



CITY OF EL LAGO
MINUTES OF THE APRIL 21, 2021
REGULAR CITY COUNCIL MEETING & WORKSHOP
411 TALLOWOOD DRIVE, EL LAGO,
TEXAS 77586

1. **Call to Order** Mayor Skelton called the meeting to order at 7:01 PM.
2. **Invocation and/or Pledge of Allegiance** – Pledges were conducted.

3. **Declaration of a Quorum**

Present: Mayor John Skelton
Mayor Pro Tem Ann Vernon
Councilperson Shawn Findley
Councilperson Jeff Michalak arrived after meeting was called.
Councilperson Darin Clark
Absent: Councilperson Kris Kuehnel

4. **Citizen Comments**

Rebecca Lilly of 1607 West Chelsea Place said that the code officer for the city has issued 7 citations to 1611 West Chelsea Place and the property continues to be out of code. She stated she has now reported the property to the county health department. She requested that something be done to remedy the issues and stated that she was also willing to gather resources to help the owners if there is a physical or mental impairment causing them to fail to adhere to codes.

Maggie Asher of 1835 Raintree Circle stated she agreed with Ms. Lilly's report about 1611 West Chelsea Place and reported that the HOA has written several letters with no response.

Jeff Tave of 302 Pineview Circle asked why no signs for the election had been posted at the entrances. He stated this helps to let the public know when an election is taking place.

5. **Consent Agenda City Official, Board, Commission, Committee, & City Service Report**

- 5.1. *Check Detail for checks printed from April 8, 2021 through April 21, 2021.*
- 5.2. *Minutes from the Council Meeting of April 7, 2021.*

Mayor Pro Tem Vernon made a motion to approve, and Councilperson Findley provided a second. The vote was unanimous to approve.

6. **City Official, Board, Commission, Committee, & City Service Report**

- 6.1. *Report on LPD activity in the City with Call for Service report for March 2021.* Chief Savage asked for questions from Council about the report. Mayor Skelton said he appreciated the code enforcement actions by the police department. Chief Savage reported there is a group of juveniles causing problems within the city and charges have been filed. He stated that offenders are not doing time right now and the courts are back-logged. Mayor Pro Tem Vernon asked if the 13 animal control responses were increases from previous months and he stated they were. Chief Savage also warned about vehicle registration and said registration stickers are being enforced.
- 6.2. *Present the 2nd quarter financial report for FY 2021-* Cheryl Hunter went over the 2nd quarter financial report. City Secretary Lewis went over expenditures. Ms. Hunter reported total assets of \$1,750,888 with total liabilities of \$105,434. Fund balance was \$1,645,455. Total revenues equaled \$727,869, and expenditures were \$944,421. Total excess of revenues over expenditures was \$783,448.

7. **Old Business**

- 7.1. *Consider/Approve Ordinance 476, amending Appendix "A" of the Zoning Code to bring exterior finish requirements into conformance with the requirements of the Texas Government Code.* There were no objections to forego the reading of the ordinance into the minutes. Councilperson Findley made a motion to approve as written and a second was provided by Councilperson Michalak. The vote was unanimous to approve.

8. New Business

- 8.1. *Consider/Approve General Order #300-12 of the Lakeview Police Department revised on April 12, 2021 reassigning duties of the Lieutenant.* Chief Savage stated that this revision removes the Lieutenant duties and assigns them to the Administrative Sargent. Mayor Pro Tem Vernon made amotion to approve and Councilperson Clark seconded. Approval was unanimous.
- 8.2. *Consider/Approve the FY 2021 2nd quarter investment report for the City.* Councilperson Michalak reported that the interest rates were low and the earned interest was 53 cents. Councilperson Michalak made a motion to approve the investment report, with a second from Mayor Pro Tem Vernon. There was unanimous approval.

9. Move meeting into a Workshop Session to discuss the following: (no motions to be made during the workshop period). Mayor Skelton moved the meeting into a workshop session at 7:55 PM.

- 9.1. *Discuss adopting City procedures to secure and monitor dangerous animals.* Councilperson Michalak went over recommendations from the committee he worked with. He stated he would look into the possibility of contracting animal control for the City. After discussion he stated he would begin to work with the City Attorney to develop an ordinance to present to Council.
- 9.2. *Review a listing of City of El Lago contracts.* City Secretary Lewis presented a list of current City contracts. After discussion it was determined that contracts should be reviewed for debris removal and appraisals after a severe weather event, as well as a review of the Comcast contract versus the new fiberoptic options available.

10. Adjourn Workshop Session and move meeting back into Regular Session Mayor Skelton adjourned the workshop session at 8:47 PM and moved the meeting back into regular session at 8:48 PM.

11. Future Agenda Item Requests

Scheduled

- Personnel Manual – May 5th
- PEG funds for AV system – May 19th
- Election Canvass – May 5th or 12th


Not Scheduled

- Short Term Rental Permit Ordinance
- Ordinance 477 Wildlife Rehabilitation


Mayor Skelton stated that the canvass of the election would likely take place on May 12th. He stated he would like to schedule the Wildlife Rehabilitation ordinance for the next meeting.

12. Adjournment There being no further business, Mayor Skelton adjourned the meeting at 8:50 PM.

ATTEST:



 John Skelton
 Mayor



 Rachel Lewis
 City Secretary

City of El Lago
Check Detail
 April 8 - 21, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	ACH	04/21/2021	Comptrolle...	State Criminal Costs & ...	10102 · General...	
Bill	Quar...	04/21/2021		State Criminal Costs & F...	26001 · State Co...	(10,310.26)
TOTAL						(10,310.26)
Bill P...	ACH...	04/12/2021	Comcast	8777 70 112 0111874 fo...	10102 · General...	
Bill	2021...	04/12/2021		11 fitness TV, 1 in event ... Internet 50down/10up Cit...	71903 · Comput... 71903 · Comput...	(174.24) (174.24)
TOTAL						(348.48)
Bill P...	ACH...	04/12/2021	CenterPoin...	Acct 9466040-4 Gas for...	10102 · General...	
Bill	2021...	04/12/2021		Acct 9466040-4 Gas for ...	72100 · Utilities	(57.15)
TOTAL						(57.15)
Paych...	ACH...	04/15/2021	Baillie, Dea...		10102 · General...	
					70100 · Administr...	(727.03)
					25200 · FWT pa...	20.00
					70220 · Social S...	(45.08)
					25300 · FICA Pa...	45.08
					25300 · FICA Pa...	45.08
					70220 · Social S...	(10.54)
					25300 · FICA Pa...	10.54
					25300 · FICA Pa...	10.54
TOTAL						(651.41)
Paych...	ACH...	04/15/2021	De Leon, A...		10102 · General...	
					70120 · Mainten...	(1,393.93)
					70120 · Mainten...	(154.88)
					25500 · Med. & ...	17.31
					71300 · Telephone	(20.00)
					25200 · FWT pa...	140.00
					70220 · Social S...	(96.03)
					25300 · FICA Pa...	96.03
					25300 · FICA Pa...	96.03
					70220 · Social S...	(22.46)
					25300 · FICA Pa...	22.46
					25300 · FICA Pa...	22.46
TOTAL						(1,293.01)
Paych...	ACH...	04/15/2021	Horton, Wa...		10102 · General...	
					75310 · Fire Mar...	(175.00)
					25200 · FWT pa...	2.00
					70220 · Social S...	(10.85)
					25300 · FICA Pa...	10.85
					25300 · FICA Pa...	10.85
					70220 · Social S...	(2.54)
					25300 · FICA Pa...	2.54
					25300 · FICA Pa...	2.54
TOTAL						(159.61)

City of El Lago
Check Detail
 April 8 - 21, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	ACH...	04/15/2021	Hunter, Ch...		10102 · General...	
					70100 · Administ...	(76.20)
					70220 · Social S...	(4.73)
					25300 · FICA Pa...	4.73
					25300 · FICA Pa...	4.73
					70220 · Social S...	(1.10)
					25300 · FICA Pa...	1.10
					25300 · FICA Pa...	1.10
TOTAL						(70.37)
Paych...	ACH...	04/15/2021	Klingler, Br...		10102 · General...	
					74010 · Court Cl...	(1,334.90)
					74010 · Court Cl...	(190.70)
					74010 · Court Cl...	(190.70)
					74010 · Court Cl...	(190.70)
					25400 · Pension ...	114.42
					70210 · Pension	(114.42)
					25400 · Pension ...	114.42
					25200 · FWT pa...	169.00
					70220 · Social S...	(118.23)
					25300 · FICA Pa...	118.23
					25300 · FICA Pa...	118.23
					70220 · Social S...	(27.65)
					25300 · FICA Pa...	27.65
					25300 · FICA Pa...	27.65
TOTAL						(1,477.70)
Paych...	ACH...	04/15/2021	Lewis, Rac...		10102 · General...	
					70100 · Administ...	(1,836.62)
					25400 · Pension ...	128.56
					71300 · Telephone	(20.00)
					25200 · FWT pa...	204.00
					70220 · Social S...	(113.87)
					25300 · FICA Pa...	113.87
					25300 · FICA Pa...	113.87
					70220 · Social S...	(26.63)
					25300 · FICA Pa...	26.63
					25300 · FICA Pa...	26.63
TOTAL						(1,383.56)
Paych...	ACH...	04/15/2021	Means, Der...		10102 · General...	
					70120 · Mainten...	(692.27)
					70120 · Mainten...	(173.07)
					70120 · Mainten...	(865.35)
					25400 · Pension ...	50.00
					71300 · Telephone	(20.00)
					25200 · FWT pa...	156.00
					70220 · Social S...	(107.30)
					25300 · FICA Pa...	107.30
					25300 · FICA Pa...	107.30
					70220 · Social S...	(25.09)
					25300 · FICA Pa...	25.09
					25300 · FICA Pa...	25.09
TOTAL						(1,412.30)

City of El Lago
Check Detail
 April 8 - 21, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	ACH...	04/15/2021	Reitberger,...		10102 · General...	
					74010 · Court Cl...	(666.00)
					25200 · FWT pa...	18.00
					70220 · Social S...	(41.30)
					25300 · FICA Pa...	41.30
					25300 · FICA Pa...	41.30
					70220 · Social S...	(9.66)
					25300 · FICA Pa...	9.66
					25300 · FICA Pa...	9.66
TOTAL						(597.04)
Paych...	ACH...	04/15/2021	Stokes, Dia...		10102 · General...	
					70100 · Administ...	(658.44)
					25200 · FWT pa...	18.00
					70220 · Social S...	(40.82)
					25300 · FICA Pa...	40.82
					25300 · FICA Pa...	40.82
					70220 · Social S...	(9.55)
					25300 · FICA Pa...	9.55
					25300 · FICA Pa...	9.55
TOTAL						(590.07)
Liabilit...	ACH...	04/15/2021	ICMA Retir...	2021-04-15 Payroll	10102 · General...	
				B. Klingle	25400 · Pension ...	(114.42)
				B. Klingle	25400 · Pension ...	(114.42)
				R. Lewis	25400 · Pension ...	(128.56)
				D. Means	25400 · Pension ...	(50.00)
TOTAL						(407.40)
Bill P...	ACH...	04/15/2021	Frontier Co...	4/10-5/9/2021	10102 · General...	
Bill	2021...	04/15/2021		4/10-5/9/2021	71300 · Telephone	(211.26)
TOTAL						(211.26)
Liabilit...	ACH ...	04/15/2021	EFTPS	74-1612666 Payroll 202...	10102 · General...	
				74-1612666 Payroll 2021...	25200 · FWT pa...	(727.00)
				74-1612666 Payroll 2021...	25300 · FICA Pa...	(135.22)
				74-1612666 Payroll 2021...	25300 · FICA Pa...	(135.22)
				74-1612666 Payroll 2021...	25300 · FICA Pa...	(578.21)
				74-1612666 Payroll 2021...	25300 · FICA Pa...	(578.21)
TOTAL						(2,153.86)
Bill P...	ACH...	04/20/2021	Comcast	8777-70-112-0104051-9...	10102 · General...	
Bill	2021...	04/20/2021		computer @ 98 Lakesho...	71903 · Comput...	(89.19)
				telephone @ 98 Lakesho...	71300 · Telephone	(89.19)
TOTAL						(178.38)

City of El Lago
Check Detail
April 8 - 21, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	11589	04/08/2021	Election Sy...	Shipping & Handling fo...	10102 · General...	
Bill	1183...	04/08/2021		Shipping & Handling for I...	71800 · Elections	(15.80)
TOTAL						(15.80)
Liabilit...	11590	04/15/2021	EFTPS	VOID: 74-1612666 Payr...	10102 · General...	
TOTAL						0.00
Bill P...	11591	04/21/2021	AmeriWast...	March 2021 trash pick ...	10102 · General...	
Bill	1674...	04/14/2021		March 03/01-03/31/21 tra...	73200 · Solid W...	(13,148.76)
				March 03/01-03/31/21 re...	73210 · Recycling	(408.86)
				Comm Containers	73200 · Solid W...	(818.50)
TOTAL						(14,376.12)
Bill P...	11592	04/21/2021	DataVox, Inc.	SMBS & Travel Labor	10102 · General...	
Bill	1126...	04/13/2021		SMBS & Travel Labor	74800 · Court Te...	(360.33)
TOTAL						(360.33)
Bill P...	11593	04/21/2021	Hendricks, ...	Bailiff Services 04/13/2...	10102 · General...	
Bill	04-1...	04/14/2021		Bailiff Services 04/13/2021	74410 · Bailiff S...	(75.00)
TOTAL						(75.00)
Bill P...	11594	04/21/2021	Lawns and...	Winter Storm Damage t...	10102 · General...	
Bill	1667	04/13/2021		monthly lawn care and 4...	70300 · Building ...	(2,590.00)
TOTAL						(2,590.00)
Bill P...	11595	04/21/2021	Moore IT S...	Trinity Back up w/onsit...	10102 · General...	
Bill	2632	04/15/2021		Trinity Back up w/onsite ...	71903 · Comput...	(20.59)
TOTAL						(20.59)
Bill P...	11596	04/21/2021	Olson & Ol...	Total Legal Services fo...	10102 · General...	
Bill	10717	04/14/2021		Total Legal Services for ...	71100 · Legal	(2,331.00)
TOTAL						(2,331.00)
Bill P...	11597	04/21/2021	Reliable Tr...	Spanish, Traditional Ch...	10102 · General...	
Bill	19099	04/14/2021		Spanish, Traditional Chin...	71800 · Elections	(375.00)
TOTAL						(375.00)

**City of El Lago
Check Detail
April 8 - 21, 2021**

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	11598	04/21/2021	TXU Energy	Electricity 02/04/2021-0...	10102 · General...	
Bill	0555...	04/14/2021		ESI ID 10089010100065...	72100 · Utilities	(12.33)
				ESI ID 10089010767831...	72100 · Utilities	(893.75)
				ESI ID 10089010100065...	72100 · Utilities	(94.58)
				ESI ID 10089010100065...	72100 · Utilities	(1,706.71)
				ESI ID 10089010100065...	72100 · Utilities	(16.26)
				ESI ID 10089010100065...	72100 · Utilities	(25.93)
				ESI ID 10089010100350...	72100 · Utilities	(21.68)
				ESI ID 10089010249012...	72100 · Utilities	(4.64)
				ESI ID 10089010238105...	72100 · Utilities	(7.52)
				ESI ID 10089010238129...	72100 · Utilities	(4.86)
				ESI ID 10089010238046...	72100 · Utilities	(32.54)
				ESI ID 10089010238135...	72100 · Utilities	(19.10)
				ESI ID 10089010238017...	72100 · Utilities	(7.01)
				ESI ID 10089010076206...	72100 · Utilities	(154.99)
				ESI ID 10089010076206...	72100 · Utilities	(10.37)
				ESI ID 10089010119015...	72100 · Utilities	(22.09)
				ESI ID 10089010238048...	72100 · Utilities	(14.97)
				ESI ID 10089010076206...	72100 · Utilities	(4.71)
				ESI ID 10089010069005...	72100 · Utilities	(682.67)
				ESI ID 10089010229004...	77210 · Utilities-...	(324.15)
				Late Penalty Fee	77210 · Utilities-...	(6.87)
TOTAL						(4,067.73)
Bill P...	11599	04/21/2021	Valero Flee...	Fuel for City Truck	10102 · General...	
Bill	7115...	04/14/2021		Fuel for City Truck	70311 · Fuel for ...	(71.50)
				Interest	70311 · Fuel for ...	(3.03)
TOTAL						(74.53)
Bill P...	11600	04/21/2021	Comcast	Service dates 03/15/21 t...	10102 · General...	
Bill	2021...	04/12/2021		Service dates 03/15/21 t...	71900 · Comput...	(79.95)
TOTAL						(79.95)
Bill P...	11604	04/21/2021	Election Sy...		10102 · General...	
Bill	CD2...	04/20/2021		AutoMark: Ballot Faces	71800 · Elections	(16.55)
				AutoMark: Ballot Faces	71800 · Elections	(16.55)
				AutoMark: Contests / Iss...	71800 · Elections	(53.55)
				AutoMark: Contests / Iss...	71800 · Elections	(53.55)
				AutoMark: Candidates / ...	71800 · Elections	(43.00)
				AutoMark: Candidates / ...	71800 · Elections	(43.00)
				AutoMark: Language Set...	71800 · Elections	(367.50)
				AutoMark: Language Set...	71800 · Elections	(367.50)
				Media Burn-Compact Fla...	71800 · Elections	(13.15)
				Rental-Media	71800 · Elections	(15.00)
				Freight	71800 · Elections	(34.56)
				Surcharge	71800 · Elections	(74.20)
Bill	CD2...	04/20/2021		Election Day Ballot	71800 · Elections	(182.00)
				Coding Ballot	71800 · Elections	(1.30)
				Sample Ballot	71800 · Elections	(1.30)
				Test Ballot	71800 · Elections	(1.30)
				Freight	71800 · Elections	(16.54)
				Surcharge	71800 · Elections	(13.94)
TOTAL						(1,314.49)

City of El Lago
Check Detail
 April 8 - 21, 2021

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Bill P...	11605	04/21/2021	Accu-Tech ...	Color Machine Monthly...	10102 · General...	
Bill	27858	04/21/2021		Color Machine Monthly bill	71600 · Office S...	(50.00)
TOTAL						(50.00)
Bill P...	11606	04/21/2021	OmniBase ...	Omni Fees -Quarter en...	10102 · General...	
Bill	Repo...	04/21/2021		Omni Fees -Quarter endi...	74712 · FTA Fu...	(18.00)
TOTAL						(18.00)

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Investment Report - FY2021 2nd Quarter Ending March 31, 2021

TEXPOOL GENERAL ACCOUNT	
Beginning Book Value as of December 31, 2020	<u>\$ 5,299.13</u>
Deposits	<u> </u>
Withdrawals	<u> </u>
Interest Earned	<u>\$ 0.53</u>
Ending Book Value as of March 31, 2021	<u>\$ 5,299.66</u>

INVESTMENTS					
INSTITUTION	PURCHASE DATE	DESCRIPTION	MARKET VALUE	BOOK VALUE	MATURITY DATE
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	

This report is presented in accordance with the Texas Government Code Title 10, Section 2256.023. The below signed hereby certify that, to the best of their knowledge on the date this report was created, the City of El Lago is in compliance with the provisions of Government Code 2256 and with the stated policies and strategies for the City of El Lago.

Investment Officer

Investment Officer

Rachel Lewis, City Secretary

LAKEVIEW POLICE DEPARTMENT
SUBJECT: JOB DESCRIPTIONS

GENERAL ORDER #300-12
EFFECTIVE DATE: 01-01-91
REVISED DATE: 04-12-21

BACKGROUND

The primary purpose of job descriptions is to define the integral roles of an organization. Each individual must have a thorough understanding of what is expected of them whenever they occupy these defined roles. In addition, these roles provide the necessary guidance for the employees and supervisors during the evaluation process.

DEFINITIONS OF PRIMARY POSITIONS

Chief of Police

The Chief of Police is the chief executive officer of the department. This position reports directly to the Lakeview Police Commission and must operate within the guidelines set forth in the Inter-local Agreement and the By-Laws of the Lakeview Police Commission. The Chief of Police possesses the highest degree of accountability for the Lakeview Police Department's daily performance and the use of the department personnel and resources.

Specific Duties and Responsibilities

Budget Preparation and Implementation - before June of each year, the Chief will prepare and submit an annual budget to the Lakeview Police Commission. Within this task, the Chief will take into account the condition of the local economies, the specific needs of the two communities, and the needs of the department and its employees. Once the Lakeview Police Commission and the two cities have approved the budget, fiscal guidance will be given to those employees of the department responsible for managing the allotted funds for specific line items.

Policy Development and Implementation - the Chief will develop policies that are consistent with the mission statement and goals of the department. These policies are designed to provide guidelines for employees of the department and define the various components and procedures utilized by the department to accomplish these stated goals. The Chief will ensure that each employee has read and understood the written policies and that all supervisors continuously enforce them.

Develop Goals and Objectives - the goals and objectives of the department must coincide with the needs of the two communities. The Chief will meet with all the department supervisors on an annual basis to audit the stated goals and objectives of the department and to make sure they accurately reflect the needs of the communities.

Attending Various Community Meetings - the Chief will be required to attend each Lakeview Police Commission meeting. These meetings are held at least once a month at a regularly scheduled time. In addition to the regular police commission meetings, the Chief will also be required to attend any special session(s). Each month, he will also attend a city council meeting of each city.

Management of Special Programs - the department utilizes personnel and other resources in specialized programs. Some of the current special programs include:

- Crime Prevention
- Community Relations
- Speed Sentry
- Strategic Traffic Enforcement Initiative

The Chief will ensure that all resources are properly utilized and meet the needs of the two communities.

Supplement Patrol Function - whenever possible, the Chief will supplement the manpower needed for the patrol function.

Administrative Sergeant

The Lieutenant Administrative Sergeant reports directly to the Chief of Police; and, in the absence of the Chief, he/she is the Acting Chief of Police. The Lieutenant Administrative Sergeant assists the Chief of Police in the department's administrative functions and the daily supervision of the department's personnel and resources, which includes the enforcement of the department's General Orders, Memorandums, and other written rules and regulations.

Specific Duties and Responsibilities

T.L.E.T.S. (DPS) Terminal Agency Coordinator - the Lieutenant Administrative Sergeant is the department's designated Terminal Agency Coordinator who is responsible for conducting monthly records Validation Reports to DPS and is responsible for reporting any CJIS security incidents to the Texas DPS CJIS Security Incident Coordinator. ~~is responsible for full compliance of the agency to all of the required rules and regulations which govern the operation of the department's Department of Public Safety (DPS) computer hookup with the State of Texas' TCIC/NCIC (TLETS II) database. This twenty four hour computer access to the DPS system is governed by rules which require the dispatch office operations to respond to certain messages received through the system in a specific time period, maintain records of all information and messages entered and received, and enter information in required forms established by uniform guidelines determined by the DPS. It also requires the Terminal Agency Coordinator to monitor the use of the system access and to verify the validity of all records entered each year on a monthly basis, as well as seeing the officers for the department are trained to the minimum required standards in order for the agency to receive continued access to the system.~~

Information Systems Administrator – the System Administrator is responsible for managing all State and Federal website access for the Department as required to remain compliant with all state and federal laws regarding the handling of CHRI, NCIC, TCIC and III information on the Texas DPS secure website. The System Administrator is also responsible to track, and ensure compliance with, the training of all LVPD personnel as required by law in access to, and the handling of, all such information.

The System Administrator is responsible for auditing all offense reports to ensure the validity of information entered into the RMS system and correlating such information into a monthly report to the DPS National Information Based Reporting System (NIBRS) and responsible for managing all LVPD personnel's email, workstation and MCT account access.

The System Administrator will act as liaison to The League City Consortium and the Webster Police Department in all matters pertaining to the Records Management System (RMS) and Jail Management System (JMS). Attends Consortium meetings and training sessions as well as ensuring all LVPD personnel are properly trained on the Departments RMS, JMS and Mobile Reporting modules.

The monitoring of all information systems for errors, security breaches and hardware problems will be performed by the System Administrator. Ensure all information systems access points (server, workstations and mobile terminals) are properly protected by the latest anti-virus and anti-malware software. Ensures all information systems are updated regularly to ensure the Department maintains its ability to meet industry standards and remain functional in the online environment.

Administrative Licenses / Operations Officer - the Lieutenant Administrative Sergeant is the designee for custodial keeping of all records pertaining to operational licenses for the department. These operational licenses include, but are not limited to the following:

- FCC Radio License
- TCOLE License for Certified Peace Officers
- ~~Jail Contract with Harris County Sheriff's Office~~
- Exempt Registration Titles for Patrol Vehicles
- Annual Equipment Maintenance Contracts

The Lieutenant Administrative Sergeant is responsible to make proper application or renewal of these licenses for the department and to maintain the records of the licenses held by the department. These licenses will be kept up to date in order to prevent any interruption in service. The Lieutenant Administrative Sergeant is also responsible to oversee the department's compliance with each particular license.

Investigate Complaints Against Officers - the Lieutenant Administrative Sergeant is responsible for overseeing the investigations of Class I complaints made against the entry-level positions and sergeants of the department. If the complaint is against one of the entry-level positions, he will assign a sergeant to conduct the investigation. If the complaint is made against one of the sergeants, the Lieutenant Administrative Sergeant will forward it to the Chief of Police to conduct the entire investigation. In all investigations, the Lieutenant Administrative Sergeant will keep the Chief of Police informed of the progress and the concluding results.

The Lieutenant Administrative Sergeant will also chair the department's Conduct and Procedures Review Board whenever it convenes.

~~Petty Cash Fund Treasurer – the lieutenant is responsible for the maintenance of the department's operating petty cash fund and the disbursement of these funds. The lieutenant will keep accounting records of this fund and make reports to the department's accounting office on a regular basis for record keeping and reimbursement of the fund.~~

Department Scheduling Officer – the Administrative Sergeant gathers data for bi-annual performance evaluations, generates the evaluations, passing them to the field supervisors for comment and corrections. Using scores from the performance evaluations, contacts per hour, extra assignments and PEB scores, will rank officers numerically, and initiates the shift bid process. The Lieutenant Administrative Sergeant is required to develop and submit the yearly-proposed employee work schedule for the patrol and dispatch divisions to the Chief of Police for approval. Any schedule revisions are also developed and submitted for approval. Once approved, the Lieutenant Administrative Sergeant is responsible for posting the work schedules for review by each employee.

Department Grievance Counselor - the Lieutenant Administrative Sergeant is the supervisor who receives employee grievances. The Lieutenant Administrative Sergeant is also responsible to see that all grievances are resolved between the involved parties. The Chief of Police will be informed of all grievances and their disposition. The Lieutenant Administrative Sergeant is the department's official custodian of all records involving grievances and the records will be kept separate from the personnel records. The Lieutenant Administrative Sergeant shall submit an annual report of all grievances to the Chief of Police in January of each year.

Field Training Coordinator – manages the Field Training Program for the department.

Physical and Digital Evidence Custodian – responsible for all found property and physical evidence submitted into property. Ensures the return of found property to its rightful owner if possible. Determines which physical evidence is sent to which laboratory for processing and tracks the results and makes sure the results are made available to investigators and court personnel. Responsible for gathering, maintaining and preserving all patrol vehicle video recordings and digital photos, retrieving such videos or photos and providing them to the courts, prosecutors or other authorized parties in accordance to state and federal laws.

Exit Interviews - the Lieutenant Administrative Sergeant will conduct all exit interviews.

Extra Job Employment Applications - the Lieutenant Administrative Sergeant will conduct an investigation of the outside employer and will approve the extra employment whenever appropriate.

Property Inventory Officer - the Lieutenant Administrative Sergeant shall maintain control and records of all department property. This includes all uniforms, badges, credentials, insignia, keys, and other equipment belonging to the department. All records of property issued to officers will be kept up to date and a department inventory assessment will be performed annually.

Records of all damaged or lost property will be kept by the Lieutenant Administrative Sergeant and recommendations for the employee responsible for the loss or damage will be initiated by the lieutenant and forwarded to the Chief of Police for review.

Supplement Patrol Function – whenever possible, the Lieutenant Administrative Sergeant will supplement the manpower needed for the patrol function.

Patrol Sergeant of Police

The Sergeant of Police is a first line supervisor within the police department. This position encompasses a large array of duties and responsibilities which may relate to either the duties of a patrol officer or the duties of a supervisor. The Sergeant of Police reports directly to the Lieutenant Chief of Police.

The primary duty of a patrol sergeant is to assist and guide employees under their supervision in the performance of their police duties. The sergeant must always remember that his responsibility is not to "control" the employees or to do their job. A supervisor's responsibility is to train, motivate, guide, encourage and discipline the employee who performs in a marginal fashion.

Decisions or actions taken by the supervisor for the patrol officer should be carried out in a manner that will lead to a proper resolution of the situation as well as to instruct the officer in how to properly handle a similar situation should it occur in the future.

The Sergeant of Police is vital to the uniform and efficient operation of the department in its effort toward achieving the mission statement and goals as set out and established by the Chief of Police in the General Orders. The Sergeant of Police is normally assigned as a supervisor of a specific scheduled shift; but all sergeants are responsible for the supervision of the overall patrol operations regardless of which shift they are assigned. For this reason, it is imperative for a sergeant to be accessible to patrol personnel at any time of the day in the event an officer needs the advice of a supervisor in some activity which falls under their direct responsibility.

Specific Duties and Responsibilities

Supervisory Responsibilities - the sergeant will attempt to maintain accord in the patrol ranks by resolving disagreements, misunderstandings, or grievances that may arise between employees. It is the supervisor's responsibility to get involved and keep informed about any perceived problems that may occur. The sergeant should act upon correcting any problem as soon as it is discovered to prevent it from escalating into a situation that must be resolved through official departmental grievance procedures.

The supervisor must require adherence to the department's policies and procedures by all employees and should do so without exhibiting prejudices or favoritism toward any particular employee. It is the sergeant's duty to initiate disciplinary action for all infractions, minor or otherwise. Documentation of policy and procedure violations by personnel will be initiated by the supervisor and processed through the department's chain of command. After the disciplinary process has been completed, the documentation will be placed into the employee's personnel file.

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The sergeant will facilitate communications between the different divisions, the various administrative levels, and the line employees of the department. The process by which this can be accomplished most effectively is to disseminate the information in its original form without any type of paraphrasing. In all instances, the sergeant must maintain open communications with all divisions of the department and set aside any personal opinions, conflicts, and prejudices that may affect the overall performance of the department.

Administrative Duties - the following list of administrative duties may also be individually or collectively assigned to the sergeants:

- Daily and weekly records of work assignments, projected and completed

- Preparation and maintenance of the duty schedule

- Records of vehicle and equipment maintenance and assignments

- Monthly departmental reports on status of the area of their assigned responsibilities (if required)

The Sergeant of Police will supervise officers assigned to special positions such as Juvenile Officer, Crime Victim Liaison Officer, Evidence Officer and Property Officer, Records and Filing Officer, Crime Prevention Officer, Public Relations Officer, Crime Scene Investigator Unit.

Patrol Related Duties - in addition to functioning as a regularly assigned patrol officer, the supervisor from time to time will also be required to fulfill the following additional requirements:

Shift Supervisor

Crime Scene Control - after responding to a crime as the first or back-up unit, the supervisor will assume responsibility for the integrity of the crime scene and to maintain security of that scene until properly relieved by the Crime Scene Investigator.

Management of the Patrol Operations - supervisors will determine on a call-by-call basis whether or not the department's resources are being properly deployed as guided by the established laws and departmental policies.

Overall, each of the assigned tasks in and of themselves may not be of monumental importance to the function of the whole department; but, when they are combined, the duties and responsibilities of the sergeant position are absolutely necessary for an efficient and professional operation and must be undertaken by a person of above average conviction and aspirations to see that the interests of the department and community are fulfilled.

Detective

The Detective is responsible for the investigations conducted on all crimes, which are Class B misdemeanors, and above. The Detective reports directly to the ~~Lieutenant~~ **Chief** of Police.

Specific Duties and Responsibilities

Criminal Investigator - besides the basic duties of a law enforcement officer to enforce federal, state, and local laws, the detective is primarily responsible for the case investigations of reported criminal activity. Through those investigations, the detective will ensure that the life and property of citizens is protected, crimes are deterred, property is recovered and returned to the rightful owner, and the offenders who commit criminal acts are properly identified and apprehended. The detective must also complete all case report information in the process of the investigation of the file.

Crime Analyst - perform the role of crime analyst for the department and to aid the Crime Prevention Program for the two communities. Within this capacity, the detective will be in charge of collecting and disseminating all criminal intelligence.

Respond to Major Criminal Incidents - the detective will respond to all major crimes requiring direct supervision of the investigation.

Evidence / Property Control Officer - will supervise Evidence and Property Room and submitted items from patrol officers.

Evidence Processing - will oversee the collection of evidence at crime scenes and insure such evidence is sent to the appropriate crime lab for processing.

Narcotics - the detective will collect and store all seized narcotics evidence and transfer the same to an appropriate crime lab for processing and eventual destruction.

Surveillance - the detective will perform all covert surveillance that relates to reported or suspected criminal activity and the identification of criminal suspects.

Media Relations - the detective will assist in media releases involving criminal investigations conducted by this department. The Chief of Police must approve releases.

In addition to the duties outlined above, the detective will be required to handle the duties defined under Patrol Officer whenever there are no on-going investigations and/or the departmental needs require supplemental staffing in the patrol function.

Patrol Officer

The patrol function is the operational backbone of the department. Within this function, uniformed officers provide the manpower to this foremost part of our operations. It is within this area that our service-oriented department provides all the components of a comprehensive public safety program. Included in this program are:

Random Neighborhood Patrol

Law Enforcement

Answering Calls for Service

Public Relations

The Patrol Officer reports directly to a Sergeant of Police.

Essential Functions of the Patrol Officer

Patrol Tasks

- Ability to make physical and visual inspections of patrol vehicle and assigned operational equipment
- Ability to get in and out of the patrol vehicle without assistance
- Ability to operate the patrol vehicle within the guidelines of all traffic laws and in a safe manner
- Ability to understand and respond to the various locations of calls for service given by the dispatcher via police radio

Training Tasks

- Ability to use firearm in a proficient manner to qualify as required by the State
- Ability to read various sources for updated information on law enforcement profession and accurately assess contents for future application

Investigative Tasks

- Ability to verbally communicate with others regarding various types of incidents and record assorted facts for report
- Ability to legibly write information in the appropriate fields of the Informix data sheet
- Ability to type offense report narrative in computer in a standardized format utilizing standard English with proper grammar, punctuation, and sentence structure
- Ability to use computer to file charges via D.I.M.S.
- Ability to identify, recover, and document recovered evidence from a crime scene

Assisting Other Agencies

- Ability to lift individuals requiring assistance
- Ability to stand/walk and use arms to safely direct motorists and pedestrians at a fire or vehicular accident scene

Law Enforcement Tasks

- Ability to recognize traffic law violations based on knowledge of laws and observation skills
- Ability to observe the operation of other motor vehicles, condition of the vehicles' equipment and validity of all state stickers
- Ability to legibly write a traffic citation, filling out all necessary information fields
- Ability to read warrants in normal size lettering and accurately assess contents
- Ability to arrest violators by restricting the individual's liberty, sometimes by physical restraint or handcuffs
- Ability to legibly fill out required arrest forms
- Ability to enter required data in computer for filing charges and inquiries (D.I.M.S.) and maintaining current data base on individuals handled by department
- Ability to use photographic and fingerprint equipment for identification purposes

Documentation Tasks

- Ability to write legibly and complete all necessary information fields on daily activity reports, time sheets, and gas slips

Shift Relief

- Ability to verbally communicate thoughts/concepts to other officers
- Ability to read and comprehend contents of posted work schedules
- Ability to read call slips printed in normal size lettering and to accurately assess contents
- Ability to read department memorandums and messages from the municipal courts and accurately assess their contents

Specific Duties and Responsibilities

Random Patrol - officers will be assigned a certain geographic area to patrol each shift. Currently, our department divides our jurisdictional boundaries into an east and west configuration. Under normal conditions, each officer will be expected to patrol each street within his patrol area a minimum of two (2) times during his assigned shift. This expected level of service will ensure that the two communities receive an adequate level of random patrols that will make the citizens "feel" secure within their communities and homes.

The type and objectives of a random patrol are usually determined by the time of day, seasonal patterns, and recent criminal activity in the general area. An example of this is the required foot patrols of the area's apartment complexes that are performed by the dayshift officers. This strategy was developed because the majority of the residents leaving for work leave the interior of the complex vulnerable and this area cannot be seen by a motorized patrol. The same strategy holds true in our checks of homes that are temporarily vacated by the residents who go out of town for business or recreational purposes and request a vacation check of their home.

Answering Calls for Service – the various citizens of the communities rely on a timely response from our department whenever they need assistance. If a citizen calls our department for service, the nature of the call is important to the reportee. Sometimes we are called upon to handle a variety of calls that are really not related to the defined roles of a police department. When this occurs, it is usually because the citizen does not know whom to call. A courteous response to the reportee will help to establish a positive rapport with the reportee and the community whenever the reportee shares his experience with another individual.

During each shift, officers will be expected to remain available for calls for service. This means that a response might be necessary even though an officer might be called out at a restaurant to eat or taking a report call from another citizen. Each particular call must be weighed by the dispatcher and field personnel as to what priority should be given to the call for service.

Documentation - the patrol officer will be required to fill out a variety of paperwork. This will include those forms required each day (i.e., Activity Log, Time Sheets, etc.) and others which are filled out in response to an arrest, a call for service, or both.

Law Enforcement - each patrol officer will be required to enforce federal, state and local statutes.

Public Relations / Crime Prevention - in the enforcement of local statutes, an officer will be required to develop discretion. In this context, an officer must weigh the outcome of strict enforcement of all laws against the overall goals of the department as a whole. An example of this would be the decisions an officer must make during his tour of duty. Although it would be easy to issue numerous citations on one of the busy thoroughfares, the department's public relations and crime prevention efforts would suffer greatly because attention to the neighborhoods would be lacking and with it would be the decreasing sense of security normally felt by a citizen when they observe a patrol vehicle patrolling in front of their home.

Strategic Traffic Enforcement Initiative – each patrol officer will commit at least thirty minutes of his shift to the Strategic Traffic Enforcement Initiative. The time and location will be selected by the officer based on traffic complaints, accident data and information gleaned from the Speed Sentry. The results will also be placed on the officer's Daily Activity Report.

Dayshift Responsibilities - the dayshift officers will be required to make foot patrols of the various apartment complexes within their assigned areas. In addition, vacation home checks will also be performed by checking the outer perimeter of the homes for entry or attempted entry and to place objects normally associated with a vacant home (newspapers) in a position where it cannot be observed by a casual observer. Another responsibility of the dayshift officer is working the school zone whenever school is in session.

Evening Shift Responsibilities - the evening shift officer will also be expected to work the school zones whenever school is in session.

Nightshift Responsibilities - the nightshift officer will ensure that the local businesses have been secured by checking the perimeters of these locations. In addition, the nightshift officer will be expected to enforce the ordinances that prohibit overnight parking and impose curfews.

Special Duties - some officers will be required to perform special duties which include some clerical functions (i.e., report filing, etc.) and program participation (i.e., Crime Prevention, etc.).

All the goals of the department can be easily met by a balanced approach to the various tasks required of a patrol officer. Traffic enforcement is a necessary part of a patrol officer's overall responsibility. It can be performed while he is patrolling the different neighborhoods and presenting a positive image for the department.

Administrative Assistant

This position reports directly to the Chief of Police and has a variety of general and specialized administrative responsibilities for the department. The individual that occupies this position is responsible for coordinating the records management system by assisting callers and visitors of the department by processing and responding to all public information requests in accordance with the Texas Public Information Act and the Texas Local Government Records Act.

Specific Duties and Responsibilities

The administrative assistant performs clerical duties for the department by typing correspondence and reports, copying, maintaining manual and computer files, and receiving and distributing department mail. The administrative assistant also initiates the bi-weekly payroll and prepares payments to the various vendors of the department.

The administrative assistant provides customer service to the public by answering incoming calls, greeting visitors and employees, directing visitors to the appropriate office, and responding to public inquiries, concerns, and complaints pertaining to the department. This position will also oversee the daily operations of the Records Division and will respond to all requests for public information for the department in accordance with state and federal laws.

The administrative assistant operates nationwide, state, and county computer systems, including TLETS and NLETS, by maintaining information in database as part of requirements of processing calls, arrests, reports, information searches and various other forms of information. This position will also assist the System Administrator with the OSSI Public Safety software operating system and serve as the department's liaison to the multi-agency consortium. They will also prepare the Uniform Crime Report for the state.

Minimum Education and Licensing

At a minimum, the Administrative Assistant must have a high school education or its equivalent. They must also be TLETS certified and certified by DPS as a TCIC/NCIC Full Access Operator.

DEFINITION OF SECONDARY POSITIONS

Code Enforcement Officer

The Code Enforcement Officer is a patrol officer who monitors both cities for ordinance compliance. The Code Enforcement Officer will utilize different strategies to bring citizens in compliance with each city's Code of Ordinances. These include but are not limited to verbal consultations with violators, red tag door hangers specifying the violation, warning and regular citations. Formal letters will be sent to absentee violators. In the event compliance or abatement is not achieved through these measures, the Code Enforcement Officer will work with the city building official to initiate civil proceedings to bring the property into compliance.

The Code Enforcement Officer will also prepare an Ordinance Enforcement Report which will be presented to the Lakeview Police Commission at their regular monthly meeting and then forwarded to both cities for their review. The Code

Enforcement Officer will also attend annual meetings with the leaders of the various home owner associations to address their concerns of any outstanding violations or neighborhood problems.

Crime Prevention Officer

The Crime Prevention Officer is a patrol officer who has received specialized training and state certification in crime prevention. This officer will be responsible for the department's crime prevention efforts that include:

- Neighborhood Watch Programs
- Home Security Surveys
- Department Sponsored Crime Prevention Events (i.e., National Night Out)

Field Training Supervisor

The Field Training Supervisor (FTS) plays an extremely important role in the Field Training and Evaluation Program. This is a collateral duty of a regular patrol sergeant. The sergeant who has been assigned this duty is also responsible for his other duties as well. It is for this reason that careful attention is paid to the selection of the FTS and that probationary sergeants are not routinely assigned to the Field Training and Evaluation Program.

Specific Duties and Responsibilities

Supervise FTO's - the FTS is responsible for the FTO's working in patrol shifts. He must ensure that the FTO's are acting within the scope of their responsibility and that they function as a unit.

Liaison - the FTS must also act as a liaison between his team and the non-FTS sergeant. By doing so, conflicts can be held to a minimum and the positive image of the program can be maintained.

Evaluation Sessions - the FTS is responsible for bringing valuable input to the evaluation sessions. While the ~~Lieutenant of Police~~ **Administrative Sergeant** moderates these sessions, the FTS must be able to take over in the ~~Lieutenant's~~ **Administrative Sergeant's** absence as well as assist the ~~Lieutenant~~ **Administrative Sergeant** in making the evaluation sessions a learning experience.

Assignment of FTO/Trainee - the FTS will assist the ~~Lieutenant~~ **Administrative Sergeant** in making the FTO/trainee assignments and will adjust those assignments as necessary. The FTS must ensure that the trainee is receiving well-rounded exposure to the various parts of the cities and to all the shifts.

Documentation - the FTS is responsible for reviewing and approving all daily observation reports, monthly evaluations, worksheets, and any other instrument pertinent to the trainee's performance.

Training - the FTS will provide training on a regular basis to each of the FTO's. This may be formal training or one-on-one counseling sessions. Within this realm, the FTS oversees and evaluates the quality and consistency of training provided by the FTO's. There should be no hesitancy on his part to criticize, praise, or provide guidance to the FTO's. The FTS is also a counselor. He must counsel the FTO's as well as the trainees. The image he presents contributes to the training process. He is not a passive member of the program.

Supervising - the FTS will provide first line supervision to the FTO's and trainees. He will act as liaison with the ~~Lieutenant~~ **Administrative Sergeant**. This means he must make an extra effort to maintain constant contact with the ~~Lieutenant~~ **Administrative Sergeant** and advise him of ongoing problems and situations within the program. The FTS may provide staff assistance to the ~~Lieutenant~~ **Administrative Sergeant** by keeping - records, charting, or providing training.

The FTS is responsible for inspecting trainees and FTO's to assure their appearance, conduct and adherence to procedures is acceptable, and the FTS should make routine contact with each trainee in the field on a regular basis. This is very important as it assures the trainee that he is part of a larger team and that their progress is being monitored continually.

The FTS will monitor a trainee's performance in various ways. When possible, this will include:

- Periodic Report Review
- Listening to Radio Traffic

Ride Along
Field Visits
Review of Daily Observation Reports
Weekly Conferences with Trainees

The FTS must disseminate FTO information and directives in a timely manner. He is also responsible for seeing that his FTO's attend the evaluation sessions. He is also responsible for contacting the lieutenant for approval of overtime and compensatory requests made by FTO's and trainees.

The FTS is responsible for developing opinions regarding the trainees' performance and forwarding his recommendations concerning the need for termination, extension in the program, or release to a solo assignment. The FTS is an integral part of the program. He is important in that his observation and direction will help maintain program goals. The FTS has a key role in making the program a success. He should take every opportunity to lead, to innovate, and to constantly strive to improve the training effort of this department.

Field Training Officer

The Field Training Officer (FTO) has many roles that he must assume during this program. The two most important roles are District Patrol Officer and Field Training Officer. An FTO must maintain his performance level as a police officer and is not relieved of this responsibility during training. Sometimes these duties are modified but the FTO must be able to quickly assume the role of a district officer as needed.

As the FTO is functioning as a district officer, he must still train the new officer. This can be a trying endeavor and very stressful at times. As a training officer, the FTO has a variety of duties to perform.

Specific Duties and Responsibilities

Supervising - the FTO often acts as a supervisor. The trainee will make mistakes and these mistakes are to be addressed and corrected during the training process. These are times when the trainee will do something that is viewed as minor in nature, but due to their new position and the need for behavior modification, the FTO must take action and counsel the trainee. This may or may not be followed up by the FTS or Lieutenant Administrative Sergeant, depending on the severity of the incident. The corrective action taken should always result in a learning experience for the trainee.

Instructor - one obvious function of the FTO is that of a teacher or instructor. The teaching role may, and in most cases does, occur in the field under actual conditions. There may be other times when teaching occurs over a cup of coffee, or while casually chatting. Teaching may also occur in a formal classroom environment using lesson plans and audio-visual aids. The fact is that the FTO spends the majority of his time instructing the new trainee throughout the work shift.

Evaluating - the FTO is not just a trainer. He must develop and use skills to evaluate whether or not a trainee is learning or whether remedial training is necessary. Evaluation skills are of prime importance to this program. If the FTO cannot evaluate, he cannot effectively measure the progress of the trainee. Evaluation is accomplished by the use of daily observation reports, monthly evaluations, worksheets, remedial training, evaluation sessions, and verbal feedback.

Counseling - the FTO will be placed into a situation every so often where he must become a problem solver for the trainee. This may include handling personal problems as well. Normally, the best way to handle this is through counseling sessions. The FTO should develop the skill that allows him to help the trainee solve his own problems. Allowing the trainee to "talk it out" and gently guiding them through their crisis can solve many of the trainee's problems. Empathy is imperative to a FTO.

Inspecting - the FTO is responsible for the inspection of the trainee's uniform and equipment as well as approval of all paper work. Discrepancies will be brought to the trainee's attention first so that he can correct them.

Disseminating Information - the FTO must make sure his trainee is receiving all necessary information. He is also responsible for making sure their trainee records this information and has it available upon request.

Being a Good Role Model - the FTO must be a positive role model for his trainee. This is done by maintaining a professional demeanor and appearance, adhering to the rules and regulations, and having a positive attitude toward the department, program, job, and trainee.

Recommending - the FTO is responsible for the initial recommendation for extension, termination, or release to solo assignment. The decision to terminate will be made at a higher level but it is up to the FTO to bring the matter into focus. If a FTO believes a trainee should be terminated but does not document the corrective action and subsequent training, the trainee cannot be terminated. Neither the FTS nor the ~~Lieutenant of Police~~ **Administrative Sergeant** will make the FTO's decisions for him. This is a responsibility the FTO is made aware of upon entering the program and it will remain theirs to carry out.

Juvenile Officer

The Juvenile Officer of the department is an important asset to the department and community. This position must be filled by an individual who has a positive attitude toward children and young adults. Oftentimes, the Juvenile Officer will be required to mediate between the parents and children of the two communities. Since the intricate laws governing our official intervention with juveniles are so complex, the department must assign juvenile related duties to a specific individual who becomes the department's expert in juvenile offender issues. In addition to the duties of a regular patrol officer, the Juvenile Officer will also be responsible for the following:

Specific Duties and Responsibilities

Criminal Investigations - the juvenile officer will conduct follow-up investigations in all juvenile related offenses. In major crimes involving juveniles, the juvenile officer will confer with the Detective.

Filing of Charges - after investigating the crimes involving juveniles, the juvenile officer will file the necessary charges with the District Attorney's Intake Section.

Record Keeping - the juvenile officer will be responsible for keeping the files on all juvenile investigations. These files will remain separate from the files dealing with adult offenders. The juvenile officer will also be responsible for any correspondence with other agencies that deal with juvenile offenders.

Instructing Other Officers - the juvenile officer will also be expected to guide other officers whenever they have to intervene in a juvenile related problem.

Media Relations Officer

The Media Relations Officer will assist news personnel in covering routine news stories and at the actual scenes of major incidents. He/she will be on an on-call basis to assist news media representatives. He/she will prepare the department's news releases and have them distributed to the proper outlets. The Media Relations Officer will be the department's liaison for departmental personnel in the event other department personnel take an active role and participate in a news conference. The Media Relations Officers will coordinate and authorize the release of information about victims, witnesses and suspects or individuals of interest.



Tom Savage
Chief of Police

City of El Lago

Animal Control Improvement Workshop

April 21, 2021

Recommendations and Discussion Points

General Animal Control Improvements

- Designate an Animal Control Director and/or Officer to administer and enforce animal control ordinances
- Allocate funding specifically for animal control in annual budget
- Possibly contract/partner with other entities to provide animal control services
- Database of incidents and complaints maintained to track and report on aggressive dogs and dangerous dog attacks in the city
- Animals deemed to be dangerous shall have their information posted on the city website
- Increase fine structure for animals at large that cause injury to other pets or humans

Dog Attack Response Procedures

- Any person having knowledge of an animal bite to a human must report the incident to animal control as soon as possible. Animal control shall obtain custody of the animal investigate each bite incident.
- When an animal that has bitten a human has been identified, the custodian must place that animal in quarantine as required by the Rabies Control Act or submit its brain for testing. The costs of quarantine are borne by the custodian.
- The following information will be collected:
 - Identity of the person bitten by the animal
 - Contact information for the victim
 - Name, address, phone number
 - Date and time of the bite
 - Clear description of the animal
 - Address where the bite occurred
 - Custodian's contact information if available
 - Name, address, phone number

Dangerous Dog Determination

- An animal control officer or any adult person may request, under oath, that a dog be classified as a dangerous dog, by submitting a written complaint to the city's animal control officer
- Upon receipt of such complaint, the animal control officer shall notify the custodian of the dog that a complaint has been filed and that an investigation into the allegations will be conducted

- Defenses to dangerous dog complaint:
 - The threat, injury, or damage done by the dog was sustained by a person who at the time was committing a willful trespass or other crime upon the premises occupied by the custodian of the dog
 - The person who was injured was teasing, tormenting, abusing or assaulting the dog, or has in the past been reported for teasing, tormenting, abusing or assaulting the dog
 - Evidence demonstrates that the person attacked was committing or attempting to commit a crime
 - The dog was protecting or defending a person from an unjustified threat, attack or assault
 - The dog was injured and was responding to pain when it attacked
 - The dog was defending its litter

- At the conclusion of its investigation:
 - If it is determined that the dog is not dangerous and, if the dog has been impounded during the investigation, the city will waive any impoundment fees incurred and release the dog to its custodian
 - If it is determined that the dog is dangerous the custodian must comply with the requirements for keeping dangerous dogs and if the dog has been impounded during the investigation, the dog will be released to its custodian after the custodian has paid all fees incurred for the impoundment. If all impoundment fees have not been paid within a set time after a final determination that a dog is dangerous, the dog becomes sole property of the city and the animal control officer may cause the dog to be humanely destroyed.

Dangerous Dog Custodian Requirements and Restrictions

- Register the dangerous dog with the city and pay a dangerous dog registration fee of \$250 and renew annually for \$50
- Affix a red, city-issued “dangerous dog” tag to the dog’s collar that must be worn by the dog at all times and renewed annually.
- Confine the dog in a secure enclosure to be inspected by the animal control officer twice per year
- Restrain the dangerous dog at all times on a leash, no longer than 6 feet in length, with tensile strength of 1000 pounds, in the immediate control of a person at any time the dog is not in a secure enclosure
- Post a legible sign at the entrance to the enclosure in which the dangerous dog is confined stating "BEWARE DANGEROUS DOG"
- When taken outside the enclosure, securely muzzle the dangerous dog in a manner that will not cause injury to the dog nor interfere with its vision or respiration. The muzzle must prevent the dangerous dog from biting any person or animal
- Obtain liability insurance coverage in an amount of at least \$100,000.00 to cover damages resulting from an attack by the dangerous dog causing bodily injury to a person and provide proof of the required liability insurance coverage to animal control
- Notify neighbors within 200 ft of dangerous dog
- Inject dangerous dog with a microchip implant and register with a national registry for dogs
- Spay or neuter the dangerous dog
- Notify animal control if dangerous dog is loose, stolen or attacked another animal,

- Notify animal control in writing of ownership transfer and if within city limits, the new custodian must provide proof of compliance before transfer
- When transporting the animal in a vehicle, the vehicle must be enclosed securely and safely at all times. Vehicle must be fitted with a clearly visible "dangerous animal" tag for law enforcement when traveling within city limits of El Lago.
- Dangerous dogs are not allowed within specified distance from schools