to the voting area.



Notes:

- 1. Accessible entrance.
- 2. Accessible route connects the accessible entrance with the voting area.
- 3. Accessible door to the voting area.

- | | | | |
|---|------------|-----------|------------|
| 1. Is the route to the check-in table and voting systems at least 32 inches wide? | YES | NO | |
| 2. Is the interior door opening at least 32 inches wide? (Use N/A if there is NO interior door.) | YES | NO | N/A |
| 3. If the answer to 2 above is NO , can temporary door hinges be used on Election Day to make the door wide enough? | YES | NO | N/A |
| 4. If the answer to 3 is NO , can the door be propped open on Election Day to make the opening wide enough? | YES | NO | N/A |
| 5. Is there a raised threshold on the interior door? | YES | NO | |

- | | | | |
|---|------------|-----------|------------|
| 6. If the answer to 5 is YES , is it less than 3/4 inches in height at the interior door and beveled on both sides? | YES | NO | N/A |
| 7. If the answer to 6 above is NO , can a temporary threshold ramp to be used on Election Day? | YES | NO | N/A |
| 8. Is the interior door hardware usable with one hand, without tightly grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (See <i>Illustration H</i> above. Use N/A if there is no interior door hardware or if the door is to be propped open on Election Day) | YES | NO | N/A |
| 9. If the answer to 8 is NO , can the interior door be propped open on Election Day to aid individuals with disabilities? | YES | NO | N/A |
| 10. If the answer to 9 is NO , can a temporary door handle be placed on the door on Election Day? | YES | NO | N/A |
| 11. Is the interior door able to be opened without excessive effort (less than 5 pounds of force required)? (Use N/A if there is no interior door.) | YES | NO | N/A |
| 12. If the answer to 11 is NO , can the door be propped open on Election Day to aid individuals with disabilities? | YES | NO | N/A |
| 13. If the answer to 12 is NO , can a temporary door handle be placed on the door on Election Day? | YES | NO | N/A |
| 14. Is there a clear path of travel – – free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the walkway? | YES | NO | |

If there are any questions, contact the Voter Registration Section at the Secretary of State's Office (1-800-883-2805).

I HEREBY CERTIFY THAT THE ABOVE-MENTIONED SURVEY WAS COMPLETED TO THE BEST OF MY KNOWLEDGE, AND THAT THE POLLING PLACE IS ACCESSIBLE OR WILL BE MADE TEMPORARILY ACCESSIBLE PRIOR TO THE USE OF THE POLLING PLACE FOR AN ELECTION. WHERE TEMPORARY SOLUTIONS WILL BE USED ON ELECTION DAY, I HAVE MARKED THE SURVEY.

SURVEYOR'S SIGNATURE

DATE

PRINTED NAME OF SURVEYOR:

PRINTED TITLE OF SURVEYOR:

PRINTED SURVEYOR'S EMAIL ADDRESS:

SURVEYOR'S TELEPHONE NUMBER:

PPPAS (Revised December 2016)

FOR SECRETARY OF STATE OFFICE USE ONLY:

Comments:

ERIN Initials & Date: _____

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AN ORDINANCE TO CHANGE POLLING PLACE FOR PRECINCTS 20 AND 20A FROM HAWK SCHOOL AND TO ESTABLISH HARVEY PLACE AS THE POLLING PLACE FOR PRECINCTS 20 AND 20A

WHEREAS, the Hawk School located in Jonesboro, Jackson Parish, Louisiana, is the currently designated polling place for Precinct 20 and Precinct 20A;

WHEREAS, The Jackson Parish School Board had given official notice to the Jackson Parish Police Jury that the building(s) housing said polling places will be demolished prior to the qualifying period for the next election;

WHEREAS, the Jonesboro Housing Authority, which governs Harvey Place and whose offices are located at Harvey Place, has consented to the relocation of the polling place to Harvey Place;

WHEREAS, this action by the Jackson Parish Police Jury is mandated by Louisiana Revised Statute 18:533 and 18: 534;

WHEREAS, this action is an emergency due to the strict time constraints pertaining to the establishment of polling places;

NOW, THEREFORE, be it ordained by the Police Jury of Jackson Parish, Louisiana, in special session, duly convened at which a quorum was present and voting, that the following ordinance be adopted, to wit:

SECTION I:

Considering the fact that the existing building(s) located at Hawk School which serve as the polling place for Precinct 20 and 20A will be demolished, the polling place for these precincts shall be changed to the site set forth in section 2.

SECTION II:

Harvey Place is hereby established as the polling place for Jackson Parish Precinct 20 and Precinct 20A.

SECTION III:

This Ordinance shall become effective immediately upon adoption and signing by the President.

SECTION IV:

All ordinances or parts of ordinances in conflict herewith are repealed as of the effective date of this ordinance.

The above ordinance was read by title, and considered section by section and adopted as a whole by the following vote:

YEAS:

NAYS:

ABSENT:

ABSTAINING:

WHEREUPON said ordinance was declared adopted on this 25th day of July, 2019 at Jonesboro, Jackson Parish, Louisiana.

ATTEST:

PRESIDENT

SECRETARY/ TREASURER

CERTIFICATE

I, Gina Thomas, the undersigned Secretary of the Jackson Parish Police Jury declare that the above and foregoing is a true and correct copy of an ordinance adopted by the Jackson Parish Police Jury at a special meeting held on the 25th day of July, 2019 at which a quorum was present and voting. Jonesboro, Louisiana, on this 25th day of July, 2019.

GINA THOMAS, SECRETARY / TREASURER