



JACKSON PARISH POLICE JURY

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

Phone: (318) 259-2361

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www.jacksonparishpolicejury.org

Notice Posted:

Friday, January 24, 2020, 12:00 PM

January 27, 2020 Policy & Personnel Committee

MEMBERS

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District 7

LYNN TREADWAY
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MEETING DATE:

Monday, January 27, 2020

MEETING TIME:

5:00 PM

PLACE OF MEETING:

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

AGENDA:

Call to Order

Invocation

Pledge of Allegiance

Public Comments

Agenda Items

1. Discuss recommendations from the Operations Committee
2. Discuss continued reviews for the Personnel Manual
3. Discuss ordinance review and codification

Adjourn

Committee: Tarneshala Cowans, **Chairman**
Lewis Chatham
Regina Rowe

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

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

(318) 259-2361 extension 3

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 3 describing the assistance that is necessary.

It is possible that a quorum of the Police Jury may be in attendance at the meeting, but no action of the Police Jury as a whole will be taken.



Jackson Parish Police Jury

Recommendations from Operations Committee

To: Policy & Personnel Committee

At the January 24, 2020 Operations Committee Meeting, the following items were discussed and recommended to pass to the Policy & Personnel Committee for review and further action:

Recommendation 1:

The Road Superintendent presented a recommendation to create a "Crew Leader" designation to offer to the existing Operator II's that serve on the Asphalt/Drainage crew. The recommendation is as follows:

Without having an on-site Supervisor for the Asphalt/Drainage crew I would like to recommend that a "Crew Leader" be assigned that would be responsible for making on-site decisions and assigning specific tasks in the coordination with road maintenance schedule and procedures, working with One Calls, Shooting grades and making culvert size and placement decisions on-site along with asphalt overlay decisions in the field as they arise. Also have the ability to talk with citizens about work being performed. I would like to offer this to our current Operator 2's to assess their interest in holding this responsibility. I believe that the additional responsibility should be compensated by a flat daily rate to be determined by the Jury.

The Operations Committee has requested that the Policy & Personnel Committee review and define the requirements, job duties, and compensation plan for this designation. They also request that the Committee meet with each eligible Operator II to present this opportunity to each of them.

Please note that this is a "working Crew Leader" designation for an already existing job position. This designation would be assigned as-needed for the Asphalt/Drainage Crew and the employee with the designation is to be actively participating in the assigned tasks as an Operator II.

Recommendation 2:

The Operations Committee discussed establishing a new position in the organization to be over the Operations Departments (Operations Manager). This position would report to the Secretary-Treasurer, be stationed at the Courthouse, and would be over the Maintenance, Road, and Solid Waste Departments. Job duties discussed included:

- Overseeing Maintenance projects
- Road permits
- Acquiring the certifications to be a Certified Building Official and taking over the permitting process
- Flood permits
- Taking on the responsibilities of the OEP office
- General oversight of the Courthouse and other Police Jury properties

The Operations Committee has requested that the Policy & Personnel Committee review and define the requirements, job description, specific job duties, and compensation plan for this position.



Jackson Parish Police Jury

2020 Policies and Ordinances

Committee Members,

The following is a list of the current policies that have been discussed, but not finalized and adopted. Please consider reviewing this list and prioritizing which you would like to see detailed out and presented for review.

Policies:

- Review updated Personnel Manual
 - This will be a review of all personnel policies included in the manual that are not specifically addressed with the following list.
- Crew Leader Policy
- Setup Policy
- Job Vacancy Policy
- FMLA Policy
- Sandbag Policy
- Record Retention Policy & schedule

The following is a list of the existing ordinances that have had recent questions and/or disputes that require clarification or possible updates.

Ordinances:

- Alcohol Ordinance
- Nuisance Ordinance
- Clean Drinking Water Ordinance (newly requested ordinance)
- Flood Ordinance (newly requested ordinance)

In addition to these specific ordinances, I recommend a systematic review of the existing ordinance code. We are contracted with Municode for them to provide a legal review of all of our submitted ordinances and provide feedback and questions. Along with this process, your Committee should be performing a review of the ordinances to verify that the issues addressed are current, enforceable, and serving the public.