



OFFICIAL ELECTRONIC PACKET

CITY OF STARKVILLE, MISSISSIPPI

February 3, 2014



**THERE WILL BE A SPECIAL CALLED MEETING ON
MONDAY, FEBRUARY 3, 2014
AT 5.00 PM IN THE SPORTPLEX CONFERENCE ROOM
405 LYNN LANE**

OFFICIAL AGENDA

**THE MAYOR AND BOARD OF ALDERMEN
OF THE
CITY OF STARKVILLE, MISSISSIPPI**

**PROPOSED CONSENT AGENDA ITEMS ARE HIGHLIGHTED AND PROVIDED AS
APPENDIX A ATTACHED**

- I. CALL THE MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE**
- III. APPROVAL OF THE OFFICIAL AGENDA**
 - A. APPROVAL OF THE CONSENT AGENDA.
- IV. INTERVIEWS OF THE FINAL CANDIDATES FOR CITY CLERK**
 - A. JEANETTE MITCHELL-BAILEY
 - B. LESA HARDIN
- V. ANNOUNCEMENTS AND COMMENTS**
 - A. MAYOR'S COMMENTS:
 - B. BOARD OF ALDERMEN COMMENTS:
- VI. CITIZEN COMMENTS**

VII. PUBLIC APPEARANCES

VIII. PUBLIC HEARING

IX. MAYOR'S BUSINESS

X. BOARD BUSINESS

- A. CONSIDERATION OF THE RESOLUTION EXPRESSING THE DESIRE OF THE CITY OF STARKVILLE, MS TO RENEW THE 2% ECONOMIC DEVELOPMENT TAX FOR TEN (10) YEARS.
- B. CONSIDERATION OF ADVERTISING FOR LETTERS OF INTEREST FOR THE VACANT SEAT ON THE STARKVILLE SEPARATE SCHOOL DISTRICT BOARD.
- C. CONSIDERATION OF CONTRACTING WITH CLAYTON MCHANN TO PERFORM CONSTRUCTION INSPECTION DUTIES IN CONNECTION WITH THE CARVER DRIVE DRAINAGE IMPROVEMENT PROJECT AT A RATE OF \$26.00 PER HOUR.
- D. CONSIDERATION OF APPROVAL FOR UP TO FOUR (4) MEMBERS OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MS TO ATTEND THE NATIONAL LEAGUE OF CITIES LEGISLATIVE CONFERENCE IN WASHINGTON DC MARCH 8-12 WITH ADVANCE TRAVEL APPROVED.
- E. CONSIDERATION OF HIRING STEPHANIE HALBERT TO FILL THE POSITION OF ASSISTANT PERSONNEL OFFICER/PAYROLL CLERK AT THE RATE OF \$48,000.00 PER YEAR EFFECTIVE IMMEDIATELY.
- F. CONSIDERATION OF A RESOLUTION AUTHORIZING THE GOLDEN TRIANGLE PLANNING AND DEVELOPMENT DISTRICT TO PREPARE AND SUBMIT A LAND AND WATER CONSERVATION FUND APPLICATION FOR THE CITY OF STARKVILLE, MISSISSIPPI.
- G. CONSIDERATION OF A RESOLUTION AUTHORIZING THE GOLDEN TRIANGLE PLANNING AND DEVELOPMENT DISTRICT TO PREPARE AND SUBMIT A RECREATIONAL TRAILS PROGRAM APPLICATION FOR THE CITY OF STARKVILLE, MISSISSIPPI.

H. CONSIDERATION OF APPOINTING CHIEF ADMINISTRATIVE OFFICER TAYLOR V. ADAMS TO THE VACANT SEAT ON THE GOLDEN TRIANGLE REGIONAL SOLID WASTE AUTHORITY BOARD.

XI. DEPARTMENT BUSINESS

A. AIRPORT

THERE ARE NO ITEMS FOR THIS AGENDA

B. COMMUNITY DEVELOPMENT DEPARTMENT

1. CODE ENFORCEMENT

THERE ARE NO ITEMS FOR THIS AGENDA

2. PLANNING

THERE ARE NO ITEMS FOR THIS AGENDA

C. COURTS

THERE ARE NO ITEMS FOR THIS AGENDA

D. ELECTRIC DEPARTMENT

1. REQUEST APPROVAL TO EXECUTE THE ADVANCING ENERGY EFFICIENCY PROJECT AGREEMENT AMONG TVA/MSU/ AND THE CITY OF STARKVILLE.

E. ENGINEERING

THERE ARE NO ITEMS FOR THIS AGENDA

F. FINANCE AND ADMINISTRATION

G. FIRE DEPARTMENT

H. INFORMATION TECHNOLOGY

I. PERSONNEL

1. REQUEST APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION OF BUILDING INSPECTOR IN COMMUNITY DEVELOPMENT.

J. POLICE DEPARTMENT

1. REQUEST AUTHORIZATION TO ALLOW THE STARKVILLE POLICE DEPARTMENT TO APPLY FOR A 100% REIMBURSABLE GRANT WITH THE OFFICE OF HIGHWAY SAFETY IN THE AREA OF TWO (2) FULL TIME OFFICER SALARIES FOR DUI ENFORCEMENT, OVERTIME AND FUNDING FOR A LUNCHEON IN RELATION TO THE NATIONAL BLITZ PERIODS, TRAVEL AND EQUIPMENT. THIS FUNDING IS 100% REFUNDABLE IN THE AMOUNT OF \$162,413.00.

2. REQUEST AUTHORIZATION TO ALLOW THE STARKVILLE POLICE DEPARTMENT TO APPLY FOR A 100% REIMBURSABLE GRANT WITH THE OFFICE OF HIGHWAY SAFETY IN THE AREA OF OVERTIME AND FUNDING FOR A LUNCHEON IN RELATION TO THE NATIONAL BLITZ PERIODS, TRAVEL AND EQUIPMENT. THIS FUNDING IS 100% REFUNDABLE IN THE AMOUNT OF \$27,456.00.

3. REQUEST AUTHORIZATION TO ALLOW THE STARKVILLE POLICE DEPARTMENT TO ENTER INTO AN AGREEMENT WITH THE JUSTICE ASSISTANCE GRANT IN THE AREA OF OVERTIME FUNDING IN THE FIELD OF ENFORCING UNDERAGE DRINKING LAWS. THIS GRANT IS 100% REIMBURSABLE.

K. PUBLIC SERVICES

1. REQUEST RATIFICATION OF REVISIONS TO EXHIBIT D OF THE CONTRACT FOR ENGINEERING SERVICES WITH CLEARWATER CONSULTANTS FOR THE SOUTHWEST STARKVILLE SEWER EXPANSION PROJECT AS REQUIRED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR CDBG GRANT RECIPIENTS.

2. REQUEST APPROVAL TO PURCHASE FIRE HYDRANTS FROM CONSOLIDATED PIPE, THE SOLE RESPONSIVE SOURCE OF SUPPLY BIDDER IN THE AMOUNT OF \$14,700.00.

L. SANITATION DEPARTMENT

1. REQUEST APPROVAL OF AUTHORIZING THE PURCHASE OF FOUR (4) NEW 2014 GARBAGE TRUCKS FROM SANSON EQUIPMENT THE LOWEST AND BEST BIDDER AT A COST OF \$804,760.00.

2. REQUEST APPROVAL TO ACCEPT THE LOW QUOTE FOR LEASE PURCHASE FINANCING OF FOUR (4) GARBAGE TRUCKS FROM BANCORPSOUTH AT A RATE OF 2.4595%.

XII. CLOSED DETERMINATION SESSION

XIII. OPEN SESSION

XIV. EXECUTIVE SESSION

A. PERSONNEL

B. POTENTIAL LITIGATION

XV. OPEN SESSION

XVI. ADJOURN UNTIL FEBRUARY 4, 2014 @ 5:30 IN THE COURT ROOM AT CITY HALL LOCATED AT 101 EAST LAMPKIN STREET.

The City of Starkville is accessible to persons with disabilities. Please call the ADA Coordinator, Joyner Williams, at (662) 323-2525, ext. 121 at least forty-eight (48) hours in advance for any services requested.

MAYOR

CITY CLERK

APPENDIX A

CONSENT AGENDA

IV. APPROVAL OF BOARD OF ALDERMEN MINUTES

IX. MAYOR'S BUSINESS

X. BOARD BUSINESS

- A. CONSIDERATION OF THE RESOLUTION EXPRESSING THE DESIRE OF THE CITY OF STARKVILLE, MS TO RENEW THE 2% ECONOMIC DEVELOPMENT TAX FOR TEN (10) YEARS.
- B. CONSIDERATION OF ADVERTISING FOR LETTERS OF INTEREST FOR THE VACANT SEAT ON THE STARKVILLE SEPARATE SCHOOL DISTRICT BOARD.
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H. CONSIDERATION OF APPOINTING CHIEF ADMINISTRATIVE OFFICER TAYLOR V. ADAMS TO THE VACANT SEAT ON THE OKTIBBEHA COUNTY SOLID WASTE AUTHORITY BOARD.

I. DEPARTMENT BUSINESS

A. AIRPORT

1. *THERE ARE NO ITEMS FOR THIS AGENDA*

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3. PLANNING

THERE ARE NO ITEMS FOR THIS AGENDA

D. ELECTRIC

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**RECORD OF SERVICE
OF A SPECIAL CALLED MEETING
ON FEBRUARY 3, 2014 AT 2:00 P.M.**

OFFICIAL	DATE	TIME	OFFICER
MAYOR WISEMAN			
ALDERMAN CARVER			
ALDERMAN WYNN			
ALDERMAN LITTLE			
ALDERMAN WALKER			
ALDERMAN MAYNARD			
ALDERMAN PERKINS			
ALDERMAN VAUGHN			
ATTORNEY LATIMER			



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 1-21-2014
PAGE: 1

SUBJECT: Request approval of the resolution expressing the desire of the City of Starkville, MS to renew the 2% Economic Development tax for ten (10) years.

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:** Board Business

**DIRECTOR'S
AUTHORIZATION:**

FOR MORE INFORMATION CONTACT: Taylor Adams

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL OF THE RESOLUTION EXPRESSING THE DESIRE OF THE CITY OF STARKVILLE, MS TO RENEW THE 2% ECONOMIC DEVELOPMENT TAX FOR TEN (10) YEARS.

RESOLUTION TO EXTEND THE ECONOMIC DEVELOPMENT, TOURISM AND CONVENTION TAX IMPOSED BY THE CITY OF STARKVILLE, MISSISSIPPI ON THE GROSS REVENUE OF RESTAURANTS DERIVED FROM THE SALE OF PREPARED FOOD, ALCOHOLIC AND NONALCOHOLIC BEVERAGES

WHEREAS, the Mayor and Board of Aldermen of Starkville, Mississippi (the “Board”), acting for and on behalf of the City of Starkville, Mississippi (the “City” or “Starkville”), does hereby find, determine and adjudicate as follows:

1. By Chapter 950, Local and Private Laws of 1994, the Mississippi Legislature provided authority for Starkville to impose a two percent (2%) economic development, tourism, and convention tax on the gross revenue of restaurants within the City limits derived from the sale of prepared food and alcoholic and nonalcoholic beverages. The two percent (2%) tax was voted on, and approved, in a referendum of the qualified electors of the City

2. During the Regular Legislative Session of 2004, House Bill 1833 was enacted, which amended the entities receiving distribution of the proceeds of the two percent (2%) tax, amended the percentage of distribution of those proceeds, and extended the two percent (2%) tax through June 30, 2015.

3. A portion of the proceeds from the two percent (2%) tax are obligated to service debt on the City’s Sportsplex through 2026.

4. Since its enactment, the two percent (2%) tax has been instrumental in promoting economic development and tourism in Starkville.

5. Because the two percent (2%) tax has greatly benefitted the City, Starkville wishes to extend it for an additional ten (10) year term, through June 30, 2025, at the same distribution level, and to the same entities, as established in House Bill 1833.

6. Because Starkville simply seeks to extend the current legislation for an additional ten (10) year term, and does not seek to: (1) adjust the amount of the tax, (2) adjust the entities receiving the proceeds from the tax, or (3) adjust the percentage of distribution of the proceeds that each entity receives, Starkville requests to be relieved of having to hold a referendum on the issue.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board seeks the extension of the two percent (2%) economic development, tourism, and convention tax for an additional ten (10) year term, through and including June 30, 2025, with all other terms and conditions remaining the same.

After discussion, Alderman _____ moved that the foregoing Resolution be adopted, and said Motion was seconded by Alderman _____. The Mayor then put the question to a vote, and the result was as follows:

Alderman Ben Carver	Voted: _____
Alderman Lisa Wynn	Voted: _____
Alderman David Little	Voted: _____
Alderman Jason Walker	Voted: _____
Alderman Scott Maynard	Voted: _____
Alderman Roy A. Perkins	Voted: _____
Alderman Henry N. Vaughn	Voted: _____

Whereupon, the Resolution having received the affirmative vote of the majority of the Board of Aldermen present, the Mayor declared that the Motion had carried and that the foregoing Resolution was passed and adopted in a meeting of the Mayor and Board of Aldermen of the City of Starkville, Mississippi on the ____ day of _____, 2014.

Parker Wiseman, Mayor
Starkville, Mississippi

ATTEST

Taylor Adams, Acting City Clerk
Starkville, Mississippi



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 1-21-2014
PAGE: 1

SUBJECT: Request approval to advertise for letters of interest for the vacant seat on the Starkville Separate School District Board.

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:** Board Business

**DIRECTOR'S
AUTHORIZATION:**

FOR MORE INFORMATION CONTACT: Taylor Adams

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL TO ADVERTISE FOR LETTERS OF INTEREST FOR THE VACANT SEAT ON THE STARKVILLE SEPARATE SCHOOL DISTRICT BOARD.



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 1-21-2014
PAGE: 1

SUBJECT: Request approval for up to four (4) members of the Mayor and Board of Aldermen to attend the National League of Cities Legislative Conference in Washington DC March 8-12, 2014 with advance travel approved.

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:** Board Business

**DIRECTOR'S
AUTHORIZATION:**

FOR MORE INFORMATION CONTACT: Taylor Adams

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL FOR UP TO FOUR (4) MEMBERS OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MS TO ATTEND THE NATIONAL LEAGUE OF CITIES LEGISLATIVE CONFERENCE IN WASHINGTON DC MARCH 8-12 WITH ADVANCE TRAVEL APPROVED.



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 1-21-2014
PAGE: 1

SUBJECT: Request approval to hire Stephanie Halbert to fill the position of Assistant Personnel Officer/Payroll Clerk at the rate of \$48,000 effective immediately.

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:** Board Business

**DIRECTOR'S
AUTHORIZATION:**

FOR MORE INFORMATION CONTACT: Taylor Adams

AUTHORIZATION HISTORY: Chief Administrative Officer Taylor Adams, Personnel Officer Randy Boyd, and Deputy Clerk Lesa Hardin interviewed four candidates for this position. Stephanie Halbert is the applicant that all three recommend for hire.

SUGGESTED MOTION: MOVE APPROVAL TO HIRE STEPHANIE HALBERT TO FILL THE POSITION OF ASSISTANT PERSONNEL OFFICER/PAYROLL CLERK AT THE RATE OF \$48,000.00 PER YEAR EFFECTIVE IMMEDIATELY.



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 1-21-2014
PAGE: 1

SUBJECT: Request authorization for the Golden Triangle Planning and Development District to prepare and submit a Land and Water Conservation Fund Application for the City of Starkville, Mississippi.

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:** Board Business

**DIRECTOR'S
AUTHORIZATION:**

FOR MORE INFORMATION CONTACT: Taylor Adams

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL TO AUTHORIZE THE GOLDEN TRIANGLE PLANNING AND DEVELOPMENT DISTRICT TO PREPARE AND SUBMIT A LAND AND WATER CONSERVATION FUND APPLICATION FOR THE CITY OF STARKVILLE, MISSISSIPPI.

RESOLUTION

Authorizing the Golden Triangle Planning and Development District to Prepare and Submit a Land and Water Conservation Fund Application for the City of Starkville, Mississippi

WHEREAS, the City of Starkville, Mississippi has certain pressing Economic and Community Development needs, and

WHEREAS, the Mississippi Department of Wildlife, Fisheries, and Parks has available funds under the 2014 Funding Cycle for eligible Land and Water Conservation Fund activities, and

WHEREAS, Starkville, Mississippi is eligible to apply for said assistance, and

WHEREAS, the Golden Triangle Planning and Development District (GTPDD) has sufficient, experienced professional staff to prepare necessary application documents, and

THEREFORE, BE IT RESOLVED, by the City of Starkville:

- (1) That the Golden Triangle Planning and Development District is hereby authorized to prepare a 2014 Funding Cycle Land and Water Conservation Fund Application on behalf of the City of Starkville, Mississippi;
- (2) That matching funds are committed in the amount of fifty percent (50%) of the project total (cash and in-kind);
- (3) That Parker Wiseman in his official capacity as the Mayor of the City of Starkville is hereby authorized to sign all necessary documents, including Grant Agreements, upon approval of said application by the Mississippi Department of Wildlife, Fisheries, and Parks.

SO ORDERED THIS the 3rd day of February 2014, by the Mayor and Board of Aldermen of the City of Starkville, Mississippi in a special called meeting.

Parker Wiseman, Mayor

Taylor V. Adams, City Clerk

(SEAL)



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 1-21-2014
PAGE: 1

SUBJECT: Request authorization for the Golden Triangle Planning and Development District to prepare and submit a Recreational Trails Program Application for the City of Starkville, Mississippi.

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:** Board Business

**DIRECTOR'S
AUTHORIZATION:**

FOR MORE INFORMATION CONTACT: Taylor Adams

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL TO AUTHORIZE THE GOLDEN TRIANGLE PLANNING AND DEVELOPMENT DISTRICT TO PREPARE AND SUBMIT A RECREATIONAL TRAILS PROGRAM APPLICATION FOR THE CITY OF STARKVILLE, MISSISSIPPI.

RESOLUTION

Authorizing the Golden Triangle Planning and Development District to Prepare and Submit a Recreational Trails Program Application for the City of Starkville, Mississippi

WHEREAS, the City of Starkville, Mississippi has certain pressing Economic and Community Development needs, and

WHEREAS, the Mississippi Department of Wildlife, Fisheries, and Parks has available funds under the 2014 Funding Cycle for eligible Recreational Trails activities, and

WHEREAS, Starkville, Mississippi is eligible to apply for said assistance, and

WHEREAS, the Golden Triangle Planning and Development District (GTPDD) has sufficient, experienced professional staff to prepare necessary application documents, and

THEREFORE, BE IT RESOLVED, by the City of Starkville:

- (1) That the Golden Triangle Planning and Development District is hereby authorized to prepare a 2014 Funding Cycle Recreational Trails Application on behalf of the City of Starkville, Mississippi;
- (2) That matching funds are committed in the amount of twenty percent (20%) of the project total (cash and in-kind);
- (3) That Parker Wiseman in his official capacity as the Mayor of the City of Starkville is hereby authorized to sign all necessary documents, including Grant Agreements, upon approval of said application by the Mississippi Department of Wildlife, Fisheries, and Parks.

SO ORDERED THIS the 3rd day of February 2014, by the Mayor and Board of Aldermen of the City of Starkville, Mississippi in a special called meeting.

Parker Wiseman, Mayor

Taylor V. Adams, City Clerk

(SEAL)



AGENDA ITEM NO:
AGENDA DATE:

RECOMMENDATION FOR BOARD ACTION: Request execution by the City of Starkville an advanced Energy Efficiency Project Agreement among TVA, City of Starkville and Mississippi State University.

SUBJECT: _____

AMOUNT & SOURCE OF FUNDING: .

FISCAL NOTE:

REQUESTING
DEPARTMENT: Electric

DIRECTOR'S Terry N. Kemp, General Manager
AUTHORIZATION:

FOR MORE INFORMATION CONTACT: Terry N. Kemp 323-3133

PRIOR BOARD ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING:

DEADLINE:

AUTHORIZATION HISTORY:

<u>AMOUNT</u>	<u>DATE – DESCRIPTION</u>
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STAFF RECOMMENDATION: recommend approval

SUGGESTED MOTION:“Move approval to execute Advancing Energy Efficiency Project Agreement among TVA/MSU/ City of Starkville.



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 02-03-2014
PAGE: 1

SUBJECT: Request approval to fill the vacant position of building inspector in Community Development

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:** Personnel

**DIRECTOR'S
AUTHORIZATION:** Taylor Adams

FOR MORE INFORMATION CONTACT: Taylor Adams

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL TO FILL THE VACANT POSITION OF BUILDING INSPECTOR IN COMMUNITY DEVELOPMENT.

CITY OF STARKVILLE JOB DESCRIPTION

Title: Building Inspector
Reports to: Building Official
Date Prepared: January 29, 2013

Department: Community Development
Classification: Non Exempt—Grade 12
Approved by Board: _____

GENERAL POSITION SUMMARY:

Under general supervision, performs technical and skilled inspection work in the Development Services division of the Community Development Department. Work involves enforcement of compliance with established codes, regulations and ordinances governing building (new construction and improvements). Work also involves reviewing plans for completeness and conformance to codes, regulations and ordinances for both residential and commercial construction.

ESSENTIAL JOB FUNCTIONS:

1. Inspect mechanical, plumbing, framing, and electrical systems of building structures (residential and commercial) during various stages of construction and remodeling; enforce compliance with applicable codes, ordinances and regulations; recommend modifications and adjustments as necessary.
2. Inspect previously occupied buildings, spaces or suites for code compliance; approve inspected areas for certificates of occupancy.
3. Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes, regulations and ordinances.
4. Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.
5. Receive calls and answer questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction.
6. Retrieve permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits.
7. Maintain files and reports regarding inspection activities and findings on all active projects.
8. Testify in court as necessary.
9. Conduct pre-construction meeting with architects, engineers and contractors to explain code and local regulations as related to new project construction.
10. Investigate and resolve public complaints; determine compliance with City electrical/energy codes and ordinances; recommend appropriate actions.
11. Assist in training other inspectors and related staff as appropriate.
12. Be available for rotating emergency after hour inspections.
13. Performs field inspections of contractors and subcontractors for proper licenses or permits as needed; reviews building permit applications to determine conformity with established regulations; performs field inspections to investigate technical problems or disputes.
14. Reinspects to assure correction of noted violations; locates and resolves illegal construction; suspends work at construction sites if violations have not been corrected within allotted time lines; approves final construction prior to occupancy.
15. Conducts technical and code research and prepares reports and maintains records related to special projects as assigned;
16. Maintains knowledge of changes in construction codes resulting from technological, architectural and building materials changes and improvements; reviews professional code books, journals and ordinances to verify and interpret applicable codes.
17. Will cross-train to provide coverage in other building inspection areas.

OTHER FUNCTIONS:

1. Perform other duties as assigned or directed.
2. Attend meetings, training, and workshops as may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Must have working knowledge of building codes, regulations, and ordinances adopted and enforced by the City, including the 2012 International Building Codes and the 2011 National Electrical Codes.
2. Must be able to interpret and apply pertinent federal, state and local laws, codes and regulations.
3. Must be able to read and interpret complex building plans, specifications and building codes.
4. Must be able to determine if construction systems conform to City code requirements.
5. Must be able to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials.

6. Must be able to detect deviations from plans, regulations and standard construction practices.
7. Must be able to advise on standard construction methods and requirements for residential, commercial and industrial buildings.
8. Must be able to make mathematical computations rapidly and accurately.
9. Must be able to enforce regulations fairly, firmly, factually and with proper public relations skills.
10. Must be able to understand and carry out oral and written directions.
11. Must be able to communicate clearly and concisely, both orally and in writing.
12. Must be able to establish and maintain cooperative working relationships with those contacted in the course of work.
13. Must be able to communicate effectively orally and in writing.
14. Must be able to work with and communicate effectively with the public, contractors, developers and co-workers with courtesy, fairness, poise, and tact, including in situations which could be emotionally charged or controversial in nature.
15. Must be able to greet the public and co-workers in a friendly manner and clearly convey a willingness to be of service and/or be open to resolving the situation at hand. Clearly explains self or answers when necessary. Takes the time to ensure message is easily understood. Closes all contacts courteously and appropriately.
16. Must be willing to be helpful; and negotiate schedule to accommodate other's needs.
17. Must be willing to use both good verbal and non-verbal behavior to show an open, accepting attitude.
18. Must be able to analyze situations accurately and adopt an effective course of action.
19. Must be able to work independently and as a part of a team.

EDUCATION AND/OR EXPERIENCE REQUIRED:

1. Three years of increasingly responsible construction and/or inspection experience including one year of experience working with residential and commercial buildings.
2. Graduation from high school or equivalent and two years of college or technical school including courses in engineering, construction technology, electrical construction, building inspection technology, architecture, or related areas.
3. Must be familiar with the 2012 International Building Codes and the 2011 National Electrical Codes.
4. Certification as a building inspector required. If not already certified, must be able and attain certification within one (1) year of employment.
5. Two years as a municipal building inspector preferred; OR an equivalent combination of education and experience.
6. Must possess a valid MS driver's license and acceptable MVR,

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field environments and requires travel to a variety of locations to perform work. Employee may be exposed to noise from basic office equipment operation, all weather conditions, and to conditions and hazards from obstacles, heights and open trenches associated with construction sites. May also be exposed to potentially hazardous materials and equipment, fumes or vapors. Walking over rough terrain and some climbing may be required. Effective audio-visual discrimination and perception needed for making observations, reading and writing, operating assigned equipment, communicating with others.

Must maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include climbing, stooping, twisting, reaching above the shoulder and kneeling to perform building inspection duties; walking, standing and sitting for extended periods of time; pushing, pulling or lifting equipment and supplies occasionally weighing up to 25 lbs; exposure to dirt, toxic materials, air contaminants, temperature extremes and working at heights.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute and employment contract and is subject to change as the needs of the City and requirements of the job change. Regular and consistent attendance is a condition of continuing employment.



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE:
PAGE: 1 of 1

SUBJECT: **DUI/ LEL Network Grant**

AMOUNT & SOURCE OF FUNDING: **\$162,413.00 Office of Highway Safety**

FISCAL NOTE:

**REQUESTING
DEPARTMENT:** **Starkville Police**

**DIRECTOR'S
AUTHORIZATION:** **John Outlaw
CHIEF OF POLICE**

FOR MORE INFORMATION CONTACT: MSgt. Shawn Word

PRIOR BOARD ACTION: **N/A**

BOARD AND COMMISSION ACTION: **N/A**

PURCHASING: **N/A**

DEADLINE:

AUTHORIZATION HISTORY: This request is for authorization to allow the Starkville Police Department to apply for a 100% reimbursable grant with the Office of Highway Safety in the area of (2) Full time officer salaries for DUI Enforcement, Overtime and funding for a Luncheon in relation to National Blitz periods, Travel and equipment. This funding is 100% reimbursable in the amount of \$162,413.00.

STAFF RECOMMENDATION:

FY15SUBGRANT APPLICATION

Mississippi Office of Highway Safety

1025 North Park Drive

Ridgeland, MS 39157

Phone: (601) 977-3700; Fax: (601) 977-3701

mohs@dps.ms.us

<p>1. Applicant Name: City of Starkville Mailing Address: 101 E. Lampkin St. Starkville, MS 39759</p> <p>Telephone: 662-323-4131 FAX: 662-324-4016 E-Mail: sword@cityofstarkville.org</p>	<p>2. Date: January 24, 2014</p> <p>3. Beginning and Ending Dates: October 1, 2014 thru September 30, 2015</p> <p>4. Subgrant Payment Method: <u> X </u> Cost Reimbursement Method</p> <p>5. CFDA # -</p> <p>6. DUNS # - 782430557</p> <p>7. Congressional District- MS03</p>
<p>8. Program Title: Two Full Time DUI Enforcement Officers/ DUI Enforcement Overtime/ LEL Duties</p>	
<p>10. The following funds are requested:</p>	
A. COST CATEGORY	B. SOURCE OF FUNDS
(1) Personal Services-Salary \$25,000.00	(1) Federal \$27,456.00
(2) Personal Services-Fringe	(2) State
(3) Contractual Services	(3) Local
(4) Travel \$856.00	(4) Other
(5) Equipment \$800.00	
(6) Other \$800.00	
TOTAL \$27,456.00	TOTAL \$27,456.00
<p>11. The applicant agrees to operate the program outlined in this application in accordance with all provisions as included herein. The following sections are attached and incorporated into this application:</p> <p style="text-align: center;"> Project Description Schedule of Task by Quarters Budget Summary Agreement of Understanding & Compliance Cost Summary Support Sheet Agreement and Authorization to <u>Apply</u> </p> <p>All policies, terms, conditions, and provisions in the application provided to applicants, are also incorporated into this agreement, and applicant agrees to fully comply herewith.</p>	
<p>12. Approved Signature of Authorized Official (Mayor/Board of Supervisor President) for Jurisdiction to Apply:</p>	<p>MOHS USE Only:</p>
<p>Signature _____ Date _____</p> <p>Print Name: Parker Wiseman Title: Mayor, City of Starkville</p>	

Problem Identification:

Problem Statement

Provide detailed information on the problems in your agency areas and why federal funds are being requested for the FY15 grant year.

The City of Starkville, with a population of just over 24,000, is a growing city in North Central Mississippi. The city of Starkville in the year of 2008 showed a 10% increase in population since 2000. According to the last census Starkville has moved into the 14th largest city in the State of Mississippi. Starkville is the county seat of Oktibbeha County and home to the largest university in the state, Mississippi State University, with a student population of over 20,000. Mississippi State University has 92 countries represented by students and staff who contribute to a unique small town culture. The Starkville Police Department safeguards this diverse community consisting of our local citizens, international guests, commuting workers from surrounding counties as well as tens of thousands of visitors to our city each year. The Starkville Police Department has now grown to 55 sworn officers with 8 civilian support staff.

Starkville has seen an increase in population within the city and an increase in enrollment at Mississippi State University. Starkville is the hub of the Golden Triangle area, being located within twenty-five miles of Columbus and West Point. The City of Starkville, in addition to being the home to Mississippi State University, is also within twenty-five minutes of Mississippi University for Women and East Mississippi Community College. Starkville is also home to 1 public high school, 2 private high school, 6 public primary/middle schools and 2 private primary/middle schools.

During the school year, Starkville is host to thousands of visitors for various reasons including college sporting events, concerts, festivals and business events. Art and music festivals, such as Down in the District and Bulldog Bash, also bring a large number of visitors to the area. Estimated attendance at the Bulldog Bash, held in September 2012, was 30,000. The university and local businesses also host meetings and conferences throughout the year. During the past year, more bar and club establishments have been opened, cold beer sales were approved by the board of aldermen and bar hours were extended on the weekends as well in recent years. With the wide variety of the types of clubs, the nightlife in Starkville has grown and multiplied. In addition to festivals, concerts, rallies and sporting events, Starkville has become known as a place of rest and relaxation. Whether attending an event or relaxing and vacationing in town, the increased number of residents and visitors along with the extended club hours has increased the number of seat belt tickets consistently over the past years.

In addition to the increase in population at various times throughout the year, the City of Starkville also has four major highway systems that intersect inside the corporate limits. These are US Highway 82 and US Highway 12 that are east west highways, and MS Highway 25 and MS Highway 389 that are north south highways. Three of the above mentioned highways are four lane highways with one being both four and two lane in some areas. According to the Mississippi Department of Transportation statistics for 2006, there are over 100,000 vehicles that travel through our municipality each day. These highways along with our city streets are becoming more dangerous due to the increasing number of traffic offenses being committed such as speeding, DUI, seat belt, and other offenses that lead to traffic accidents and injuries from not wearing proper restraint devices.

Prior to the full implementation of traffic assisted grants in the city Starkville as well as the County saw between 5-10 fatalities on a yearly basis. Since the assistance of the grants that are utilized by our department we are seeing these numbers drop to between 0-2 for the last 5 years. When talking with those in the community it is obvious that the work done in relation to Seat Belt usage is being taken seriously. These people comment on the fact that if caught not wearing a seat belt a citation is most likely the outcome if seen by an officer.

With our continued efforts we are seeing a slight drop in the citations for Seat Belt and it is becoming more and more difficult to locate these offenses as officers are riding around. We attribute this to the increased enforcement that our officers attempt every day. Due to the increase in traffic accidents in the City of Starkville, the Starkville Police Department is considering various ways to reduce accidents resulting in injury or death. In the past years to assist more with traffic violations Starkville added two officers that will be the first in 20 years to start back up the Motor Cycle Unit.

Two Motor Cycles were purchased and after training two officers began to focus more on problems related to traffic. With all of this our department is seeing a steady decline in collisions mainly in part of the efforts of our officers in apprehending those impaired and enforcing safety belt restraints through education and citations. These officers comment on the fact that the main citation that they issue is in relation to Seat Belt offenses.

Along with enforcing these traffic laws in a zero tolerance manner, the Starkville Police Department plans to educate our citizens on the laws as they apply to child restraints and seat belts. This education program has been implemented by increased media on the problem of Seat Belt usage.

The Starkville Police Department will continue to be proactive in Seat Belt Enforcement which is showing by the fact that when officers see overtime available for Seat Belt enforcement this is the first category that is signed up for. With the assistance of the city prosecutor and municipal judge, offenders charged with seat belt violations and other related citations would be convicted as charged. Officers of the Starkville Police Department are committed to keeping the community safe.

Problem Identification

Crash Data 2011-2013

Data and statistical information can be found at: <http://psdl.ssrc.msstate.edu/wp/>

This section must be filled out completely for all project applications. If data is unavailable, please insert (N/A) for not available. Enforcement use data related to your agency. Outreach use state wide information.

CRASH DATA		2011	2012	2013	TOTALS
Total Crashes		830	837	761	2428
Injury Crashes		169	158	141	468
Property Damage		660	679	618	1957
Fatal Crashes		1	0	2	3
Alcohol Related Crashes		22	28	15	65
Alcohol Fatal Crashes		1	0	2	3
Speed Related Crashes		31	21	24	76
Speed Related Fatal Crashes		1	0	0	1
Motorcycle Crashes		7	8	6	21
Impaired Motorcyclist		0	0	0	0
Fatal Motorcycle Crashes		0	0	0	0
Fatalities		2	0	2	4
	Males	1	0	2	3
	Females	1	0	0	1
Fatal drivers with BAC .08 or more		1	0	2	3
Unbelted Not Injured		12	9	8	29
Unbelted Injuries		6	6	14	26
Unbelted Fatalities		1	0	1	2
	Males	1	0	1	2
	Females	0	0	0	0
Pedestrian Fatalities		0	0	0	0
Drivers Aged 16 - 20					0
	Total Crashes	243	255	286	784
	Injury Crashes	64	53	55	172
	Fatal Crashes	1	0	1	2
	Alcohol Related	5	3	3	11

Data Information:

Problem Identification:

Law Enforcement:

Total Number of Citations 2011-2013

This section must be filled out completely for all project applications. If data is unavailable, please insert (NA) for not available.

AGENCY CITATION DATA	2011	2012	2013	TOTALS
All Traffic Citations	11118	13725	9979	34822
Speed Citations	1857	1605	1186	4648
Seat Belt Citations	2439	2861	1803	7103
Child Safety Seat Citations	158	271	179	608
DUI Arrests	503	472	371	1346
Written Warnings	3	5	9	17

Please provide information for grant funded citations. If data is unavailable, please insert (NA) for not available.

GRANT FUNDED CITATION DATA	2011	2012	2013	TOTALS
All Traffic Citations	N/A	N/A	1386	#####
Speed Citations	N/A	N/A	30	#####
Seat Belt Citations	625	532	770	1927
Child Safety Seat Citations	23	40	32	95
DUI Arrests	410	404	266	1080
Written Warnings			7	7

Problem Identification:

Public Information and Education:

This section must be filled out completely for all project applications. If data is unavailable, please insert (NA) for not available.

OUTREACH DATA	2011	2012	2013	TOTALS
Number of Presentations Given	12	13	15	40
Number of Safety Fair Participated In	1	1	1	3
Number of People Reached	800	1015	1000	2815
Other:				0

GRANT FUNDED OUTREACH DATA	2011	2012	2013	TOTALS
Number of Presentations Given	11	12	6	29
Number of Safety Fair Participated In	0	0	0	0
Number of People Reached	750	800	500	2050
Other:				0

Problem Identification:

Jurisdiction:

This section must be filled out completely for all project applications. If data is unavailable, please insert (NA) for not available. Enforcement use data related to your agency. Outreach use state wide information or focus area information.

Number of City Miles:	290
Number of County Miles:	552
Number of Square Miles:	25.7
Number of Population:	24,360
Major Roadways in the Area:	Hwy 25, Hwy 182, Hwy 82, Hwy 12, Hwy 389

Problem Identification:

Location:

This section must be filled out completely for all project applications. Please provide problem identification for the location that the grant will seek funding, such as high speed areas, community events, alcohol related establishments, etc.

The population of Starkville does not include a majority of the 20,000+ students that attend MSU. These students live outside the city limits of Starkville for the most part as they live in apartments throughout the county and dorms located on MSU campus. However, these students under 21 do attend night life activities within the city of Starkville as our county is a dry county. This brings our normal population well over the 24,360 as reported by the census. When sporting events are held in conjunction with the campus as well tens of thousands visit from outside the city bring these numbers up even more.

Our city law enforcement has found that we are in a unique situation as it relates to the citizens of this city. With a majority of our population being connected to the Mississippi State University Campus our officers find that we have a highly revolving population. Our city has a new freshman class every year bringing with it a new group of 17, 18 and 19 year olds that have just left home and are beginning their adult life. When our officers give a higher enforcement at some point these individuals leave once graduating while a entirely new group of 17-19 year olds are moving in. Reviewing the national Census information, age is a big part when it comes to the maturity and life experiences of those that make up a population. Census information show that the median age for the State of MS is 37.7 years old. With the city of Starkville, the median age is much lower at 26 years old (www.citydata.com/city/starkville-Mississippi.html). This constant younger age and amount of those that are always moving in and out of our city has shown that a constant educational campaign must be maintained. With the educational process a enforcement of the laws as they relate to restraints must be kept up as well. Word of mouth with those that have received citations have shown to be positive with the regards to the usage rate within our city. An increase educational campaign with a continued enforcement is proving to be effective with the usage rate of the young drivers that live in our community for a four year period.

Proposed Countermeasures:

Please give a description of how the agency will use funds to counter measure the problems in the agencies problem identification during FY15.

The Starkville Police Department is requesting monetary assistance from the Mississippi Department of Highway Safety for a Seat Belt Overtime enforcement grant to better accomplish the department's goals, which are to educate citizens about Seat Belts and current laws and to decrease the number of injury accidents and fatalities. This will be a continuation grant in this department if awarded. Since the first years of the grant, multiple media stories were done on the grant and the accomplishments that came with the grant. Numerous stories have been done advising the city and students that an increased enforcement would be seen throughout the year. During this period a larger number of belted drivers were seen in the city but still citations are on the rise due to the number of UN belted drivers.

As an outlet to the public, the coordinator will be in contact with the Starkville Daily News, the local newspaper in order to better inform and educate the public of Seat Belt and Child Passenger laws and local and national statistics.

Stronger enforcement of Mississippi's existing restraint laws along with more visible support for all law enforcement agencies, regarding enforcement is the continuing objectives that must be accomplished in order to achieve Mississippi's goal of saving lives. The Office of Highway Safety project has proposed the framework, network, and tactical approach necessary to accomplish these key objectives.

The Starkville Police Department has just over a 83% conviction rate in relation to the Seat Belt and Child Restraint device offenses. For continued success, the LEL project which is also hosted and held by Starkville Police Department must continue to build support and education among the many law enforcement agencies across Mississippi. Our proposal and commitment will serve as a key element in this effort.

- To strengthen the link between the Mississippi Department of Public Safety and law enforcement agencies throughout the Northern Region of Mississippi.
- The Starkville Police Department submits this proposal to the North Mississippi Law Enforcement Liaison Countermeasures Project, to conduct activities under the supervision of the Mississippi Law Enforcement Liaison Office, in pursuit of this project's goal, which is: increase Seat Belt Usage rates and decrease deaths and injuries as a result of not properly using or not using at all a restraint device.

Through this project, educational and enforcement activities will be organized, coordinated and conducted with regional law enforcement agencies, the Mississippi Law Enforcement Liaison Office and the Mississippi Office of Highway Safety.

The Starkville Police Department wishes to dedicate the monies granted to the line item of personal services that will include overtime for officers and personnel during enforcement. The coordinator of the department will contact other agencies within the area and assist them with coordination of roadside safety checkpoints. The coordinator will also be responsible for seeking active participation from other area law enforcement agencies during State and National S.T.E.P. programs and Mobilization periods such as "Click it or Ticket" and M.A.H.S.L. (Mississippi Association of Highway Safety Leaders) meetings and activities. This officer will answer to the Senior Law Enforcement Liaison Officer while performing these L.E.L. duties through another grant.

As well the Project Coordinator will be responsible to seek participation in blitz periods throughout the year such as; "Click it or Ticket" and other Blitz Periods such as "Drive Sober or Get Pulled Over" as well as high visible enforcement during the Christmas, 4th of July, Memorial Day, New Years, and Labor Day period when DUI offenders are more active. With this extra enforcement as well the media will be asked to participate in media campaigns. The progress of which will be reported to the Law Enforcement Liaisons Office.

With this reporting the project coordinator will as well conduct Quarterly reporting for the area of District 5 (G-Troop)

One of the most positive items is during the 2012 Click it or Ticket campaign Starkville, which is listed as the 14th largest city in Mississippi was in the top three cities in the State for Seat Belt citations. Our officers are still active in Seat Belt enforcement and have stated that this year Starkville will be number one in the State.

Proposed Countermeasures:
Goals, Performance Measure and Tasks

{See Grant Funding Guidelines for information on correct format and information needed under this section. Must be specific, measurable (include hard numbers from previous year), detailed outline of program activities and projected achievements during grant period}.

Goal:

The overall goals of this project are to increase Seat Belt usage via education and when needed enforcement. Expectations of the project is a continued increase in Seat Belt and Child Safety Seat citations as well as other violations commonly seen with traffic stops. This extra enforcement as well will assist the department in lowering collisions within our jurisdiction.

An increase in the number of violations in conjunction with an increase in media will help in an overall rise in awareness to the problems and dangers of these issues. Once the awareness is made most will start to follow the law as it is wrote in Mississippi. Those that still do not comply will receive education after a penalty is imposed.

Performance Measure:

1. Maintain Seat Belt Citations by at a rate of 2600 Seat Belt Citations for FY15.
 - a. Starkville Police Department over the past years has fluctuated in Seat Belt numbers. Our department currently went through a administration change with the new administration stressing the importance of Seat Belt Citations. Starkville Police Department in past fiscal years have hired 15 new officers. By hiring these new employees, new officers are entering the work force that are being motivated by different aspects of Law enforcement. One of the techniques is showing the officer the correlation of injuries from collision to that of unrestrained motorist and passengers. To show the application of this the number of seatbelt citations issued in the year of 2006 were 213 and the number of No Child restraints in the same years was 90. The maintance of keeping numbers around 2600 will affect the awareness of the importance to wear a seatbelt and to properly restrain children as passengers causing a higher rate of use among these offenses. This was seen in the year of 2007 at a rate of 500% increase in these two fields combined. Since this time our department has seen an increase in both of these numbers on a yearly basis.
 - b. Increase the Seat Belt conviction rate from 83% in FY 13 to 9% in FY 15.
Our officers are being trained regularly on Seat Belt laws and being encouraged to issue the citation when observing this violation. As well officers are being encouraged not to dismiss or retire these citations as part of plea deals. In June 2013 the City of Starkville will be losing our prosecutor due to retirement. Training and ride alongs will be given to the new prosecutor in hopes of a more aggressive approach in prosecutions with Seat Belt offenders.
2. Increase Child Safety Restraint citations by 20% or from 179 in 2013 to 215 in FY15
 - a. The Starkville Police Department is active in the enforcement of Child Restraint usage within the city. During speaking sessions officers go to schools and daycares and speak to the children in relation to wearing the proper device. This is in the hopes that even if the parent does not properly restrain their child that the child will take the steps on his / her own to buckle up. As well the department when seeing the violation automatically issues the citations so that the community knows that this specific violation will not be warned but issued. As well in FY14 training will be offered to the community to show proper restraint techniques.

Tasks:

The Starkville Police Department currently has a grant through the MOHS for Seat Belt and Child Safety enforcement. If this grant is continued the department will continue to fund the overtime for the enforcement of these offenses. This project has seen a change within the community as well as within the department. These officers will continue to strive to maximize the enforcement given in the field of restraint enforcement both on duty as well as the officers that work overtime through the grant. These officers in the last 6 years have been able to get the honor of getting to go to awards ceremonies as last year 6 were recognized. This award is given to officers that conduct at least 100 seatbelt citations issued in a calendar year.

Another goal that our department has always had for the officers employed by Starkville Police Department is that of training. We strive to have 100% of our officers trained in the field of seat belts and the different laws surrounding child passenger laws. This allows every officer the opportunity that when they encounter an offender they have both the knowledge and tools available to make a strong case after issuing the citation.

The LEL position for this region is held by a Starkville Police Department supervisor and often speaks with those at Mississippi State University Fraternal organizations. In recent years one speaking engagement is being seen to over 150 students more than once every two months.

Proposed Countermeasures:
Program Coordination:

If you currently have a federal grant through the Mississippi Office of Highway Safety, please provide the name of your current Program Manager?

Master Sergeant Shawn Word
662-769-4425
sword@cityofstarkville.org

If grant is awarded, please identify the following:

Name of Chief/Sheriff/Partner:	Name of Project Director:
Chief John Outlaw	Master Sergeant Shawn Word
Phone Number:	Phone Number:
662-323-4131	662-769-4425
Email Address:	Email Address:
policechief@cityofstarkville.org	sword@cityofstarkville.org

Name of Financial Manager:	Name of Signatory Official:
Captain John C. Thomas	Mayor Parker Wiseman
Phone Number:	Phone Number:
662-323-4131	662-323-2500
Email Address:	Email Address:
johncthomas@cityofstarkville.org	p.wiseman@cityofstarkville.org

Proposed Countermeasures:
Program Coordination Information:

Please provide information on how the grant duties will be coordinated.

Our department will conduct at a minimum, six (6) enforcement details per quarter with approximately 2-6 officers per detail for a approximate 6-8 hours per detail. During the period of Click it or Ticket in past years our department has placed details out for each day of the blitz period. These officers will ride in marked and unmarked patrol units and locate those not wearing seat belts. One member of the Starkville Police Department, the program manager, will handle the scheduling of the details after consulting the chain of command within the Starkville Police Department. These details will be on high traffic days as well as those days with extra travel within our city, i.e. MSU Football games, local music events, locale festivals etc... The program manager as well will compile all details and budgetary needs for the monthly and quarterly reporting as required by MOHS and present the information to the financial officer as well as make sure that signatures are obtained and monthly packets are mailed to MOHS per guidelines in reporting. Any corrections that are needed will be conducted with the highest priority as shown in past years. Night time enforcement will be conducted in conjunction with higher than normal amounts of traffic. All educational speaking engagements will be conducted by the project director or his designee. As well the program manager will make sure that the MASHL meeting is

attended by a member of the Starkville Police Department. Finally, we will assist MOHS in the gathering of statistical information in regards to the National Click it or Ticket Campaign and help in recruiting other departments in reporting stats from their department.

Proposed Countermeasures:

Law Enforcement:

Please provide the following:

Total Number of Officers: 55

Total Number of Certified Officers: 55

Total Number of Officers Who Work Traffic? 31

Do you have interlocal agreements with other law enforcement agencies? If so, which agencies?

Oktibbeha County Sheriff's Department, Mississippi State University, MHP, S.M.A.C.(Statewide Mutual Assistance Compact) with any other agency that requests assistance

Plan for Proposed Law Enforcement Activities for FY15:

Starkville Police Department will join in over 20 DL Check Points during the colander year many of which will be in conjunction with other Law Enforcement Agencies. As well we will assist any officer either in this department or any other in training needed. Starkville PD as well will join in all Blitz periods in relation to this and any other grant that is either state or federally observed

Proposed Countermeasures:

Public Information and Education (If Applicable):

Please provide the following:

Total Number of Employees: 55

Total Number of Employees Who Work the Grant? 54 have the option to work the overtime associated with the grant in the area of enforcement. However with the educational aspect of this grant the DARE officers has spoken with the program manager about the importance of speaking with those taught through DARE in relation to the dangers of not being properly restrained. Also 2 members of the department teach on a monthly basis a Defensive Driving class where a large majority of subject matter is restraint devices and the dangers of those that are not properly restrained. The program manager as well has had good luck with speaking with members of the College Campus, i.e. sporting teams, fraternities, sororities, etc... Every chance that is given will be taken on speaking engagements

Do you have other partners that you work with? If so, which partners?

The Oktibbeha County Sheriff's Department is a close partner with the SPD. Together both agencies will locate news sources as well when one agency talks to entities both will try to speak to show a commitment to the enforcement aspect as well as the educational aspect of the message.

Plan for Proposed Outreach Activities for FY15:

Conduct over 20 speaking engagements through DARE as well as Grant officers about the dangers of not being properly restrained.

Personnel Title	% of Time	Hourly Salary	# of Hours	Sub-total	Fringe	Line Total
Overtime for Enforcement	100.00%	\$25.00	1000	\$25,000.00	\$0.00	\$25,000.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
TOTALS					\$0.00	\$25,000.00

***Please note that the SPD, if funded will fund the fringe section of the overtime worked.

Proposed Countermeasures:

Proposed Project Staff for Grant Responsibilities:

Please submit information for proposed staff that will be funded with federal funds under the grant.

Officers that are involved in the grant process will be mainly focused on the enforcement of seat belt and child safety seat enforcement. These officers will attend a briefing on most occasions prior to the enforcement activities. On most details a supervisor will be employed through the grant to manage officers and respond when needed to traffic stops during the details per the request of the chain of command. These supervisors will be on hand to assist our young department of officers of the daily course of duties while employed through the grant. Their priority will be to be available to assist these officers as well as conduct enforcement themselves while on duty. They will be out in the vehicle and on duty available for service to calls from detail officers. These supervisors will conduct enforcement as well as a secondary priority but will be notified of the need of enforcement from supervisors as well. At the end of details the supervisors will compile all paperwork and make copies of citations and overtime forms for record keeping if needed for future inspection by the MOHS.

Proposed Countermeasures:

Prosecutions and Adjudication: Data

Please submit information for the program area in which you are applying. Agency citation conviction rate should include DUI, hazardous moving violations, child restraint, etc. dependent upon request for funding source/area. (Outreach-Where Applicable)

Type of Citation	Conviction Rate
Impaired Driving	88%
Seatbelt Violation	83%
Child Restraint Violation	87%
Speed	68%

Proposed Countermeasures:

Prosecutions and Adjudication Information

Please provide information, if available on prosecution and adjudication information for your agency.

The percentages above reflect cases that were found guilty or paid fine prior to court date. These do not reflect cases that have been appealed to circuit court or plea deals where the defendant plead guilty to another companion case. These were addressed further in the goals and objectives. When looking at the conviction rate the majority of the lower rates are attributed to Reitreatment of the cases in relation to Speed and Seat Belt. This majorly is in part to a plea deal handled in court with offenders that have multiple charges.

Proposed Countermeasures:

Public Information and Education

Please describe your plans for public information and education, to include, but not limited to media campaigns, public events, school presentations, etc. Please give information on how many per quarter.

Officers within the department routinely speak to those that will allow on the dangers of not being properly restrained as well as the consequences of punishment is stopped for a these violations. SPD take very seriously the dangers of not being restrained and the injuries that can come from being in a collision without a restraint device. One of the past DUI officers currently is a teacher in the States MASEP program. Another is an instructor in Defensive Driving where a portion of the class is on Seat Belt usage and the dangers related to not wearing the Seat Belt. In the past a local news paper editor road with the department to report on the dangers and consequences who left this position. Currently officers are trying to recruit a new media writer to ride with the department for this sole purpose. On a daily basis officers attached to our DARE program gather information from officers for teaching material to teach to students in the hopes that if started young enough in the future these numbers will continue to decrease in our jurisdiction. The current LEL member in the department has made inroads with senior members of Fraternities and Sororities who have allowed the LEL to attend their monthly meeting and speak on the dangers of not being restrained. It is our hopes to continue this process through the grant to speak at least once a quarter to the minors at MSU on this subject.

Proposed Countermeasures:

Policy

Please check and attach a current copy of the policies listed below. If you do not have the policy, please explain in the additional information section.

<u>Current Policy:</u>	<u>Yes& Attached:</u>	<u>No:</u>
Seatbelt Policy	YES	
Pursuit Policy	Yes	
Written Warning Policy	Yes	
Check Point Policy	Yes	
Saturation Patrol Policy	Yes	
DUI Enforcement Policy	Yes	
Payroll Policy-Overtime	Yes	
Payroll Policy-Payroll Schedule (Payroll Period begin/end dates & check date)	Yes	
Payroll Policy-Leave Time (vacation, sick leave, holiday and compensation time)	Yes	
Seatbelt Survey Procedure Policy		No
Banning Text Messaging While Driving		No

Additional Information on Agency Policy:

Our department currently does not have a written policy in the fields of Seat Belt Survey procedures or Banning Text Messaging while driving. However Texting was brought up in one of the SPD Supervisor Staff Meetings and the information was relayed that Texting and Driving is prohibited in a Patrol Unit. This was not placed into a written directive however at this time.

Required Performance Reporting Evaluation

Subgrantee agrees to submit all required reporting documentation by the scheduled date(s) as defined in the contract by MOHS. Check all that apply:

X	Monthly Cost Reporting Worksheets for Reimbursement (Individual Officer Report/Step Forms and/or Activity Sheets)
X	Supporting documentation for reimbursement
X	Quarterly Reports
X	Blitz Report Information
X	Travel Reimbursements
X	Budget Modifications
X	Distribution Plans for Promotional Items
X	Inventory Control Forms for equipment and supporting documentation for reimbursement
X	Closeout Documentation

Performance Reporting Information:

Training:

Include a detailed assessment of traffic safety training needs within the program area in which you are applying and how the training will benefit the program. (i.e. SFST, ARIDE, DRE, CPS, etc.)

Officers are required to attend State training for Law Enforcement. Once this has been completed and Officers are released for solo patrol they are asked and explained on the laws as they relate to Seat Belt enforcement and Child Safety Seat enforcement. Throughout the year officers will talk about the Child Safety laws as they are more extensive. In the field of Child Restraint citations officers are usually on board with this offense. After being involved in collisions with injuries it is pointed out to the newer officers the damage that was done to the occupant and the officer is asked and discussed with what the damages would have been if they had just worn a Seat Belt. Officers as well routinely come to the LEL staff (Sgt. Word) to ask questions about what citations can be issued when encountering these violations.

The Starkville Police Department as well is sending two officers to be trained in Child Safety Technician courses and over the next years we will have the hopes of sending more officers.

Travel:

Include a detailed assessment of travel needs within the program area in which you are applying. Also include a cost estimate for all travel needs (airfare, hotel, per diem, mileage, parking, baggage and other travel related expenses. (Based on current state and federal guidelines)

Purpose of Travel:	Number of People:	Cost:	Total:
Other in state training	2	\$250.00	\$500.00
approved by MOHS			\$0.00
STARS Conference	2	\$178.00	\$356.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTALS		\$428.00	\$856.00

Travel Information:

Approved training with in-state training
 Registration \$150.00X2 \$300.00
 Hotel \$100.00X2 \$200.00

STARS CONFERENCE
 Per Diem \$41.00X2 people X 3 Days \$246.00
 Hotel \$105.00X2 \$110.00

Distribution Plan for Promotional Items:

Include a detailed assessment of promotional item needs within the program area in which you are applying. Please include event, type of item requested, estimate number of items needed and purpose for each event.

Proposed Event	Items Requested	Number of Items	Purpose of Event

Detailed Distribution Plan:

Equipment:

Please list the cost for each piece of equipment requested. Please note: Federal guidelines require equipment purchased must be essential to the project. If any equipment is requested in the application that is over \$5,000.00, please include quotes for the equipment, equipment descriptions and a through explanation of the use of the equipment. All equipment must be approved by MOHS and/or NHTSA and be included on the Conforming Product List (CPL) and must be used specifically for the purposes for which is purchased. CPL list can be found at:

Alcohol Screening Devices:

<http://www.gpo.gov/fdsys/pkg/FR-2012-06-14/pdf/2012-14582.pdf>

Breath Alcohol Measurement Devices:

<http://www.gpo.gov/fdsys/pkg/FR-2012-06-14/pdf/2012-14581.pdf>

Calibrating Units for Breath Alcohol Testers

http://www.dot.gov/sites/dot.dev/files/docs/20121022_CPL_Calibrating_Units.pdf

Radar Speed –Measuring Devices

<http://www.nhtsa.gov/people/injury/enforce/SpeedMeasure/radarcp1dec162002.htm>

Lidar Speed-Measuring Devices

<http://icsw.nhtsa.gov/people/injury/enforce/SpeedMeasure/lidarcp1dec162002.pdf>

Equipment	# requested	Cost (each)	Line Total
Tint Meters	4	\$200.00	\$800.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTALS			\$800.00

Describe how equipment will be used for grant purposes:

A major problem within the city of Starkville is that our officers are not allowed to issue citations to offenders for Tint Violation if the court can not be given the percentage of tint on a window. These officers are finding that it is impossible to visually see a seat belt violation when the tint is obviously illegal. We believe that if we can begin the process of making the windows on the vehicles within the city legal that this will give officers a much better opportunity to locate, see, and enforce laws with relations to child seat and seat belt violations.

FY15 PROPOSED BUDGET SUMMARY

1. Applicant Agency: City of Starkville						
2. Beginning: October 1, 2014			3. Ending: September 30, 2015			
Funding Sources						
4. For MOHS Use Only	5. Activity	Federal	State	Program Income	Other (Local-Private)	Total
	Occupant Protection	\$27,456.00				\$27,456.00
TOTAL		\$27,456.00				\$27,456.00

MOHS USE ONLY:

FY15 PROPOSED COST DETAIL SUPPORT SHEET

1. Applicant Agency:		4. Activity: Occupant Protection	
2. Beginning: October 1, 2014		3. Ending: September 30, 2015	
5. MOHS Use Only	6. Category	8. Description of item and/or Basis for Valuation	9. Budget
7. Line Item			Federal All Other Total
	Salary & Wages:	Overtime for Click It Or Ticket and Occupant protection at approx. 1000 hours at approx. rate of 25.00 dollars an hour not to exceed 25,000.00	25,000.00 25,000.00
	Fringe: FICA (7.65%-Employer) Retirement (15.75%-Employer)		
	Travel: (Rate per diem-based on state and federal guidelines)	Authorized In State Training X 2 for Hotel at 100.00X2 and Registration@150.00 X2 total of 500.00 STARS Conference Per Diem \$41.00 per day X 2 officers X 3 days \$246.00, Hotel for 2 @110.00 ea for a total of 356.00	856.00 856.00
	Contractual Services:		
	Equipment:	(4) Tint Meters to aid being able to see Seat Belt and Child Seat Violations each at \$200.00 for a total of \$800.00	\$800.00 \$800.00
	Other:	Luncheon for LEL District 5 Click it or Ticket Campaign 800.00	800.00 800.00

MOHS USE ONLY:			
TOTALS	\$27,456.00	\$27,456.00	\$27,456.00

FY15 PROPOSED TASK BY QUARTER

AGENCY NAME: Starkville Police Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

2nd QUARTER (JANUARY, FEBRUARY & MARCH)

Submit request for promotional items within quarter.

Attend, at a minimum, one (1) MAHSL meeting during quarter.

Attend LEL Troop Network meeting.

Conduct at least 1 checkpoints during quarter. (If Applicable)

Conduct at least 6 saturation patrols during quarter. (If Applicable)

Write a minimum of (650) Seat Belt citation during quarter, to reach goal of maintaining (2600) for FY2015. (If Applicable)

Write a minimum of (54) Child Safety Restraint citations during quarter to reach goal of increasing by 20% or from 179 in 2013 to 215 in FY15

Agency will conduct a minimum of 4 school, community and/or public information presentation during the quarter.

Submit all required reporting by scheduled date(s) as defined in contract by MOHS, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Quarterly Progress reports, etc.)

Additional Tasks:

Projected Expenditures for Quarter: \$5000.00

FY15 PROPOSED TASK BY QUARTER

AGENCY NAME: Starkville Police Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

3RD QUARTER (APRIL, MAY & JUNE)

Submit request for promotional items within quarter.

Attend, at a minimum, one (1) MAHSL meeting during quarter.

Attend LEL Troop Network meeting.

Host LEL Troop Network Meeting for the Click it or Ticket Campaign

Assist in gathering Blitz Reporting forms from the Click it or Ticket Campaign

Conduct at least 1 checkpoints during quarter. (If Applicable)

Conduct at least 6 saturation patrols during quarter. (If Applicable)

Write a minimum of (650) Seat Belt citation during quarter, to reach goal of maintaining (2600) for FY2015. (If Applicable)

Write a minimum of (54) Child Safety Restraint citations during quarter to reach goal of increasing by 20% or from 179 in 2013 to 215 in FY15

Agency will conduct a minimum of 4 school, community and/or public information presentation during the quarter.

Submit all required reporting by scheduled date(s) as defined in contract by MOHS, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Quarterly Progress reports, etc.)

Additional Tasks:

Projected Expenditures for Quarter: \$10,800.00

FY15 PROPOSED TASK BY QUARTER

AGENCY NAME: Starkville Police Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

4TH QUARTER (JULY, AUGUST & SEPTEMBER)

Submit request for promotional items within quarter.

Attend, at a minimum, one (1) MAHSL meeting during quarter.

Attend LEL Troop Network meeting.

Conduct at least 1 checkpoints during quarter. (If Applicable)

Conduct at least 6 saturation patrols during quarter. (If Applicable)

Write a minimum of (650) Seat Belt citations during quarter, to reach goal of maintaining (2600) for FY2015. (If Applicable)

Write a minimum of (54) Child Safety Restraint citations during quarter to reach goal of increasing by 20% or from 179 in 2013 to 215 in FY15

Agency will conduct a minimum of 4 school, community and/or public information presentation during the quarter.

Submit all required reporting by scheduled date(s) as defined in contract by MOHS, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Quarterly Progress reports, etc.)

Additional Tasks:

Attend the MS Annual STARS Conference

Projected Expenditures for Quarter: \$6,856.00

Mississippi OFFICE OF HIGHWAY SAFETY

Agreement of Understanding and Compliance

The Agreement of Understanding and Compliance documents will be attached within the Grant Agreement. The Applicant will be required to sign all compliance documents upon receipt of the finalized Grant Agreement between the State, MOHS and applicant. The following compliance certifications and assurances will be included in the Grant Agreement.

State and Federal Certifications and Assurances

- I. REIMBURSEMENT OF ELIGIBLE EXPENSES
- II. ON-SITE MONITORING AND EVALUATION
- III. PROPERTY AGREEMENT
- IV. STAFFING
- V. GENERAL PROJECT REQUIREMENTS
- VI. UNALLOWABLE COST
- VII. NONDISCRIMINATION
- VIII. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 USC 8103)
- IX. BUY AMERICA ACT
- X. POLITICAL ACTIVITY (HATCH ACT)
- XI. CERTIFICATION REGARDING LOBBYING
- XII. RESTRICTION ON STATE LOBBYING
- XIII. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
- XIV. POLICY ON SEATBELT USE
- XV. POLICY ON BANNING TEXT MESSAGING WHILE DRIVING
- XVI. ENVIRONMENTAL IMPACT

Additional MOHS Program Compliance Documents

The MOHS will include all program compliance documents in the FY15 Grant Agreement documents.

STATE CERTIFICATION AND ASSURANCE

Assurance Requirement of Sub grant Recipients:

In cooperation with the Mississippi Office of Highway Safety, all grant and / or sub grant recipients (regardless of the type of entity or the amount awarded) must comply with the following notice requirement:

During any occurrence or time period for application, selection, award, implementation or closeout of a grant or an award, if the grantee, sub-grantee, or recipient: plans, organizes, sponsors or holds any seminar, conference, convention, symposium, training, event or any other meeting which encumbers, utilizes, expends or will encumber, utilize or expend grant funds, including all reimbursements derived from, generated in whole or in part, or determined to be proceeds of the grant or award; the grantee, sub-grantee or recipient must appropriately notify in writing, the MOHS grant manager, the MOHS director and/or the DPSP executive director of the planning for such an occurrence and afford opportunity for DPSP-MOHS personnel to attend and to participate, if they so desire.

Failure of grantee, sub-grantee or recipient to communicate relevant advance notice may lead to cost adjustment, disallowance of costs and / or recovery of pertinent project funds on the basis of off-set levied against any and all advanced funding, requests for reimbursements, or award of funds.

As the Authorized Official for, City of Starkville, Starkville Police Department_____ (grantee, sub-grantee, or recipient), I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. Therefore, I promise and will comply with this State Certification and Assurance condition.

Authorized Official's Signature(Grantee,Sub-granteeorRecipient)

Date

Parker Wiseman
[TypedorPrintedName]

Mayor, City of Starkville
[Person'sOrganizationalTitle]

* * * * *

This original signed form (blue ink only) must be returned to the Mississippi Office of Highway Safety, Division of Public Safety Planning, Department of Public Safety, within 10 days of the grant award beginning date.

LOCAL GOVERNMENTAL RESOLUTION
AGREEMENT AND AUTHORIZATION TO APPLY

WHEREAS, the City of Starkville Board of Alderman _____
(Governing Body of Unit of Government)

here in called the "APPLICANT" has thoroughly considered the problem addressed in the application (entitled) and has reviewed the project described in the application; and

WHEREAS, under the terms of Public Law 89-564 as amended, the United States of America has authorized the Department of Transportation, through the Mississippi Office of Highway Safety to make federal contracts to assist local governments in the improvement of highway safety,

NOW THEREFORE BE IT RESOLVED BY THE _____ **Starkville Board of Alderman** _____
(Governing Body of Unit of Government)

)

IN OPEN MEETING ASSEMBLED IN THE CITY OF STARKVILLE MISSISSIPPI,

THIS _____ **Day of** _____, **20** __ **AS FOLLOWS:**

1. That the project above is in the best interest of the Applicant and the general public.
2. That the ___ Chief of Police John Outlaw _____ be authorized to file, on behalf of the
(Name and Title of Representative)
Applicant an application in the form prescribed by the Office of Highway Safety for federal funding in
The amount of \$ 26,565.00 to be made to the Applicant defraying the cost of the
(Federal Dollar Requested)
project described in the application.
3. That the Applicant has formally agreed to provide a cash and / or in-kind contribution of
\$ --0-- as required by the project.
(Local Match Amount)
4. That certified copies of this resolution be included as part of the application referenced above.
5. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED IN OPEN MEETING BY: _____
(Chairman/Mayor - Blue Ink)

Commissioner/Councilman _____ offered the foregoing resolution and moved its adoption, which was seconded by Commissioner/Councilman _____ and, was duly adopted.

Date: _____

Attest: _____

Seal

By: _____
(Blue Ink)

STARKVILLE POLICE DEPARTMENT

DAVID B. LINDLEY
CHIEF OF POLICE

101 E. LAMPKIN STREET
STARKVILLE, MISSISSIPPI 39759

TELEPHONE
662-323-4135

To: Office of Highway Safety
From: Master Sergeant Shawn Word
Ref: Payroll and Overtime

The Starkville Police Department works on patrol an 85.75 Hr. work schedule every two weeks. Our payroll starts on payday Fridays at 0800hrs. Our support staff technician works on payroll and turns in payroll on Wednesday prior to the payday Friday. If someone takes off or works overtime after the payroll is turned in then the payment will be received on the next payment Friday. This is the same if the officer takes off on Wednesday or Thursday prior to the payday Friday. When working over the 85.75 hrs the officer is paid time and a half of his hourly salary. If the officer works both overtime and takes leave during a pay period than they will receive straight pay for the hours that it takes to get them back to 85.75 before they will change back to a time and a half salary. If there is any further questions or needed clarification please let me know and I will be happy to explain further.

“PROTECT AND SERVE”

November 2014

November 2014

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Su	Mo	Tu	We	Th	Fr	Sa
1	8	15	22	29		
7	14	21	28			
13	20	27				
19	26					
25						
31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 26 - Nov 1	26	27	28	29	30	31	Nov 1
Nov 2 - 8	2	3	4	5	6	7	8
Nov 9 - 15	9	10	11	12	13	14	15
					Pay Roll End	Pay Day	Pay Roll Start
Nov 16 - 22	16	17	18	19	20	21	22
Nov 23 - 29	23	24	25	26	27	28	29
					Pay Roll End	Pay Day	Pay Roll Start

December 2014

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 30		Dec 1	2	3	4	5	6
7		8	9	10	11	12	13
					Pay Roll End	Pay Day	Pay Roll Start
14		15	16	17	18	19	20
21		22	23	24	25	26	27
					Pay Roll End	Pay Day	Pay Roll Start
28		29	30	31	Jan 1, 15	2	3

Nov 30 - Dec 6

Dec 7 - 13

Dec 14 - 20

Dec 21 - 27

Dec 28 - Jan 3

January 2015

January 2015
 Su Mo Tu We Th Fr Sa
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 31

February 2015
 Su Mo Tu We Th Fr Sa
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 28	29	30	31	Jan 1, 15	2	3	
4	5	6	7	8	9	10	
					Pay Roll End	Pay Day Pay Roll Start	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
					Pay Roll End	Pay Day Pay Roll Start	
25	26	27	28	29	30	31	

Dec 28 - Jan 3

Jan 4 - 10

Jan 11 - 17

Jan 18 - 24

Jan 25 - 31

February 2015

February 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1		2	3	4	5	6	7
8		9	10	11	12	13	14
15		16	17	18	19	20	21
22		23	24	25	26	27	28
Mar 1		2	3	4	5	6	7

Pay Day
Pay Roll Start

Pay Roll End

Pay Day
Pay Roll Start

Pay Roll End

Feb 1 - 7

Feb 8 - 14

Feb 15 - 21

Feb 22 - 28

Mar 1 - 7

March 2015

March 2015

April 2015

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	Apr 1	2	3	4	

Mar 1 - 7

Mar 8 - 14

Mar 15 - 21

Mar 22 - 28

Mar 29 - Apr 4

April 2015

April 2015

May 2015

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 29 - Apr 4	Mar 29	30	31	Apr 1	2	3	4
Mar 29 - Apr 4						Pay Day Pay Roll Start	
Apr 5 - 11	5	6	7	8	9	10	11
Apr 12 - 18	12	13	14	15	16	17	18
Apr 12 - 18					Pay Roll End	Pay Day Pay Roll Start	
Apr 19 - 25	19	20	21	22	23	24	25
Apr 19 - 25							
Apr 26 - May 2	26	27	28	29	30	May 1	2
Apr 26 - May 2					Pay Roll End		

May 2015

May 2015

June 2015

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 26		27	28	29	30	May 1	2
Apr 26 - May 2						Pay Day Pay Roll Start	
3		4	5	6	7	8	9
May 3 - 9							
10		11	12	13	14	15	16
May 10 - 16					Pay Roll End	Pay Day Pay Roll Start	
17		18	19	20	21	22	23
May 17 - 23							
24		25	26	27	28	29	30
May 24 - 30					Pay Roll End	Pay Day Pay Roll Start	

June 2015

June 2015							July 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	8	9	10	11	12	13	5	6	7	8	9	10	11
7	14	15	16	17	18	19	12	13	14	15	16	17	18
21	28	29	30				19	20	21	22	23	24	25
							26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31		Jun 1	2	3	4	5	6
May 31 - Jun 6							
7	8	9	10	11	12	13	
					Pay Roll End	Pay Day Pay Roll Start	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
					Pay Roll End	Pay Day Pay Roll Start	
28	29	30	Jul 1	2	3	4	
Jun 28 - Jul 4							

July 2015

July 2015

August 2015

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 28		29	30	Jul 1	2	3	4
Jun 28 - Jul 4							
5	6	7	8	9	10	11	
Jul 5 - 11					Pay Roll End	Pay Day Pay Roll Start	
12	13	14	15	16	17	18	
Jul 12 - 18							
19	20	21	22	23	24	25	
Jul 19 - 25					Pay Roll End	Pay Day Pay Roll Start	
26	27	28	29	30	31	Aug 1	
Jul 26 - Aug 1							

August 2015

August 2015

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 26		27	28	29	30	31	Aug 1
Jul 26 - Aug 1							
Aug 2 - 8	2	3	4	5	6	7	8
					Pay Roll End	Pay Day	
						Pay Roll Start	
Aug 9 - 15	9	10	11	12	13	14	15
Aug 16 - 22	16	17	18	19	20	21	22
					Pay Roll End	Pay Day	
						Pay Roll Start	
Aug 23 - 29	23	24	25	26	27	28	29

September 2015

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 30	31	Sep 1	2	3	4	5
				Pay Roll End	Pay Day Pay Roll Start	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
				Pay Roll End	Pay Day Pay Roll Start	
20	21	22	23	24	25	26
27	28	29	30	Oct 1	2	3

Aug 30 - Sep 5

Sep 6 - 12

Sep 13 - 19

Sep 20 - 26

Sep 27 - Oct 3

STARKVILLE POLICE DEPARTMENT

DAVID B. LINDLEY
CHIEF OF POLICE

101 E. LAMPKIN STREET
STARKVILLE, MISSISSIPPI 39759

TELEPHONE
662-323-4135

To: Office of Highway Safety
From: Master Sergeant Shawn Word
Ref: Payroll and Overtime .

The Starkville Police Department works on patrol an 85.75 Hr. work schedule every two weeks. Our payroll starts on payday Fridays at 0800hrs. Our support staff technician works on payroll and turns in payroll on Wednesday prior to the payday Friday. If someone takes off or works overtime after the payroll is turned in then the payment will be received on the next payment Friday. This is the same if the officer takes off on Wednesday or Thursday prior to the payday Friday. When working over the 85.75 hrs the officer is paid time and a half of his hourly salary. If the officer works both overtime and takes leave during a pay period than they will receive straight pay for the hours that it takes to get them back to 85.75 before they will change back to a time and a half salary. If there is any further questions or needed clarification please let me know and I will be happy to explain further.

“PROTECT AND SERVE”

CITY OF STARKVILLE

PERSONNEL POLICY MANUAL

This policy manual is being provided to all City of Starkville employees in accordance with a Mayor and Board of Aldermen directive on February 13, 2007. In the interest of expediency, the policy manual has not been updated to reflect certain changes incorporated since the last revision of the manual on April 16, 2006. It is anticipated that the manual will be updated in the very near future to incorporate any needed revisions.

City of Starkville, Mississippi

PERSONNEL POLICIES MANUAL

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4.000 BENEFITS

4.100 EMPLOYMENT BENEFITS

As a full-time or regular part-time employee, you are entitled to certain fringe benefits that are intended to provide security and peace of mind to you and your family during your employment with the City of Starkville.

4.101 HOLIDAYS

The following and such days as the Mayor and Board of Aldermen may designate shall be Holidays with pay:

New Year's Day January 1
King's and Lee's Birthday . . . 3rd Monday in January
President's Day. 3rd Monday in February
(Lincoln & Washington's Birthday)
Good Friday Friday before Easter
Memorial Day Last Monday in May
Independence Day July 4th
Labor Day 1st Monday in September
Thanksgiving Thursday & Friday
Christmas Day. December 25th & 26th

Employees whose regularly scheduled day off falls on a holiday shall be entitled to the straight time holiday pay.

If any of the legal holidays fall on Sunday, the following Monday shall be the holiday.

If any of the legal holidays fall within a scheduled vacation period, one additional day of vacation shall be granted.

Employees must work, unless on authorized leave, their work day before a holiday, the holiday if required, and their work day after a holiday, in order to be paid for the holiday.

When deemed necessary by their department head, employees may be required to work on holidays.

Employees required to work on holidays shall, in addition to straight time pay for the period worked on the holiday, receive a day's straight time pay or compensatory time off, as approved by the Mayor and Board of Aldermen.

4.102 PERSONAL LEAVE

Personal leave with pay, earned by all full-time employees, other than firefighters, after one month of continuous service will accrue personal leave credit computed on the basis of continuous service at the following monthly and annual accrual rates:

CONTINUOUS SERVICE	MONTHLY ACCRUAL RATE	ANNUAL ACCRUAL RATE
1 month to 3 years	12 hours	18 days
37 months to 8 years	14 hours	21 days
97 months to 15 years	16 hours	24 days
Over 15 years	18 hours	27 days

All firefighters will accrue personal leave credit computed on the basis of continuous service at the following monthly and annual accrual rates:

24 HOURS PERSONNEL - PERSONAL LEAVE:

CONTINUOUS SERVICE	MONTHLY ACCRUAL RATE	ANNUAL ACCRUAL RATE
1 month to 3 years	16.8 hours	201.6 hours
37 months to 8 years	19.6 hours	235.2 hours
97 months to 15 years	22.4 hours	268.8 hours
Over 15 years	25.2 hours	302.4 hours

1. Non-temporary part-time employees earn personal leave credit on a prorata basis of the full-time accrual rates as shown herein and based upon an average of their monthly or weekly time worked.
2. There is no limit to the accumulation of earned personal leave.
3. Personal leave may be used for vacations and personal business and shall be used for illnesses of the employee requiring absences of one day or less.
4. Personal leave must be used for the first day of an employee's illness.
5. An employee may not be granted personal leave in an amount greater than earned and accumulated.
6. Upon termination of employment, each employee will be paid for unused personal leave not to exceed thirty (30) leave days. One day of leave time is equivalent to eight (8) hours for all employees, including policemen and firefighters.
7. Upon termination of employment, unused personal leave in excess of thirty (30) days will be counted as creditable service for purposes of the State Retirement System.
8. Should an employee die having accumulated personal leave credit, the final check for wages or salary for the unused personal leave, up to 30 days will be given to the person designated by the employee for this purpose or, in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employee Retirement System.

5.000 PAY PRACTICES

5.100 PAY RAISES

The City makes every attempt to give fair pay raises to employees while keeping the limitations of the City's budget in mind.

5.101 PAY DAY

Employees who are paid weekly will be paid every Friday for the previous week's work. Employees who are paid semi-monthly will be paid on the 15th and last day of the month. Employees who are paid bi-weekly (Police and Fire) will be paid every other Friday. Employees who are paid monthly will be paid on the end of the month.

5.102 TIME CARDS

Each employee must keep a record of his time worked and attendance at work. Each employee who is required to punch a time card must punch **only his card**, unless otherwise instructed **by their supervisor** according to established procedure, whereby all hours worked are accurately reported.

5.103 COMPENSATORY TIME

Department heads may grant administrative compensatory paid leave to employees for overtime hours worked and for which no pay was received. Compensatory leave will be granted at the rate of 1-1/2 hours for each overtime hour.

5.104 OVERTIME

City employees who will be covered under the Fair Labor Standard Act will be compensated at time and a half for hours worked in excess of 40 hours in a work week.

Overtime is defined as an employee's time worked in excess of 40 hours in a work week.

Overtime for fire protection employees will be paid for all hours worked in excess of 212 hours in a 28-day period. Overtime will be paid to law enforcement personnel for all hours worked in excess of 86 in a 14 day period.

5.105 STANDBY PAY (REGULAR)

Employees who are on standby shall be compensated at the regular standby rate as established by the Mayor and Board of Aldermen. If an employees is called out, he will be paid time and one half in excess of forty (40) hours actually worked and straight time for all work up to forty hours. Standby pay rates will be those as approved by the Mayor and Board of Aldermen.

5.106 STANDBY PAY (HOLIDAY)

Employees on stand-by shall, in addition to eight (8) hours holiday pay, receive four (4) hours straight pay for being on stand-by. If an employee is called out, he will be paid time and one half in excess of forty (40) hours actually worked and straight time for all work up to forty hours.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 460	SUBJECT: Traffic Law Enforcement
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: <hr style="width: 80%; margin: auto;"/> DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	August 11, 2011	
AMENDMENT DATE:	August 11, 2011	

Standard Reference(s): 61.1.2 (a-c), 61.1.3(a-e), 61.1.4(a- d), 61.1.5(a-b, d-k), 61.1.6(a -c), 61.1.7, 61.1.8, 61.1.12, 61.2.1(a,c-f), 61.2.2 (a-h),61.2.3(a, c-f),61.2.4, 61.3.2(a),61.4.1(a-d), 61.4.2, 61.4.4, 82.3.3 (c), 83.1.1

Warning: This general order is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

460.1. Purpose

The purpose of the general order is to prescribe procedures for traffic law enforcement, preventive patrol, proactive enforcement, and relationships with the university community, motorists, pedestrians, and the courts.

460.2. Directive

Traffic law enforcement includes all activities or operations that relate to observing, detecting, and preventing traffic law violations and taking appropriate action under the circumstances. Enforcement not only involves arrests and citations, but includes warnings to drivers and pedestrians that prevent them from committing minor traffic violations. However, overzealous enforcement without considering whether the violator is familiar with the legal requirements or without regard for the circumstances surrounding the violation causes disrespect for the law and poor relations between the department and the community. The emphasis of this department is placed on violations that contribute to accidents and present hazards to vehicular and pedestrian traffic. (61.4.4)

460.3. Procedures

460.3.1. Per Mississippi Code of 1972, Motor Vehicles and Traffic Regulations Section 63-3-119 officers may issue citations for subjects for suspected criminal traffic violations, i.e. other cities, states, and foreign countries. (61.1.3.a) (61.1.5.d)

460.3.1.1 Officers are responsible for staying current with changes to Motor Vehicle and Traffic Regulations, as well as legal opinions related to the enforcement of such regulations. (61.1.5.j)

460.3.2. All sworn officers shall take appropriate enforcement actions for each violation of the law witnessed. All enforcement actions will be administered in an impartial, courteous, fair, and firm manner using one of the following methods:

1. Verbal Warning Citation- Appropriate when the violator commits a minor traffic violation that may be due to the driver's lack of awareness, i.e. equipment failure, new traffic control devices in place, unexpected reroute of traffic, etc. The citation will be filled out but not given to the violator. The citation will be kept on file at the Starkville Police Department. (61.1.2.c) (61.1.5.a)
2. Uniform Traffic Citation of Mississippi (Complaint/Affidavit) - should be used when a violator jeopardizes the safe and efficient flow of traffic, including hazardous moving violations and operation of unsafe and/or improperly equipped vehicles. (Refer to General Order 102). (61.1.2.b) (61.1.5.a) (61.1.5.d)

3. Physical arrest - Section d 63-9-11 of the Mississippi Code of 1972 Annotated generally declares that all traffic offenses are misdemeanors unless otherwise noted. Citations are usually issued in lieu of a physical arrest. However, a physical arrest may be made for violations of those traffic laws pertaining to:

- a. driving while intoxicated or under the influence of alcohol or drugs
- b. driving on a revoked driver's license
- c. traffic offenses committed in the commission of a felony
- d. traffic offenses committed by those persons who may not appear in court. (61.1.2.a) (61.1.5.a)

460.3.2.1 Officers may use discretion when issuing citations or warnings for non hazardous violations and Multiple Violation. (61.1.5 h) 61.1.5i)

460.3.2.2 Citations completed by officers from the basis for prosecution and ultimate adjudication of traffic offenses. Officers should take great care to write legibly, accurately, and completely for efficiency of operations. Use appropriate forms and submit them to the shift supervisor for review and approval.

460.3.2.3 At the time a motorist is issued a citation, the issuing officer will advise the motorist whether court appearance is mandatory, and the court date as scheduled by the officer. Prior to the release of the motorist the officer will tell motorist where and when to appear in court. Motorist will be informed whether he may enter a plea. The motorist will be informed how to pay the fine by mail or at the court. The motorist will be informed as to where the bond may be posted. (61.1.2.b, 61.1.4.a.b.c.d)

460.3.3. Special process requirements or procedures for certain categories of violators.

460.3.3.1. Juveniles - Consider the use of warnings for minor, non-hazardous violations. If a citation is issued, make certain the juvenile understands that he or she is to appear in municipal court. In case of serious violations, parents should be notified. (61.1.3.b)

460.3.3.2 Foreign diplomats/families/servants - Diplomatic immunity is granted by the US government for all offenses. Warnings and citations may be issued. To claim immunity, the diplomat must present valid credentials. (61.1.3.d)

460.3.3.3 Legislators - May not be taken into custody except in cases of treason, felonies, or breach of the peace during times the Congress or Legislature is in session. Warnings and citation should be considered at this time. (61.1.3.c)

460.3.3.4. Arrest of Military Personnel

460.3.4.1. The arrest of an active duty member of the armed forces should be reported as soon as possible to the appropriate military liaison officer regardless of the time of day. If no military liaison officer is identified, contact should be made with the military law enforcement agency for the branch of service to which the arrestee is assigned. (61.1.3.e)

460.3.4.2. This notification pertains to cases where the person is taken into physical custody and not released on a citation. The report is to be made irrespective of the arrestee's rank, residence, or current duty station. (61.1.3.e)

460.3.5 Use of authorized emergency equipment, as follows:

460.3.5.1 Emergency lights

1. When stopping traffic violators.
2. Assisting motorist parked/stopped in hazardous locations, hazard warning lights should also be used.

3. Patrol vehicles parked/stopped on roadway. (61.1.7)
- 460.3.5.2 Siren
1. To signal violators to drive to the right of the road when other means have failed.
 2. In combination with emergency lights while following a suspect vehicle, while responding to an emergency, and when responding to crime in progress. (61.1.7)
- 460.3.5.3 Spotlights/Take-down Lights/Alley Lights:
1. As protection for the officer when hazardous conditions exist, e.g., dealing with a felon.
 2. To assist on searching or lighting an area. (61.1.7)
- 460.3.5.4 Public address system:
1. When stopping traffic violator in order to direct action from a distance, minimizing hazard to the officer.
 2. To direct persons when unusual conditions exist, e.g., traffic artery obstructed due to emergency. (61.1.7)
- 460.3.6 Traffic Stops -- Guidelines for stopping and approaching violators is found in General Orders 472.
- 460.3.7. Persons charged with revoked/suspended operator license.
- 460.3.7.1. A physical arrest should be made when an officer has stopped a vehicle and identified the driver as driving with a revoked or suspended operator's license. The violator shall not be allowed to continue driving the vehicle. The vehicle may be parked, towed, or a person with a valid operator's license designated by the driver may be allowed to drive the car.
- 460.3.7.2. An officer who sees an individual driving, who is known to have his or her driver's license under suspension or revocation, and is unable to stop the individual in a safe or timely manner, may swear out a warrant for the violator. (61.1.5.b)
- 460.3.8. Specific traffic problems
- 460.3.8.1. Identification and referral of drivers recommended for re-examination to the Department of Public Safety -- During routine traffic law enforcement activities, officers frequently encounter persons whom they suspect of being incompetent, physically or mentally disabled, or having other conditions that might prevent the person from exercising reasonable and ordinary care over a motor vehicle. In all such cases, in addition to whatever enforcement he or she may take, the officer will notify the Department of Public Safety of these findings or suspicions, giving the violator's full name, date of birth, operator's license number, and a brief description of the disability noted. (61.1.12)
- 460.3.8.2. Off-road vehicles (dirt bikes, mopeds)
- 460.3.8.2.1. Accidents involving off-road vehicles that do not occur on a highway require an offense report.
- 460.3.8.2.2. Any officer observing an unlicensed off-road vehicle on the highways that cannot be legally operated on the highways shall order it removed and take appropriate enforcement action. (61.1.5.e)
- 460.3.8.2.3. Officers shall enforce compliance with vehicle registration laws as they pertain to off-road vehicles. (61.1.5.e)
- 460.3.8.3. Officers should take appropriate enforcement action when and where pedestrians or bicycle violations are observed.(61.1.5i)

- 460.3.8.3.1 Officers should concentrate their efforts on pedestrian violations in those areas where pedestrian and bicycle accidents or complaints have been frequent.(61.1.5l)
- 460.3.8.4. Motor Vehicle Equipment Violations. Officers shall, at their discretion, enforce the motor vehicle equipment standards as detailed in Title 97 of the Mississippi Code of 1972 Annotated. (61.1.5.f)
- 460.3.8.5. Commercial Carriers. Officers shall enforce violations regarding commercial vehicles as prescribed in Title 63 of the Mississippi Code of 1972. (61.1.5.g)
- 460.3.9. Being stopped by a police officer is a traumatic and stressful experience for most motorists. Officers are expected to conduct themselves professionally and to maintain control during a traffic stop. Officers are expected to do the following:
- 460.3.9.1. The officer will present a professional image, proper dress, grooming, language, bearing, and emotional stability when addressing a violator. (61.1.8)
- 460.3.9.2. There will be no doubt that a violation was observed before initiating a traffic stop.
- 460.3.9.3. The officer conducting the traffic stop will be prepared by having the necessary equipment and forms available.
- 460.3.9.4. Anticipate a safe stopping location or have the violator move his vehicle to a safe location during the contact. Officers should weigh the need for a traffic stop against traffic problems that may be caused by a traffic stop in the wrong place or at the wrong time. (61.1.7)
- 460.3.9.5. Greet the violator with an appropriate title such as Sir or Ma'am and request the needed documentation such as driver's license, registration and proof of insurance. (61.1.7) (61.1.8)
- 460.3.9.6. When discussing the details of the violation and required action, the utmost courtesy will be used.
- 460.3.9.7. Explain the violation and officer actions (warning or citation) to the violator and court options. (61.1.4.a) (61.1.4.b) (61.1.4.c) (61.1.4.d)
- 460.3.9.8. Ensure that all required forms are completed.
- 460.3.9.9. Check for signs of emotional distress exhibited by the driver and, when possible, help calm the offender.
- 460.3.9.10. If requested, officers will provide their names in a non-adversarial manner.
- 460.3.9.11. Assist violators in re-entering the traffic flow safely. (61.1.8)
- 460.3.10. Selective Enforcement -- The Operations Captain will monitor traffic accident reports and citizen complaints to identify target areas for selective enforcement techniques. These techniques include:
1. Positioning of the patrol vehicle in high collision areas or areas of concern to the public to enforce traffic laws. (61.1.6.a) (61.1.6.b)
 2. Using speed measurement devices.
 3. Employing extra officers to conduct safety awareness or enforcement campaigns.
 4. Making recommendations regarding signage and engineering issues.
- 460.3.11. Unmarked vehicles should be used only in selective circumstances and not be used for routine patrol and enforcement of traffic violations. (61.1.6.c)

460.4 Traffic Accident Investigation

- 460.4.1. All uniformed employees of the Starkville Police Department are responsible for enforcing state and local traffic laws. The following guidelines will be used when investigating traffic collisions.
- 460.4.2. Roadway/Roadside Hazards --It is the policy of this department to prevent collisions before they happen. Officers will, from time to time, come across hazards in need of immediate attention, or hazards that are not presently causing a safety issue. Hazards can range from wires down and traffic signals out, to potholes, trees covering traffic signs, or disabled vehicles. Officers are expected to take the appropriate action with safety being the first priority. (61.4.1.a) (61.4.1.c) (61.4.2) (82.3.3.c)
- 460.4.3. When department personnel come upon a hazard that needs immediate attention they will notify Communications of the location and nature of the hazard. Communications will notify the responsible department to respond. (61.4.2)
- 460.4.3.1. Uniformed officers will ensure safety of traffic and pedestrians by the use of, but not limited to, the following:
1. Hand signal traffic control.
 2. Cones, marked vehicle or crime scene tape.
 3. Towing or pushing a vehicle from the roadway.
 4. Requesting assistance from another unit. (61.3.2.a) (61.4.1.a) (61.4.1.c) (61.4.1.d)
- 460.4.3.2. Hazards not requiring immediate attention can be documented and forwarded to the appropriate city department for disposition.
- 460.4.4. Collision Reporting
- 460.4.4.1. Reports: The following traffic collisions will be documented on the Mississippi Uniform Crash Report Form. These collisions require departmental response and may require investigation and/or reporting based upon circumstances.
1. Collisions involving death or injury. (61.2.2.a)
 2. Collisions involving property damage. (61.2.2.d)
 3. Hit and Run collisions (61.2.2.b)
 4. Collisions involving operators impaired by alcohol and/or drugs. (61.2.2.c)
 5. Collisions involving hazardous materials. (61.2.2.e)
 6. Collisions involving city owned property or vehicles.
 7. Collisions involving motorist altercations. (61.2.2.f)
 8. Collisions that result in major traffic congestion (61.2.2.g) (61.2.2.h)
 9. Any collision that would be in the best interest of the department to report.
 10. Any collision that results in a citation being issued or criminal charges being submitted. (61.2.4)
- 460.4.4.3. The officer investigating the collision may issue citations for all probable cause violations present during the collision. This will be done at the collision scene or as soon as possible thereafter. (61.1.5k)
- 460.4.5. Definitions
- 460.4.5.1. Hazardous Material: Any substance or material, which is capable of posing an unreasonable risk to health, safety, or property when, transported in commerce.
- 460.4.5.2. Hit and Run Collision: Any collision in which one or more involved drivers fails to comply with Mississippi Statutes by not stopping at the collision scene and exchanging information and/or rendering aid (61.2.1.c)
- 460.4.5.3. Private Property: Any land, which is privately owned. This will include parking lots, driveways, and privately owned streets. (61.2.1.f)

- 460.4.5.4 Vehicle/ Motor Vehicle: Any device in, upon or by which any person or property is or may be transported or drawn upon a highway, as defined in the Mississippi Traffic Laws 63-3-103 (a and b).
- 460.4.5.5 Injury: Any injury that creates a reasonable risk of death, permanent gross disfigurement, or permanent loss of an organ or limb.
- 460.4.5.6 Street, Road, and Highway: Any road, highway, street, or thoroughfare which is marked or defined for vehicular travel as defined in the Mississippi Traffic Laws 63-3-125.
- 460.4.5.7 Collision: An event involving a road vehicle in transport that results in unintentional death, injury or property damages.
- 460.4.6 The Mississippi Uniform Accident Report Form will be used to report all reportable traffic collisions involving death or a personal injury, or damage to the property of any person. The Form will be completed in its entirety as described in the Mississippi Uniform Accident Report Instruction Manual.
- 460.4.7 Measurements, Statements and Diagrams
 - 460.4.7.1 Measurements are to be taken on all traffic collisions in order to establish an area of impact, in all collisions where death, personal injury or major property damage occurs. (61.2.1.a) (61.2.3.d)
 - 460.4.7.2 Written statements will be taken on all state reportable traffic collisions. Not-to-scale diagrams are required on all state reportable traffic collisions. (61.2.3.d)
 - 460.4.7.3 To-scale diagrams are required in those collisions involving death or when university liability may be involved. (61.2.1.a) (61.2.2.a)
- 460.4.8 Driver Exchange Cards (61.2.3.f)
 - 460.4.8.1 Driver exchange cards will be completed on all applicable traffic collisions. Officers will confirm the validity of the information provided by each driver before exchanging cards.
 - 460.4.8.2 Private Property Collisions: The Mississippi Uniform Accident Report Form will be used to report those collisions occurring on private property. (61.2.1.f)
- 460.4.9 Late Reported Collisions
 - 460.4.9.1 An Incident Report will be taken on collisions that are not investigated at the scene due to delayed reporting, unless there is a death, or a life threatening injury.
- 460.4.10 On Duty Police Employee Traffic Collision
 - Also Re: Go 461.4
 - 460.4.10.1 When a police employee is involved in an on-duty collision, a supervisor will be notified immediately. The supervisor (preferably the employee's direct supervisor) will respond to the scene and ensure that a complete investigation is conducted.
 - 460.4.10.2 The employee involved in a traffic collision will not make statements regarding the collision to anyone other than the supervisor and/ or the collision investigator.
 - 460.4.10.3 Photographs are required on all traffic collisions involving city owned vehicles/property and where city liability may be involved.
 - 460.4.10.4 A supervisor will complete a detailed memorandum and include a copy of the accident report to the Assistant Chief of Police prior to the end of shift.

- 460.4.11 Review/Quality Control: The direct supervisor of each police employee completing a traffic collision report will be responsible for ensuring the quality of each report by reviewing and initialing each approved report.
- 460.4.12 Hit and Run (61.2.1.c) (61.2.2.b)
- 460.4.12.1 If the hit and run (H & R) vehicle has been immediately identified or easily locatable, the assigned officer will attempt to contact the suspect driver.
- 460.4.12.2 A police employee investigating an H & R will take any evidence pertaining to the accident and properly enter it as evidence.
- 460.4.12.3 Hit and Run reports investigated at the scene will be completed on the Uniform Accident Report Form.
- 460.4.12.4 Hit and Run reports that are made after the victim vehicle has left the scene will be detailed in an Incident/Offense Report.
- 460.4.13 Fatalities/Serious Injury Collisions (61.2.1.a) (61.2.2.a).
- 460.4.13.1 The Starkville Police Department will investigate fatal traffic collisions or collisions deemed serious injury that may lead to a fatality.
- 460.4.13.2 The Starkville Police Department Accident Reconstructionist are available for assistance on a 24 hour basis to assist with the collection of evidence, measurements, diagramming and processing of all Fatality Accidents. (83.1.1)
- 460.4.13.3 The scene of a traffic collision with a fatality or a serious injury will be secured and managed as any other major crime scene. (61.2.3.e) (61.2.2.a)
- 460.4.13.3 Photographs of the scene will be taken.
- 460.4.13.4 The scene supervisor will be responsible for maintaining a log of all officers present at the scene and will identify those officers required to produce a supplemental report detailing their activities at the scene.
- 460.4.13.5 All Uniform Accident Report forms associated with a fatality or serious injury collision will be completed and turned into the scene supervisor within twenty-four (24) hours of the collision.
- 460.4.13.6 The Investigations Bureau is responsible for submitting the report to the appropriate prosecutor when criminal charges are being considered.
- 460.4.14 Collision Investigation Procedures
- 460.4.14.1 Traffic collisions inherently represent hazards to the motoring public. In addition to this, evidence at the scene can become contaminated due to intrusion into the scene. Initial responding officers must be aware of this and take steps to ensure that the collision scene is secured. As soon as possible, officers need to protect the scene from contamination as well as protect the public from further damage or injury. Officers may:
1. Utilize traffic cones, and/or line tape to secure an area.
 2. Provide traffic control, as needed using officers for direction.
 3. Utilize marked patrol units as necessary.
 4. Using non-public safety personnel (police/fire) for traffic direction should be discouraged and should only be used in extreme emergencies.
 5. Officers should make every effort to re-route traffic around the scene in a safe manner, and to return the traffic to its normal flow expeditiously. (61.2.2.g) (61.2.4) (61.3.2.a)

- 460.4.14.2 Communications personnel will assign the officer responsible for the investigation of the traffic accident. The assigned officer will request and direct any assistance needed at the accident scene. (61.2.3.a)
- 460.4.14.3 Upon arrival at the scene, check for injuries and attend to any injuries that may exist as a result of the traffic collision. (61.2.3.b)
- 460.4.14.4. Mark the position of the vehicles or persons involved in the traffic collision. (61.2.3.e)
- 460.4.14.5. Move the vehicles from the roadway as soon as possible.
- 460.4.14.6. If the vehicles are damaged to the extent that they cannot be driven or pushed from the roadway, advise radio to dispatch a contracted tow truck to the scene.
- 460.4.14.7. If the owner of a vehicle has a specific request for a private tow company, advise radio of this request.
- 460.4.14.8. Obtain written and verbal statements from involved parties and any witnesses. (61.2.3.d)
- 460.4.14.9. Take all measurements of the accident necessary to complete a traffic collision report diagram when applicable. (61.2.3.d)
- 460.4.14.10. Complete any follow-up investigation required, if possible. (61.2.4)
- 460.4.14.11. The officer investigating the collision may issue citations for probable cause violations present during the collision. This may be done at the collision scene or as soon as possible thereafter. (61.1.5.k)
- 460.4.15 Fire Hazards (61.2.3.c)
- 460.4.15.1 All fire hazards will be treated seriously and will be handled by the Fire Department. If the Fire Department is not on the scene, employees will immediately request their assistance and take any necessary action to stabilize the situation.
- 460.4.16 Hazardous Materials Traffic Collisions (61.2.3.c)
- 460.4.16.1 If, while responding to or investigating any traffic collision, an employee believes hazardous materials may be involved, he/she will:
1. Determine a safe approach and distance to the scene.
 2. Immediately notify a supervisor.
 3. Request the assistance of the Fire Department.
 4. Identify the material by finding one of the following:
 5. The four digit ID numbers on a placard or orange panel.
 6. The four digit ID numbers following "UN" or "UA" on shipping paper or package.
 7. The name of the material on a placard, shipping papers or package.
- 460.4.16.2. Using the United States Department of Transportation Emergency Response Guidebook, follow the protective actions as stated until fire personnel arrives on the scene. If a guidebook is not available, the same information may be obtained by running the 4 digit "UN" or "NA" ID number through NCIC.
- 460.4.16.3. If the exact substance cannot be identified, the placard may display the Hazard Classification. This can be used with the guidebook to determine an appropriate response to the situation. (61.2.1.e) (61.2.2.e) (61.2.3.c)
- 460.4.17 Clearing Collision Scenes
- 460.4.17.1 As a safety precaution, a traffic collision scene will be cleared before the investigator leaves the location. If it is impossible to clear a scene entirely, field personnel will take all necessary precautions to safeguard the

public. City personnel or the appropriate agency will be requested to correct problems such as downed trees or poles, damaged traffic control devices, and to clear the roadway of debris when a tow truck is not called. (61.2.3.e) (61.2.2.g)

460.4.17 Fire Department Responsibility

460.4.17.1 Fire Department personnel will dispose of biohazard waste material. This should include used/unused medical supplies. If any material is left after emergency crews leave a scene, they may be asked to return for cleanup or field personnel may handle the situation if equipped with proper disposal of supplies. No material will be left at the scene. It will be taken by Fire Department personnel or cleaned up by field personnel.

460.4.18 Disposition of Property

460.4.18.1 In any collision where the owner or responsible party for the vehicle is transported from the scene or is otherwise unable to take possession of their vehicle and property, a vehicle inventory form shall be filled out describing the vehicle and property remaining in the vehicle. (61.2.3.f)

460.4.18.2 Items of value, such as wallets, purses, money, jewelry, and other valuables found at the scene of the collision or left in the vehicle shall be logged into property at the police station for safekeeping if the items cannot immediately be returned to the owner. (61.2.3.f)

460.4.19 Traffic collisions involving persons believed to be impaired by alcohol or drugs shall be processed as described in General Orders 470 - DUI Procedures. (61.2.1.d)

460.5 Motorist Assistance

460.5.1 The Department recognizes the responsibility for the safety of the public while using the roads and highways within its jurisdiction. Under the best of conditions, emergencies will arise involving the public's operation of vehicles upon streets. The following procedures are established for rendering aid, protection, and assistance to the community and visitors. (61.4.1.a) (61.4.1.c)

460.5.2 Providing Directions. Officers are expected to provide directions to requested locations when requested to do so. Escorts of individuals and vehicles are detailed in General Orders GO # 469 -- Escorts. (61.4.1.a)

460.5.3 Disabled Motorist (61.4.1.b)

460.5.3.1. When an Officer encounters a stranded or disabled motorist, they will make every effort to obtain or render assistance, if practical.

460.5.3.2 Officers will instruct motorists to stay out of the roadway when not in the vehicle. (61.4.1.c)

460.5.4. The following are areas that may fall within the scope of assistance that can be rendered:

460.5.4.1. Calling for a preferred or contract wrecker service or other assistance (The owner or operator of the disabled vehicle will be responsible for any expense) (61.4.1.b)

460.5.4.2 Jump-starting a vehicle with a dead battery.

1. Due care to avoid personal injury and damage to the vehicles should be exercised when jump-starting a vehicle.
2. Portable power packs will be used to avoid the possibility of damage to the patrol vehicle's electrical system and communications system.

460.5.4.3. Obtaining gasoline

1. This will be done only if the gasoline is in an approved safety container
 2. Gasoline will not be transported in the passenger area of the police vehicle
 3. Transporting motorist to the nearest service station or service facility is permitted only if the vehicle presents a hazard to the occupants and/or other citizens, and no other means of assistance is available.
- 460.5.4.4 Notifying a locksmith if keys are locked in vehicle. (See GO 460.5.8) SPD Police Officer are not trained or equipped to open locked vehicle doors.
- 460.5.4.5 Pushing a disabled vehicle from the roadway.
1. Starkville Police vehicles are NOT equipped with push-bumpers and pushing another vehicle may result in damage to the vehicle(s) and possible airbag deployment. Patrol cars WILL NOT be used to push vehicles.
- 460.5.4.5.1 If an emergency situation occurs and it is necessary to physically push a disabled vehicle from the roadway for the safety of the public, officers will exercise due care to avoid any property damage or injury that could result in City liability. This includes injury to the officer. Officers will use the following guidelines to safely remove such vehicles from the roadway:
1. Ensure that the driver fully understands the location where the vehicle is to leave the roadway.
 2. Ensure the driver has unlocked the steering wheel and has placed the vehicle in neutral. Advise the driver that power steering will not work, and check to ensure that the steering and brakes will operate to sufficiently control the vehicle.
 3. Use overhead and emergency lights on the patrol vehicle to alert on-coming traffic. (61.4.1.c)
 4. Before requesting a wrecker, citizens will be advised that they are responsible for any charges incurred.
- 460.5.4.6 Starkville Police Officers are not to change flat tires on disabled vehicles. Officers shall provide a safety lane to prevent a collision and request a tow company assist in the changing of the tire.
- 460.5.5 Emergency Assistance (61.4.1.d)
- 460.5.5.1 When the assistance rendered to a stranded or disabled motorist is of an emergency nature, the officer will request the assistance needed (i.e., fire, medical, or mechanical) and will remain with the motorist until assistance arrives or the emergency is taken care of. Officers should be cognizant of the time they will be out of service and request additional assistance in situations that may become prolonged.
- 460.5.5.2 Officers may also render emergency first aid and fire suppression, if required.
- 460.5.5.3 In instances where the safety of the citizen could be in question due to the age, gender or health of the person, weather conditions or time of day, Officers will render assistance.
- 460.5.5.4 The safety and security of the vehicle will be ensured and the citizen will be transported to a suitable location from which to obtain help, or Officers will ensure assistance is en route
- 460.5.5.5 Citizens will not be left with their vehicle or at another location, if their safety is not reasonably assured (61.4.1.c)
- 460.5.6 If the officer is already on their way to a call, and observes a disabled motorist dispatch will be notified of the motorist's location to ensure assistance is dispatched.
- 460.5.7 Departmental personnel will not attempt to make mechanical repairs to disabled vehicles.
- 460.5.8 Departmental personnel will only be dispatched to unlock vehicle doors in the following circumstances:

- 460.5.8.1 A small child or infant is locked in the vehicle. (61.4.1.d)
- 460.5.8.2 A medical emergency exists that would warrant forcible entry. (61.4.1.d)
- 460.5.8.3 In emergency situations (i.e., infants or children locked in a vehicle, especially in the summer months or on very warm days), an officer and the Fire Department will be dispatched (61.4.1.d)
- 460.5.8.3.1 In the event a pet is locked in a parked vehicle, the officer should use discretion when deciding to make forcible entry. A supervisor shall be notified in these circumstances.
- 460.5.8.4 Department personnel will ascertain if the person making the request actually has the right to enter the vehicle to be opened in non-emergency situations prior to assisting or requesting assistance.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 461	SUBJECT: Vehicle Operations Policy
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: _____ DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	August 11, 2011	
AMENDMENT DATE:	August 11, 2011	

Standard Reference(s): 41.2.1

Warning: This directive is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

461. Policy

All Starkville Police Department personnel who operate police vehicles will comply with safe driving procedures outlined herein. Emergency warning devices shall be used to a minimum, but as necessary to comply with both legal requirements and the safe performance of the police function and the safety of the public and police personnel.

461.1. Purpose

The purpose of this policy is to establish general procedures governing the operation of police vehicles.

461.2. General Information

- 461.2.1. Department personnel will operate Department vehicles in a safe, careful manner and will obey all traffic laws. The loss or suspension of any member's driver's license shall be reported to the Department immediately.
- 461.2.2. Any member who reports to work while taking any over the counter or prescription medication shall report the use of such medication to his or her supervisor. The supervisor will then determine if the officer is capable of driving a vehicle.
- 461.2.3. All personnel will use available restraint devices (seat belts) while operating Department vehicles. Passengers should also wear seat belts.
- 461.2.4. All department vehicles, marked and unmarked, are to be backed into designated police vehicle parking spaces whenever empty slots permit. The vehicle will be secured with windows and doors locked regardless of the length of time spent at the station.
- 461.2.5. The officer assigned to a vehicle is responsible for its cleanliness.
- 461.2.6. All equipment that is temporarily assigned for the officer's tour of duty will be removed from the vehicle and turned in to appropriate personnel.
- 461.2.7. Officers will ensure that their patrol vehicle has no less than 1/2 tank of gasoline at the end of their shift. The radio will be turned off and the vehicle secured.
- 461.2.8. No Department vehicle will be used to tow or push another vehicle. This does not mean that officers are expected to physically push a vehicle themselves.

461.2.9. Prior to beginning of each shift each officer will examine his/her vehicle for visible damage, and shall notify the supervisor of any damage found. The damage will also be noted on the officer's shift report card. Failure of an officer to report such damage may be considered prima facie evidence that the damage occurred while the vehicle was in his/her possession and the officer may be held accountable for it.

461.3. Equipment (41.3.2)

461.3.1. All vehicles that are normally used in patrol service will be conspicuously marked with mounted lights, reflective decals and stripes. Vehicles will be marked in accordance with Mississippi Statute.

461.3.2. Emergency Equipment will be stored in a secure box in the trunk of each Department vehicle. Department vehicles will be equipped with the following:

461.3.2.1. All vehicles

1. Siren
2. Emergency lights
3. Public address system
4. Mobile radio transceiver
5. Dry chemical fire extinguisher
6. First aid kit with basic supplies
7. Water for OC spray decontamination

461.3.2.2. Marked vehicles

1. Lights in some combination using the color blue
2. Siren
3. Mobile radio transceiver

461.3.3. Any emergency equipment which is used and needs replenishing will be reported on form SPD10 (white card) and submitted to the supervisor. These cards are to be given to the Supply Sergeant after being approved by the supervisor.(41.3.2)

461.3.4. The transfer of equipment from a department vehicle will only be done with the supervisor's approval and the Supply Sergeant will be informed in writing about the transfer as soon as possible.

461.4. Accidents in Department Vehicles

Also Re: Go 460.4.10

461.4.1. All personnel will promptly notify their supervisor of any accident, personal injury, or property damage caused by a Department vehicle operated by the officer. The supervisor, or his or her designee, will then investigate the incident. All information is to be placed on a written report by the end of the shift.

461.4.2. Vehicles will not be moved prior to the arrival or authorization of the investigating supervisor.

461.4.3. Officers who are involved in an accident while on duty shall make no statement as to responsibility and shall not advise the other party or parties that the City will pay for the damages resulting from the accident, even if the officer is at fault.

461.4.4. Officers may be held responsible for damages resulting from accidents where evidence shows extreme carelessness or negligence. Officers will be held strictly accountable for damages caused by abuse or careless handling of police vehicles. Evidence of such abuse will be promptly reported to the Captain over that Division.

- 461.4.5. All accidents and personal injuries caused by a Departmental vehicle will be reviewed by the Department's Accident Review Board. Results of the Accident Review Boards findings will be completed and submitted to the Chief of Police with in three (3) days of the accident unless the wreck involves life threatening injuries or fatalities and statements cannot be taken. On wrecks involving life threatening injury or fatalities a daily report will be written on department supplement form, stating the circumstances of the wreck progress made on the investigation, and the reason it is past the 3 day period. This report will be submitted to the chain of command daily until the report is complete.
- 461.4.5.1. Officers will be appointed to the Accident Review Board by the Chief of Police with recommendations made to him by the Captain of the Operations Division and Captain of the Administration Division. There is no limit on the length of time that an officer may serve.
- 461.4.5.2. The Board will meet to hear evidence and consider circumstances of each accident involving a Departmental vehicle. The Board may summon any member of the Department who has knowledge of an accident to present evidence before the Board.
- 461.4.5.3. After concluding its investigation, the Board will make two determinations of fact regarding each accident and report the findings to the Chief of Police and to the immediate supervisor of the officer involved. The report will include the following:
1. The Board's finding that the officer involved was/was not a contributing factor in the accident.
 2. The Board's finding that the officer involved did/did not comply with Departmental rules and regulations regarding involvement in traffic accidents.
- 461.4.5.4. The Board may make appropriate recommendations to the Chief of Police concerning traffic engineering, vehicle equipment, vehicle safety training, etc. The Board may not make any recommendation regarding corrective or disciplinary action.
- 461.4.5.5. If an officer is found to be a contributing factor or not in compliance with Departmental Policy and Procedures, his immediate supervisor will submit to the chain of command the disciplinary complaint report through standard procedures for recommending corrective or disciplinary actions at the same time the Accident Review Board findings are submitted

461.5. Responding to Calls (41.2.1)

- 461.5.1. Routine Calls - When responding to routine calls, officers will operate Department vehicles in a safe and proper manner while obeying all traffic laws and regulations. Although these calls are low priority and non hazardous in nature, they should be answered as expediently as possible.
- 461.5.2. Urgent or Emergency Calls - When responding to emergency calls, officers may disregard certain traffic regulations. Blue lights and siren should be utilized on these calls. Although these calls require the immediate presence of a police officer, no officer will be relieved of liability when he/she does not exercise good judgment, care, and due regard for the safety of persons and property.
- 461.5.3. Funeral Escorts - When conducting funeral escorts, officers may disregard certain traffic regulations while operating with blue lights.
- 461.5.4. Transport/Ride-along
1. Ride-alongs by civilian or law enforcement officers from other agencies must be approved by the Chief of Police. An Indemnity Agreement form, available from the Office of the Chief of Police, must be signed prior to the ride-along.
 2. Stranded motorists may be transported only with the supervisor's approval.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 410	SUBJECT: Emergency and Pursuit Driving
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	May 15, 2006	
AMENDMENT DATE:	May 15, 2006	

Standard Reference(s): 41.2.1, 41.2.2(a), 41.2.2(b), 41.2.2(c), 41.2.2(d), 41.2.2(e), 41.2.2(f), 41.2.2(g), 41.2.2(h), 41.2.2(i), 41.2.2(j), 41.2.3(a), 61.3.4

Warning: This directive is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

410.1. Purpose

This general order establishes procedures for the conduct of pursuits and emergency responses by officers of Starkville Police Department. The purpose of this directive is:

1. To reduce the frequency of accidents;
2. To reduce the severity of the accidents;
3. To reduce and eliminate the liability for accidents for officers, the department, and the City of Starkville;
4. To apprehend actual or suspected violators of the law;
5. To arrive on the scene of an emergency promptly.

410.2. Directive

The Starkville Police Department's primary concern in emergency or pursuit driving situations is the protection of the lives and safety of all civilians and officers, which includes arrival at the scene of an emergency in a prompt manner to render assistance and the apprehension of an actual or suspected violator of the law. In addition, it is the responsibility of the Starkville Police Department to assist officers in the safe performance of their duties. To effect these obligations, the department regulates the manner in which vehicular pursuit and emergency response is undertaken and performed.

410.3. Definitions

- 410.3.1. Emergency response/operation -- Emergency driving is defined as the operation of an authorized emergency vehicle (as hereinafter defined) by an officer of the Starkville Police Department in response to an emergency situation, including pursuit driving (as hereinafter defined) in such a manner as to be entitled the exemptions, privileges and rights-of-way as stated in section §63-3-205 of the Mississippi Code of 1972 Annotated (as herein specified).
- 410.3.2. Authorized Emergency Vehicle: An authorized emergency vehicle is a vehicle owned, leased or in the care, custody or control of the Starkville Police Department for the purpose of official use which is equipped with:
1. A siren, bell, ululating multi-tone horns or other electronic siren type device approved by the Chief of Police and in compliance with section §63-7-65 of the Mississippi Code of 1972 Annotated and which said siren is being used: and

2. A lighted lamp exhibiting a colored light (red and/or blue) visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle, in compliance with section §63-7-19 of the Mississippi Code of 1972 Annotated when said lamp is illuminated.

410.3.3. Emergency Situation -- An emergency situation is a set of facts or circumstances under which an officer has reason to believe that there exists a situation involving the infliction or threatened infliction of harm to another or the commission or threatened commission of a crime, or the apprehension of an actual or suspected violator of the law, necessitating a pursuit or emergency response.(41.2.1)

410.3.4. Pursuit Driving -- An emergency response to an emergency situation involving an active attempt by a Starkville Police Officer utilizing an authorized emergency vehicle with lights and siren engaged to apprehend one or more occupants of another moving vehicle when the driver of the fleeing vehicle is or should be aware of that attempt and/or is resisting apprehension by maintaining or increasing his speed, disobeying traffic laws, ignoring the officer, failing to yield to or attempting to elude, the officer.

410.3.5. Commanding Officer of Pursuing Unit -- the highest-ranking officer available, on duty, who is a direct supervisor of the officer initially involved as a primary unit.

410.3.6. Field Supervisor -- Any supervisor in the field through who commands can be directed.

410.3.7. Unit -- A police vehicle, operating as an authorized emergency vehicle.

410.3.8. Privileges/Exemptions -- The driver of an authorized emergency vehicle when responding to an emergency or when in pursuit of an actual or suspected violator of the law may:

1. Park or stand irrespective of the provisions of section §63-3-913 of the Mississippi Code of 1972 Annotated.
2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
3. Exceed the maximum speed limit so long as the officer does not endanger life or property.
4. Disregard regulations governing direction of movement or turning in specific directions.
5. The driver of every other vehicle shall yield the right-of-way in accordance with section §63-3-809 of the Mississippi Code of 1972 Annotated.

410.3.9. Duties -- The privileges or exemptions of emergency or pursuit vehicle operation do not relieve the officer of the following responsibilities and duties:

1. Slowing down as may be necessary for the safe operation when proceeding past a red or stop signal or stop sign.
2. To not endanger life or property when exceeding maximum speed limits.
3. To drive with due regard for the safety of all persons.
4. To not operate the vehicle in reckless disregard for the safety of others.
5. To not arbitrarily exercise the privilege of right-of-way.
6. To prevent damage to the vehicle or other property.

410.4. Procedures

410.4.1. Initiation of Pursuit or Emergency Response

410.4.1.1. The decision to initiate pursuit or emergency response must be based on the police officer's conclusion, after careful evaluation, that the immediate danger to the public created by the pursuit or emergency response is less than the immediate or potential danger to the public should the suspect remain at large or the emergency response not being made. (41.2.2.a)

410.4.1.2. Any Starkville Police Department police officer may initiate a vehicular pursuit when ALL of the following criteria are met:

- 410.4.1.2.1. The suspect exhibits the intention to avoid arrest by using a vehicle to flee apprehension for an alleged felony or misdemeanor that would normally require a full custody arrest;
- 410.4.1.2.2. The suspect operating the vehicle refuses to stop at the direction of the officer; and
- 410.4.1.2.3. The suspect, if allowed to flee, would present a danger to human life or cause serious injury.
- 410.4.1.3. The police officer shall consider the following factors in determining whether to initiate a pursuit or emergency response:
1. Whether an "emergency" exists
 2. Time of day
 3. Traffic, weather and road conditions
 4. The performance capabilities of the police vehicle
 5. The seriousness of the violation
 6. The risks involved in initiating the pursuit or emergency response
 7. Route of pursuit or emergency response (41.2.2.a)
- 410.4.1.4. If initiating or continuing a pursuit or emergency response is more dangerous to the public than the suspects remaining unapprehended, or an emergency response not being made, officers shall not pursue or respond in an emergency mode.
- 410.4.1.5. Officers should never pursue just because another officer is doing so.
- 410.4.1.6. At any time, an officer of higher rank can assume command of an operation, or countermand an order of a subordinate. Before doing so, they should take into account the expertise of the subordinate and the fact that the subordinate may possess facts unknown to him. If an officer of higher rank decides to assume command of an operation, or countermand an order of a subordinate, the officer also assumes the responsibility for the consequences of that decision as the new commander.
- 410.4.2. Vehicular Pursuits
- 410.4.2.1. Unit responsibilities -- The first unit to become involved in a vehicular pursuit will be designated the primary pursuit vehicle and will have the following responsibilities: (41.2.2.b)
- 410.4.2.1.1. The officer will activate the vehicle's emergency lights and siren.
- 410.4.2.1.2. The officer will notify the dispatcher that a pursuit is underway and his or her unit number.
- 410.4.2.1.3. The officer will give the location, direction of travel, and estimated speed of suspect vehicle.
- 410.4.2.1.4. The officer will give specific reason for the pursuit, including known violations of law.
- 410.4.2.1.5. The officer will give the description of vehicle being pursued.
- 410.4.2.1.6. The officer will also give information pertaining to number of occupants and their description.
- 410.4.2.1.7. The officer should broadcast special information such as hazards to officers, traffic conditions, etc.
- 410.4.2.1.8. The officers involved in a pursuit will take necessary steps (i.e. roll windows up, etc.) to allow the dispatcher to understand the officer's transmissions.
- 410.4.2.1.9. The initiating or primary unit shall be in field command of the pursuit, and shall bear operational responsibility for the pursuit until relieved by a supervisor.

- 410.4.2.1.10. The authority of the primary unit pertains to the immediate field operation and is, at all times, subordinate to the command of the field supervisor and commanding officer.
- 410.4.2.1.11. The primary unit may maintain pursuit as long as it is reasonably safe to do so, or until directed to terminate the pursuit by a supervisor or the suspect is stopped.
- 410.4.2.1.12. The primary unit may, at anytime the officer deems is appropriate, terminate pursuit.
- 410.4.2.2. Back-up Unit Responsibilities -- A pursuit will normally involve no more that the primary unit and one back-up unit, unless more units are specifically authorized by a supervisor. (41.2.2.c)
 - 410.4.2.2.1. The back-up unit, upon joining the pursuit, will notify communications of its identity.
 - 410.4.2.2.2. The back-up unit will operate the emergency lights and siren.
 - 410.4.2.2.3. If the primary unit is a one-man unit, the back-up unit will assume radio communication responsibilities as soon as possible.
 - 410.4.2.2.4. The back-up unit should follow pursuit at a safe distance, but close enough to render assistance when and if required.
 - 410.4.2.2.5. If the primary unit becomes disabled, or otherwise unable to continue pursuit, the back-up unit will become the primary unit. The communications center will advise the field supervisor and other units that a new back-up unit is needed, and the next unit to join the pursuit will be designated the back-up unit.
- 410.4.2.3. Support Unit Responsibilities -- Support units will not be actively involved in the pursuit.
 - 410.4.2.3.1. Support vehicles will cover escape routes.
 - 410.4.2.3.2. Support units will be available to assume a back-up or primary role should one of those vehicles be unable to continue the pursuit.
 - 410.4.2.3.3. Support units will be operated with emergency lights and siren when it is necessary to operate as an emergency vehicle to maintain support positions and warn other drivers of the support vehicle's approach.
- 410.4.2.4. Unmarked Units (41.2.2.d)
 - 410.4.2.4.1. Unmarked units should have a marked unit initiate a pursuit unless circumstances dictate that a marked unit is unavailable.
 - 410.4.2.4.2. Unmarked units may become involved in a pursuit as a primary unit only when they initiate the pursuit.
 - 410.4.2.4.3. Unmarked units will turn the role of pursuit over to marked units as soon as possible and serve as a support unit.
- 410.4.2.5. Communications Center Responsibilities (41.2.2.e)
 - 410.4.2.5.1. Receive and record all incoming information on the pursuit and the pursued vehicle.
 - 410.4.2.5.2. Immediately notify the commanding officer and the field supervisor when a pursuit is initiated.
 - 410.4.2.5.3. Clear the radio channel of any unnecessary traffic and advise all other units that a pursuit is in progress, providing all relevant information.
 - 410.4.2.5.4. Perform relevant record and motor vehicles checks.

- 410.4.2.5.5. Control all radio communications during the pursuit.
- 410.4.2.5.6. Coordinate assistance under the direction of the commanding officer or the field supervisor.
- 410.4.2.5.7. Continue to monitor the pursuit until it has been terminated.
- 410.4.2.5.8. Notify neighboring jurisdictions if there is a possibility that the pursuit will leave the city.
- 410.4.2.6. Supervisor Responsibilities (41.2.2.f)
 - 410.4.2.6.1. Commanding officer of pursuing unit
 - 410.4.2.6.1.1. The commanding officer of the unit initiating the pursuit shall assume overall command and indirect control through a field supervisor.
 - 410.4.2.6.1.2. Upon being notified of the pursuit, the commanding officer of the pursuing unit shall verify the following:
 - 410.4.2.6.1.2.1. No more than the required or necessary units are involved in the pursuit and order any units not necessary to abandon pursuit.
 - 410.4.2.6.1.2.2. Proper radio frequency is being utilized.
 - 410.4.2.6.1.2.3. Affected allied agencies are being notified.
 - 410.4.2.6.1.2.4. Review criteria for initiation and termination of pursuits and determine if pursuit and/or emergency response should be terminated based upon available information.
 - 410.4.2.6.1.3. The commanding officer will ensure that an overall analysis and critique of each pursuit is completed to determine compliance with departmental policy. A summary report of each pursuit shall be submitted through the chain of command to the office of the Chief of Police for review, as soon as possible.
 - 410.4.2.6.1.4. Commanding officers shall assure that all supervisors and officers under their command receive appropriate training in policy and procedures relating to pursuits.
 - 410.4.2.6.1.5. Should a commanding officer initiate a pursuit, at the earliest possible time, the commanding officer will relinquish the pursuit to a back-up unit. The commanding officer will take up the back-up position.
 - 410.4.2.6.2. Field Supervisor
 - 410.4.2.6.2.1. Upon being notified of the pursuit, the field supervisor shall verify the following:
 - 410.4.2.6.2.1.1. No more than the required or necessary units are involved in the pursuit and order any units not necessary to abandon pursuit.
 - 410.4.2.6.2.1.2. Proper radio frequency is being utilized.
 - 410.4.2.6.2.1.3. Affected allied agencies are being notified.
 - 410.4.2.6.2.1.4. Review criteria for initiation and termination of pursuits and determine if pursuit and/or emergency response should be terminated based upon available information.
 - 410.4.2.6.2.2. The field supervisor will, subordinate to the commanding officer, continue to direct the pursuit, and approve or order alternative tactics, and maintain control until the pursuit is terminated.

- 410.4.2.6.2.3. While the pursuing unit's supervisor or any field supervisor always has the authority to terminate pursuit, they shall order the termination of pursuit in absence of adequate information from the pursuing units or based upon information that the dangers of the pursuit outweigh the need for immediate apprehension.
- 410.4.2.6.2.4. As with any tactical field problem, it is not necessary that the field supervisor be physically present in order to begin coordination and assert control of the pursuit.
- 410.4.2.6.2.5. Should a field supervisor initiate a pursuit, at the earliest possible time, the field supervisor will relinquish the pursuit to a back-up unit. The field supervisor will take up the back-up position.
- 410.4.2.6.2.6. The supervisor of the area where the pursuit ends shall proceed to the termination point to provide guidance and necessary supervision.
- 410.4.2.6.2.7. The supervisor of the unit initiating the pursuit shall be responsible for submission of an analysis and critique of the pursuit to the commanding officer of the pursuing unit. It is appropriate to have each officer involved submit a memorandum and critique their involvement with the pursuit and subsequent events as soon as possible.
- 410.4.2.7. Interjurisdictional Pursuits (41.2.2 h)
- 410.4.2.7.1. If a single police vehicle from another jurisdiction continues a pursuit into, or initiates a pursuit within the Starkville police jurisdiction, one Starkville Police Officer unit and a supervisor may join the pursuit. (41.2.2.h)
- 410.4.2.7.2. If two (2) or more units from another jurisdiction are in pursuit, Starkville Police Department units will not join the pursuit unless directed by a supervisor. (41.2.2.h)
- 410.4.2.7.3. When the pursuit, in which a Starkville Police Vehicle was involved, terminates, a Starkville Police Department unit will respond, assist and make an incident report. (41.2.2.h)
- 410.4.2.7.4. When Starkville Police Department units pursue outside the boundaries of city, the communications section will notify the proper jurisdiction and relay all pertinent information. (41.2.2.h)
- 410.4.2.7.5. When units from other jurisdictions join the pursuit, all Starkville Police Department units except the primary unit and the supervisor will cease the pursuit. (41.2.2.h)
- 410.4.2.7.6. It will be the responsibility of the field supervisor involved in the pursuit to determine if the pursuit should continue or cease upon leaving the City limits. (41.2.2.h)
- 410.4.2.8. Pursuit Termination -- If, in the opinion and/or judgment of the pursuing unit's commanding officer or that of any supervisor, initiating, or continuing a pursuit is more dangerous to the public than the suspects remaining unapprehended, the pursuit shall be terminated. A pursuit shall be terminated under any of the following circumstances: (41.2.2.g)
- 410.4.2.8.1. If, in the opinion of the pursuing officer, the commanding officer, or the field supervisor, there is a clear and unreasonable danger to the officer and other users of the highway created by the pursuit that outweighs the necessity for immediate apprehension. (41.2.2.g)
- 410.4.2.8.2. The suspect(s) identity has been established to the point that later apprehension can be accomplished, and there is no longer any need for immediate apprehension. (41.2.2.g)
- 410.4.2.8.3. The prevailing traffic, roadway and environmental conditions indicate the danger or futility of continued pursuit. (41.2.2.g)
- 410.4.2.8.4. The pursued vehicle's location is no longer known. (41.2.2.g)

- 410.4.2.8.5. Any unit involved in the pursuit may discontinue his or her participation in the pursuit at any time if the officer feels their continued participation creates unwarranted hazard.
- 410.4.2.8.6. Once the decision to terminate the pursuit has been made, the operators of the police units will stop their vehicle, turn off their emergency lights and siren and inform the communications section of the termination. (41.2.2.g)
- 410.4.2.8.7. The termination of a pursuit does not prohibit the following of a vehicle at a safe speed, or remaining in the area to reinitiate pursuit if the opportunity and conditions permit. (41.2.2.g)
- 410.4.2.9. Roadblocks: The use of roadblocks must be authorized by the commanding officer or the field supervisor. Generally, a roadblock will be employed only as a last resort. The following guidance is issued for the use of roadblocks: (61.3.4) (41.2.2.g)
- 410.4.2.9.1. Upon notification of a situation that may warrant the use of a roadblock, the supervisor shall evaluate all available options before making a decision. (61.3.4)
- 410.4.2.9.2. A roadblock can only be employed when there is knowledge that the fleeing suspect is wanted for a felony, or the offender constitutes an immediate and continuing hazard to the public, and all other efforts to affect his or her apprehension have failed. (61.3.4)
- 410.4.2.9.3. Factors that should be considered when planning a roadblock are:
1. Number of officers available
 2. Seriousness of the crime
 3. Danger to the public
 4. Danger to officers (61.3.4)
- 410.4.2.9.4. Roadblocks shall not be used to stop a pursuit by another department for a misdemeanor or traffic offense. Occasionally, in these situations, parking on the side of the roadway with flashers on may suffice to warn the violator to stop. (61.3.4)
- 410.4.2.9.5. Fixed Roadblock (41.2.2.g)
- 410.4.2.9.5.1. The following requirements must be met before setting up a fixed roadblock:
1. It must be in a highly visible area with an unobstructed view.
 2. Steps must be taken to insure the safety of other vehicles and the public.
 3. There must be an avenue of escape. (61.3.4)
- 410.4.2.9.5.2. Upon placement of a fixed roadblock, officers shall not remain in their vehicles. They should take a position on one side of the roadway and utilize the best protection available. (61.3.4)
- 410.4.2.9.5.3. Officers must be aware that other vehicles may approach the roadblock and not stop due to confusion or being guilty of some other crime only known to them. (61.3.4)
- 410.4.2.9.6. Moving Roadblock (41.2.2g) (41.2.3a)
- 410.4.2.9.6.1. A "moving" or "rolling" roadblock is considered inherently dangerous and requires considerable driving skill of the blocking officers. Therefore, "moving" or "rolling" roadblocks are discouraged. (61.3.4) (41.2.3a)
- 410.4.2.10. Decisions to discharge firearms at or from a moving vehicle shall be governed by the use-of-force policy and are prohibited if an unreasonable risk to sworn personnel or others exists. (41.2.3a)

- 410.4.2.11. Controlled Access Highways: Officers shall not pursue suspects the wrong way on interstate or other controlled access highways or divided roadways unless specifically authorized by the commanding officer or field supervisor.
- 410.4.2.12. Pursuing units occupant restrictions: Officers will avoid participating in pursuits as either pursuit, back-up, or support vehicles when their vehicles are occupied by prisoners, suspects, complainants, witnesses, civilian observers, or any other person not on duty as a police officer, provided however the foregoing shall not apply if the Chief of Police or someone acting in his capacity shall grant permission for said ride along and the person requesting ride along shall duly execute a release. If, for any reason, a marked police unit with a civilian occupant is involved in a pursuit, as primary or back-up unit, that unit will, as soon as practical, turn over the pursuit position to another marked police unit with no civilian occupants.
- 410.4.2.13. Pursuit Documentation Requirements: Effective immediately, for all vehicular pursuits, the immediate supervisor of the officer initiating the pursuit and the commanding officer who was on duty at the time of the pursuit, in addition to officer(s) involved, shall within three (3) working days, furnish a written report through their chain of command to the office of the Chief of Police. This report shall address the following points:
1. What was the reason for the pursuit?
 2. What were the conditions of the pursuit (e.g., traffic condition(s), time of day, vehicle speed(s), number of Starkville Police Department vehicles involved, etc.)?
 3. During the pursuit, did the actions of the involved officer(s) conform to established department policy?
 4. Were there any exceptions to the policy? If so, what were they and why did they occur?
 5. Was any action taken against the suspect vehicle (e.g., roadblock, etc.)? If so, what circumstances necessitated the use of this action?
 6. If personnel and/or vehicles from other agencies assisted in the pursuit, what type of vehicles did those agencies use, how many personnel and vehicles responded and what role(s) did the assisting agencies have in the pursuit?
 7. Based on the information compiled for this report, did the reporting supervisors find the pursuit was handled properly or should it have been handled differently? Briefly justify this finding?
 8. A copy of the original incident report shall be included with the written report. (42.2.2 i, j)
- 410.4.3. Emergency Response (41.2.1)
- 410.4.3.1. Communications Center Responsibilities
- 410.4.3.1.1. Receive and record all incoming information on the call for assistance.
- 410.4.3.1.2. Dispatch appropriate field personnel and immediately notify the commanding officer of the responding units and field supervisors of action taken.
- 410.4.3.1.3. Perform relevant record and motor vehicle checks, if appropriate.
- 410.4.3.1.4. Control all radio communications during the emergency.
- 410.4.3.1.5. Coordinate assistance under the direction of the commanding officer of responding units and field supervisors.
- 410.4.3.1.6. Continue to monitor the situation until it has stabilized or terminated.
- 410.4.3.1.7. If at any time, communications center is advised of facts or circumstances which would warrant termination of the emergency response, they shall immediately notify responding units and supervisors.
- 410.4.3.2. Initiating/Primary Emergency Response Unit Responsibilities.

- 410.4.3.2.1. Initiating requests for assistance: When an officer in the field is involved in a situation where an emergency response is warranted or required, they must be aware that a nonspecific request will result in an uncoordinated response. This may be a greater hazard to life and property than the originating incident. They must minimize this hazard by giving the following information:
1. Unit number
 2. Exact location
 3. Reason for the request
 4. Request "back-up" if routine
 5. Number of units required to handle situation
- 410.4.3.2.2. The officer making the request shall try to monitor the radio long enough to determine if the call has been received by the communications center. Additionally, the officer should maintain radio communications as to provide status reports, to coordinate the efforts of arriving units, and to confirm that adequate assistance actually arrives.
- 410.4.3.2.3. Primary emergency response units shall identify themselves and give the communications center an estimated time of arrival based on distance, traffic and weather conditions.
- 410.4.3.2.4. Primary emergency response units shall immediately notify the communications center upon arrival at the scene and provide a status report as soon as possible.
- 410.4.3.2.5. Upon receipt of a termination notice, responding units shall discontinue emergency operation and return to their assigned area unless specifically requested to continue to the location under normal driving conditions.
- 410.4.3.2.6. If circumstances or conditions indicate that the danger to the public of continuing the emergency response outweighs the need for that response, the officer will terminate the emergency response. If the officer terminates this type response, they will notify dispatch, and then proceed to the scene, while obeying all traffic statutes.
- 410.4.3.3. Responding to silent alarms:
- 410.4.3.3.1. Panic/Hold up Alarm. Officers are permitted to use all emergency equipment in response to a panic/hold up alarm if there is information that leads the officer to believe that there is an emergency. If, in an attempt to not alert a suspect to the police presence, an officer discontinues the use of blue lights and siren, the officer must obey all traffic control devices and speed limits.
- 410.4.3.3.2. Burglar/Intrusion Alarm. Response to a burglar alarm is ordinarily a non-emergency response. An emergency response is permitted if there is information that leads the officer to believe that an emergency exists. If, in an attempt to not alert a suspect to the police presence, an officer discontinues the use of blue lights and siren, the officer must obey all traffic control devices and speed limits.
- 410.4.3.4. Supervisory Responsibilities
- 410.4.3.4.1. Commanding officer/field supervisor: Upon notification of an emergency response, the commanding officer/field supervisor shall review the response of subordinate officers to determine if the emergency response is appropriate and reclassify the response if a different response mode necessary.
- 410.4.3.4.2. The field supervisor shall monitor the response until it has stabilized or terminated, and assert control by directing specific units into or out of the response if necessary. If the commanding officer/field supervisor determines that an emergency response is no longer needed, they will radio for the emergency response to be terminated.
- 410.4.3.4.3. Upon being notified that an emergency response has been initiated the field supervisor shall verify the following:

- 410.4.3.4.3.1. Proper response classification/designation has been made;
- 410.4.3.4.3.2. No more than the required or necessary units are involved in the response; and
- 410.4.3.4.3.3. Affected allied agencies are being notified.
- 410.4.3.5. Emergency Response Termination -- If, in the opinion and/or judgment of the emergency response unit's commanding officer, or that of any supervisor, initiating, or continuing an emergency response is more dangerous to the public than the necessity for the emergency response, the emergency response will be terminated. An emergency response shall be terminated under any of the following circumstances:
 - 410.4.3.5.1. If, in the opinion of the responding officer, the commanding officer, or the field supervisor, there is a clear and unreasonably dangerous to the officer and other users of the highway created by the emergency response that outweighs the necessity for an emergency response. If the commanding officer/field supervisor determines that an emergency response is no longer needed, they will radio for the emergency response to be terminated.
 - 410.4.3.5.2. The prevailing traffic, roadway and environmental conditions indicate the excessive danger of an emergency response.
 - 410.4.3.5.3. A change of circumstances that indicate that an emergency response is no longer necessary.
 - 410.4.3.5.4. Any unit involved in an emergency response may discontinue his/her participation in the emergency response at any time they feel his/her continued participation creates an unwarranted hazard.
 - 410.4.3.6. Emergency Response forbidden: Officers will avoid participation in an emergency response when their vehicles are occupied by prisoners, suspects, complainants, witnesses, civilian observers, or any other person not on duty as a police officer, provided however the foregoing shall not apply if the Chief of Police or someone acting in his capacity shall grant permission for said ride along and the person requesting said ride along shall duly execute a release. (41.2.1)
- 410.4.4 Non Emergency Response
 - 410.4.4.1. Members of the department are required to comply with all provisions of State Motor Vehicle and Traffic Regulations while operating a department vehicle.(41.2.1)

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 468	SUBJECT: Roadblocks
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	May 15, 2006	
AMENDMENT DATE:	May 15, 2006	

Standard Reference(s): 1.2.4(f), 41.2.3 (a-e), 61.1.10

Warning: This directive is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

468.1. Purpose

The purpose of roadblocks is to detect motorists who are unlicensed, operating unregistered or unsafe vehicles, or otherwise engaged in behavior that is a hazard to themselves or other motorists. This general order outlines the procedures to use in conducting roadblocks. (61.1.10)

468.2. Directive

Roadblocks are an essential tool for ensuring the safety of the motoring public. As part of the Starkville Police Department's commitment to the community's safety on the roadways and in keeping with the department's mission statement, officers will periodically conduct roadblocks in accordance with the procedures of this general order. (41.2.3a) (61.1.10)

468.3. Procedures (41.2.3 b)

- 468.3.1. No roadblocks shall be conducted unless scheduled by the Sergeant in charge of the shift.
- 468.3.2. No roadblocks shall be conducted unless sufficient staffing is available to ensure the effectiveness of the roadblock. Five officers shall be required as the minimum staffing necessary to conduct a roadblock. This allows two officers to check vehicles and operators, two officers to operate response vehicles, and one officer for transport.
- 468.3.3. Due to staffing limitations, it is difficult for an individual shift to cover a roadblock and still patrol the streets. Therefore, it may be necessary to employ extra officers and/or request additional officers from surrounding agencies. This must have the approval of the Chief of Police in advance.
- 468.3.4. Supervisor Responsibilities (41.2.3d)
 - 468.3.4.1. A supervisor shall be designated as the officer-in-charge of the roadblock. It shall be the responsibility of the supervisor to document the request, approval, and conditions of the roadblock and complete an after-action report indicating arrests, traffic citations, warnings, and approximate number of vehicles encountered during the roadblock. (41.2.3d) (41.2.3e)
 - 468.3.4.2. Supervisors shall ensure that new officers are thoroughly briefed in the procedures of the roadblock and how to perform these procedures. (41.2.3d)

- 468.3.5. No roadblocks shall be conducted unless sufficient vehicles are available to ensure the effectiveness of the roadblock. Minimally, three vehicles are required. Two vehicles will serve as response vehicles and one vehicle will serve as a transport vehicle. (41.2.3d)
- 468.3.6. Unless otherwise directed, the hours of roadblocks shall be at the discretion of the Chief of Police or his designee.
- 468.3.7. Officers participating in roadblocks shall wear a reflective vest and use a flashlight or other illuminating device to enhance their visibility at night. (41.2.3d)
- 468.3.7.1 All officers participating in roadblocks will be trained on agency roadblock techniques during the FTO program. (41.2.3.c)
- 468.3.8. Careful consideration must be given when selecting sites for roadblocks. The following are some, but not necessarily all, factors that should be considered:
1. Enforcement needs, i.e., areas where excessive traffic violations occur or are likely to occur, accidents, etc.
 2. Officer safety, i.e. lighting, ability to move out of vehicle's path of travel, etc.
 3. Motorist safety, i.e., minimal chance of motorists being involved in an accident while stopping for the roadblock.
 4. Congestion, i.e., the roadblock is a minimal hindrance to the movement of vehicles.
 5. Road surface, i.e., would not be a hazard or hindrance to the operation of the roadblock. (41.2.3d)
- 468.3.9. Roadblocks shall not be conducted during periods of severe, inclement weather.
- 468.3.10. During all encounters with the public, officers shall be courteous and professional in their conduct.
- 468.3.11. Detention of motorists shall be as brief as possible and only to the extent of accomplishing the objectives of the roadblock.
- 468.3.12. Officers shall use the roadblock as an opportunity to educate the motoring public about traffic or public safety issues.
- 468.3.13. When stationed at a roadblock, the emergency lights of all department vehicles present shall be activated.
- 468.3.14. Unless otherwise directed, roadblocks shall not be established at one particular site for longer than 60 minutes.
- 468.3.14.1. It is important that roadblocks be moved to various sites as described under section 468.3.8. to achieve maximum effectiveness.
- 468.3.14.2. Moving the location of the roadblocks also reduces the perception that roadblocks are targeting a particular group of motorists.
- 468.3.15. Motorist Vehicles
- 468.3.15.1. Individuals who are arrested for DUI may have their vehicle inventoried and towed to a place of safety. (1.2.4.f)
- 468.3.15.2. Individuals who are arrested for other offenses and appear to be in control of their normal faculties have the option of having their vehicle towed to a place of safety or left at the scene.
1. This assumes that leaving their vehicle at the scene is not a safety hazard.
 2. Individuals who choose to have their vehicle left at the scene shall be informed that the city police department does not assume liability for the vehicle or its contents.

- (A) If the individual is adamant that he or she intends to hold the city police department liable for damage or theft to his or her vehicle and/or its contents, the vehicle shall be towed at the owner's expense.

468.3.16. Roadblocks for Fleeing Vehicles Directives for the use of roadblocks are found in General Orders GO 410.4.2.10.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 300	SUBJECT: Compensation
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: <hr style="width: 80%; margin: auto;"/> DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	March 27, 2012	
AMENDMENT DATE:	July 30, 2012	

Standard Reference(s): 22.1.1(a), 22.1.1(b), 22.1.1(d), 22.1.1(g), 22.2.1.(a-d), 22.2.2 (a-e), 22.2.3, 22.2.4, 22.2.5, 22.2.9, 34.1.1, 34.1.2, 34.1.3 (a-f, h), 34.1.4, 34.1.5, 34.1.6.(a - e), 34.1.7

Warning: This directive is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

300.1. Purpose

The purpose of this general order is to define responsibilities for the administration of compensation for members of this department.

300.2. Directive

The Starkville Police Department shall adhere to all city policies for compensation. The department has a compensation plan where classifications are established based on job responsibilities, skills, knowledge and abilities.

300.3. Procedures

300.3.1. Compensation

300.3.1.1. The department maintains a compensation system for all staff positions.

300.3.1.2. The aforementioned system is designed to provide equitable rates of pay among positions at the department, as well as to keep salary rates competitive with the labor markets.

300.3.2. Objectives

300.3.2.1. The objectives of this system are:

1. To establish position titles and descriptions for consistent use throughout the city and department.
2. To establish a rational basis for a salary structure that eliminates arbitrary salary assignments.
3. To clarify relationships between positions, thereby avoiding overlaps and gaps in responsibility.
4. To provide information that will assist administrators in establishing budgets and planning for future human resources needs.
5. To assist the department in the recruitment, selection, and placement of employees.
6. To assist in the orientation of new employees in their positions.
7. To assist supervisors in the evaluation of employee job performance.

300.3.3. Entry Level Salary

300.3.3.1. The Starkville Police Department entry level salaries are determined by experience/certifications based on step and grade.

300.3.4. Salary Differential within Ranks

300.3.4.1 Starkville Police Sergeants who meet the following minimum criteria will be eligible for a Master Sergeants rating:

1. Criteria:
 - a. Candidate must have a minimum of five years of experience as a sergeant with the Starkville Police Department.
 - b. Candidate must be cross-trained at the rank of sergeant in at least one specialized unit of the Starkville Police Department.
 - c. Candidate must hold a current instructor rating in at least one field of police expertise.
 - d. Candidate must be free of substantial discipline problems and have an acceptable performance score as indicated by annual evaluations.
2. Uniform Identification:
 - a. Master Police Sergeants are to wear a single horizontal "rocker" stripe below the uniform chevron to designate Master Sergeant status.

300.3.4.1.1 The Master Sergeant rating is intended to inspire sergeants to progress in their field of expertise. Qualified sergeants who are designated as Master Sergeants are eligible to receive a five percent (5%) increase in salary at the time of this designation.

300.3.4.2.1 Police Officers who meet the following minimum criteria will be eligible for a Master Police Officer rating:

1. Criteria:
 - a. Five years of current experience as a police officer with the Starkville Police Department.
 - b. Attained instructor level and successfully instructed officers in one field of expertise (this includes SWAT).
 - c. Be crossed trained in other areas.
 - d. Acceptable experience must be free of substantial discipline problems, such as suspensions, repeated reprimands, etc. and acceptable performance as indicated by annual evaluation scores.
 - e. Good physical condition as evidenced by successful completion of an annual physical assessment.
 - f. Additional Desirable Qualifications, but not necessary, include the successful completion of a bachelor's degree or higher from an accredited college or university. (22.1.1.b)
2. Uniform Identification:
 - a. Master Police Officers are to wear a single "Chevron Stripe" on the uniform to designate Master Officer Status.

300.3.4.2.2 The Master Police Officer rating is intended to inspire officers to progress to the position of Police Sergeant. A Master Police Officer shall have all the rights, privileges, and responsibilities currently assigned to senior officers. Qualified officers who are designated as Master Officer are eligible to receive a five-percent (5%) increase in salary. (22.1.1.b)

300.3.5 Officers Possessing Special Skills

300.3.5.1 No additional compensation is paid to officers possessing special skills. (22.1.1.d)

300.3.6 Merit Pay

300.3.6.1 Subject to appropriations, the availability of funds and approval by the Mayor and Board of Alderman of City of Starkville, merit increases based on documented work performance may be granted to eligible employees in accordance with City Personnel Manual.

300.3.6.2. Other Salary Augmentation

300.3.6.2.1. In accordance with City of Starkville Personnel Manual, the Chief of Police may request a salary adjustment for employees under the following circumstances:

1. Reorganization of the department
2. Assignment of additional job responsibilities or duties
3. Job reclassification (22.1.1.g)
4. External inequity

300.3.6.2.3. Such adjustments must be funded and approved by the Mayor and Board of Alderman. (22.1.1.g)

300.3.7 Promotion Process (34.1.3 a-h)

300.3.7.1 The ongoing success of the Police Department is maintained through the selection and promotion of qualified sworn personnel to positions of increased responsibility. It is the policy of the Starkville Police Department to establish standards specifying the evaluation and selection of candidates for promotion. The promotional process is designed to ensure that the most qualified candidate is advanced within the organization, and that the process is in accordance with the City of Starkville policies. (34.1.1)

300.3.7.2 Testing Procedures for Promotion (34.1.3 a)

1. Eligibility for Sergeant: Individuals eligible for promotion to sergeant shall include anyone who has completed the police academy and has at least three (3) years law enforcement experience with a Municipal Police Department and has completed all probationary periods.
2. Eligibility for Lieutenant: Individuals eligible for promotion to Lieutenant shall include anyone who has successfully completed the police academy and has at least three (3) years law enforcement experience as Sergeant with a Municipal Police Department and has completed all probationary periods.
3. Eligibility for Captain: Individuals eligible for promotion to Captain shall include anyone who has successfully completed the police academy and has at least three (3) years law enforcement experience as Lieutenant with a Municipal Police Department and has completed all probationary periods.

300.3.7.3 Points System

1. Written Exam: A maximum of 100 points shall be awarded for the written exam. (34.1.3 b)
2. Longevity/Experience: Points for longevity shall be determined by awarding one-half point for each month of experience with the City of Starkville Police Department, not to exceed six (6) points per year. (Maximum points to be awarded: 150)
3. Education/Training: Each officer shall be awarded 20 points for completing the academy. Points for college credit shall be awarded to all officers with college experience at the rate of .63 points per credit hour completed. However, the total points awarded for college experience for a person who does not possess a degree from an accredited college or university shall not exceed 60 points; and 40 points shall be awarded to any person who possesses an associate's degree, 80 points shall be awarded to any person who possesses a bachelor's degree; 100 points shall be awarded to any person who possesses a master's degree and 110 points shall be awarded to any person who possesses a (Ph.D) Doctor of Philosophy degree from any such college or university. The maximum points to be awarded for a Ph.D holder shall be 130 points; the maximum

points to be awarded for a master's degree holder shall be 120 points; the maximum points to be awarded for a bachelor's degree holder shall be 100 points; and the maximum points to be awarded for an associate's degree holder shall be 60 points.

ALL COLLEGE CREDITS AWARDED FOR THIS PROCESS MUST BE FROM AN ACCREDITED INSTITUTION OF HIGHER LEARNING. **A CERTIFIED COLLEGE TRANSCRIPT MUST BE PROVIDED.

4. Interview Board/Panel: The interview board/panel shall consist of 5 members, the Starkville Police Department Chief of Police will serve as the Chairman of the board/panel with four (4) other members all of whom will be allotted fifty (50) scoring points each. (Maximum points to be awarded 250.) (34.1.3 d)

300.3.7.4 The Chief of Police will direct the process of evaluating the best candidate for the position for each promotional opening. The process will be directly related to the evaluation of the candidate's abilities, as related to the job description of the position and will ensure that the selection is made with the best interest of the Department. (34.1.2)(34.1.3.a-d, e) (34.1.4) (34.1.6.a - e)

300.3.7.5 The promotional process will be initiated only when a position becomes available within the Department or when a new position is authorized for the Department. (34.1.3.f) (34.1.4) (34.1.5)

300.3.7.5.1 Starkville Police Department does not allow lateral transfers from other police departments. However, anyone meeting the eligibility requirements can apply as an external applicant and be considered in the promotional process. (34.1.1g)

300.3.7.6 Any materials used to assist in the assessment of the candidate's qualifications for the position; assessment or evaluation documentation, criteria guidelines, and any other materials used in the promotional process shall be securely maintained in the office of the Chief of Police. (34.1.3.h)

300.3.7.7 Sworn Personnel selected to be promoted are required to undergo a six month probationary period in their new position in accordance with City of Starkville Personnel Manual. Performance evaluations shall be performed in accordance with GO 205.7 (34.1.7)

300.3.7.8 The City of Starkville grievance procedure is used by those individuals who wish to appeal the Starkville Police Department promotional process. Candidates can reapply upon opening of a new position. They must repeat the entire promotional process. (34.1.1e, f)

300.4. Non-sworn Personnel

300.4.1. Compensation for non-sworn personnel of the police department is guided by the compensation plan employed by City of Starkville.

300.5. Availability of Funds

All increases in compensation are subject to approval by the Chief of Police and the Mayor and Board of Alderman and the availability of funds.

300.6 Employee Benefits

300.6.1 Purpose

- A. Subject to budget appropriation, The City of Starkville will provide benefits and benefit options under which employees may be covered. The list of elected benefits may vary from year to year. The City Personnel Officer shall make available specific benefits information to all employees.
- B. A complete description of employee benefits - leave, can be found in City Personnel Manual. (22.2.2a-e)

300.6.1.1

Bereavement Leave

- A. Upon the death of an employee's immediate family, as defined in the city personnel manual, an employee may use up days of earned major medical leave for bereavement. If additional time is needed, major medical leave and/ or personal leave policies will apply.
 - 1. City Personnel Manual: Immediate family is defined as spouse, parents, step-parent, brother, sister, child, step-child, grandchild, grandparent, son-or daughter-in-law, mother-or father-in-law, or brother-or-sister-in-law.

300.6.1.2

Tuition Remission Program

The City of Starkville and the Starkville Police Department regard the personal and professional development of its employees as an important element of its organizational mission. The individual growth of each employee is seen as a contributing factor to the growth of the City. The Tuition Remission Program is intended to increase an employee's competence in his / her current position and broaden his / her career opportunities with the City. (22.2.9)

- A. Tuition Remission is as follows:
 - 1. The availability will be in accordance with City Personnel Manual
 - 2. The City will reimburse tuition for no more than six (6) credit hours calendar year, and the employee must maintain a grade average of "C" of better. (22.2.9)

300.6.1.3

Family and Medical Leave Act (FMLA)

- A. The City recognizes the need for employees to be able to balance the demands of the workplace with the needs of families. This balancing may require employees to take time off from work after the birth or adoption of a child, or for the serious illness of the employee or an immediate family member. City Personnel Manual describes the provisions of the Family and Medical Leave Act as they relate to City employees.

300.6.1.4

Health Insurance (22.2.2.b)

- A. The City of Starkville provides a Health and Insurance plan to regular status full-time employees. This benefit is described in City Personnel Manual. (22.2.3)
- B. Optional Insurance Benefits
 - 1. The City of Starkville provides regular full-time employees the option to participate in a group life insurance policy as well as additional programs. These optional programs are detailed in City Personnel Manual. (22.2.3)(22.2.4)
- C. The City of Starkville provides Workers' Compensation Insurance as defined in City Personnel Manual. (22.2.4)(22.2.2d)

300.6.1.5

Holiday Leave (22.2.1.b)

- A. The following shall be the official holidays for Starkville Police Department employees:
 - 1. Martin Luther King, Jr. Day
 - 2. Independence Day
 - 3. Labor Day
 - 4. Thanksgiving Day
 - 5. Christmas

In addition the Mayor and Board of Alderman may at their discretion announce additional Holidays.

- 300.6.1.6 Administrative Leave - Jury / Witness Duty, Extreme Weather or Disaster -- Administrative leave is discretionary leave with pay, other than personal leave or major medical leave, which may be granted for jury/witness duty and extreme weather conditions or disaster. (22.2.1.a)
- 300.6.1.7 Military Leave -- In accordance with the law of the State of Mississippi, all employees who are members of the National Guard or any reserve component of the Armed Forces of the United States who are ordered to duty for training or exercises are entitled to military leave as described in City Personnel Manual.
- 300.6.1.8 State Retirement -- Public Employees' Retirement System Eligible employees are required to become members of the Public Employees' Retirement System as described in City Personnel Manual. (22.2.2)
- 300.6.1.9 Personal Leave with Pay -- Personal leave with pay is earned by all regular full-time employees to be used for illness or vacation leave, as outlined in the City Personnel Policy. (22.2.1.c) (22.2.1.d) (22.2.5)
- A. Personal Leave credit will be accrued proportionally according to employment status and computed on the basis of continuous service.

300.7 Overtime for Police (U. S. Department of Labor Standards)

- 300.7.1 Employees attending training courses or programs
- DOL regulations make clear that attendance at bona fide police academy or other training facility, when required by the employing agency, constitutes engagement in activities under 29 D.S.C. §207(k) if the applicable section 207 (k) tests are met (see §[621 , §[622 of the *Handbook*), except for the power of arrest for law enforcement personnel. If the tests are met, basic or advanced training is considered part of the employee's law enforcement activities (29 C.F.R. §553.214).
- 300.7.1.1 Only time spent in actual training constitutes compensable hours of work. Time spent studying or in other personal pursuits is not compensable even if the employee is confined to campus or to barracks 24 hours a day. Voluntary attendance at non-required training courses for the purpose of individual career advancement might be non-compensable, if certain criteria are met (see §[460 of the *Handbook*). DOL regulations give the following examples of situations where time spent by employees of State and local governments in required training is considered to be *non-compensable* (29 C.F.R. §553.226(b)):
- attendance outside of regular working hours at specialized or follow-up training required by law for certification of public- and private-sector employees within a particular governmental jurisdiction (e.g., certification of public and private emergency rescue workers); and
 - attendance outside of regular working hours at specialized or follow-up training required by law of a higher level of government (e.g., where a state or county imposes a training obligation on city employees).
- Time spent training in either of the above situations is not compensable, even if the employer pays all or part of the training costs.
- 300.7.2 Police officers who attend a police academy or other training facility are not considered to be on duty during the times they are not in class or training, as long as they are free to use such time for personal pursuits (29 C.F.R. §553.226(c)(Wage and Hour Opinion Letter dated Feb. 5, 1990).
- With regard to the interaction of these rules with section 207(k) schedules and whether trainees are deemed to be employees, see 1615 and 1219 of the *Handbook*.

300.7.3 Time Spent Testifying in Court or Other Proceedings

FLSA regulations state, as a general proposition, that time spent away from an employer's premises under conditions that restrict an employee from using the time effectively for personal pursuits constitutes compensable hours of work (29 C.F.R. §553.221). However, public safety employees often are called to testify in court, administrative hearings or other legal proceedings - and whether or not such hours are compensable depends on the particular facts of the case.

300.7.4 However, DOL also has ruled that time spent by Police Officers assisting accident victims while "off duty" is not compensable (Wage and Hour Opinion Letter dated March 19, 1993).

300.7.4.1 In a Wage and Hour Opinion Letter dated Jan. 21, 1997, DOL stated that time spent in testifying in court or other proceedings is compensable if:

1. The time spent is controlled or required by the state or local government; or
2. Attendance is intended to benefit the state or local government; or
3. Attendance is a direct result of official police duties.
4. In that administrative ruling, DOL held that time spent by a police officer giving testimony on behalf of a fellow officer at an administrative disciplinary proceeding was considered "hours worked" and, therefore, was compensable.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 470	SUBJECT: Driving Under the Influence (DUI)
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: <hr style="width: 80%; margin: auto;"/> DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	May 15, 2006	
AMENDMENT DATE:	May 15, 2006	

Standard Reference(s): 61.1.2(a), 61.1.5(a), 61.1.7(b), 61.1.11

Warning: This general order is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

470.1 General Provisions

The Purpose of this Operations Order is to expedite the processing of person(s) accused of driving under the influence of alcohol or drugs (DUI) and the procedures for evidence involved with the charge.

470.2 Procedure / DUI Cases (61.1.11) (61.1.5.a)

Officers will develop probable cause to believe the subject who is operating or in actual physical control of the vehicle is impaired. Officers will, upon detection, stop drivers suspected of driving under the influence of intoxicating liquor and/or drugs. (61.1.7b)

- 470.2.1 Advise the Communications Center of the stop, location of stop, tag information (if available), description of vehicle, and occupants.
- 470.2.1.1 Violations of the state statutes governing DUI may occur on public roadways or alleys, or on public or private property.
- 470.2.2 The DUI contact involves three phases:
 - 1. Vehicle in motion, physical control, or accident.
 - 2. Personal Contact
 - 3. Pre-arrest screening
- 470.2.2.1 Phase One (Vehicle in motion, physical control, or accident): This phase can start when the driver of a vehicle attracts the Officer's attention. It includes:
 - 1. The observation of the vehicle in motion
 - 2. The observation of stopping sequence
 - 3. Vehicle maneuvers
 - 4. Human indicators (Drivers position in vehicle, position of other people in vehicle).
- 470.2.2.2 Actual physical control cases should be evaluated carefully. In traffic collisions, the Officer normally does not observe the driving behavior resulting in a crash. If the Officer can identify the clues of impairment and witnesses who place the suspect at the controls of the vehicle when the collision occurred, the Officer should move to Phase Two.
- 470.2.3 Phase Two (personal contact):

470.2.3.1 Confront the driver cautiously. The first task is to approach, observe, and interview the driver to note any face to face evidence of impairment.

470.2.3.2 Important Observations:

1. Alcoholic beverage containers in vehicle
2. Any odor of alcoholic beverages
3. Condition of drivers eyes and face
4. Condition of drivers clothing
5. Drivers language and choice of words
6. Drivers coordination and balance
7. Any other unusual observations, odors, etc.
8. Presence of illegal drugs in vehicle
9. Prescription drugs in unmarked/marked containers
10. Presence of vapor releasing substances in vehicle (Any product that releases vapors, i.e., toluene, that may cause impairment)
11. Spray paint cans, beverage containers with paint, paint stains on hands and/or face of driver etc.

470.2.3.3 After this evaluation, the Officer must decide whether to request the suspect to exit the vehicle for further field sobriety tests. Once the Officer has requested the suspect to exit the vehicle, the Officer should observe the manner in which the suspect exits. The Officer will note any additional evidence of impairment. Call for a backup unit if suspicions are strengthened. Wait for backup to arrive before giving the field sobriety tests.

470.2.4 Phase Three (Pre-arrest screening): This phase covers standard field sobriety tasks. The Officer shall, if feasible, administer the Field Sobriety Tasks in order to form an opinion about the driver's level of impairment due to alcohol or drugs. These tests will include:

1. Horizontal Gaze Nystagmus (if performed by an officer certified to administer the test). (Standard Task)
2. Walk and Turn. (Standard Task)
3. One Leg Stand. (Standard Task)

470.2.4.1 The Officer may use a preliminary breath test analyzer (PBT) to help determine if the driver is impaired. The results of the PBT will be articulated and noted in the officer's report as pass or fail.

470.2.4.2 Officers are reminded that evidence obtained by PBT may be suppressed and not heard in court. Officers are strongly advised to use Standardized Field Task's pre-approved by administration. Other "Field" tasks may be used, but it may fall to the officer to show the validity of non-standardized sobriety task.

470.2.4.3 The Alco-Sensor II or III is a portable breath-testing instrument utilized to detect the presence of alcohol in the system of the person being tested. It may also be used to assist with safeguarding the health of intoxicated individuals. It will be used when probable cause is present to stop individuals for alcohol violations and the results will be used as additional information for probable cause or to justify the arrest. The officer may not make an arrest based solely on a failed result from a PBT.

470.3. Procedures (Preliminary Breath Tests (PBT))

470.3.1 The department maintains and authorizes the use of Breath Test (PBT) devices.

470.3.1.1. Only officers trained to administer PBTs will deploy and use PBT devices.

470.3.1.2. Employees will not perform any repairs or make modifications to PBT devices.

470.3.2. PBTs may be administered to provide officers with guidance as they decide whether to take enforcement or welfare actions.

- 470.3.3. Enforcement Action (DUI)
 - 470.3.3.1. PBTs should be administered only after field sobriety testing is completed.
 - 470.3.3.2. Motor vehicle operators, for whom probable cause exists to believe they operated a vehicle while under the influence of drugs and/or an alcoholic beverage, may be administered a PBT test. The results of the PBT shall be noted on the officer's report as pass or failed.
 - 470.3.3.2.1. The actual results of the PBT test may not be introduced into court, but the officer may testify as to the presence of an alcoholic beverage in the motorist.
 - 470.3.3.2.2. Officers shall make a notation in their report regarding motorists who refuse to take the PBT test or otherwise refuse to cooperate with the PBT test.
- 470.3.4. Enforcement Action (Other Alcohol Violations)
 - 470.3.4.1. When encountering a person who is believed to be under the legal age to consume alcoholic beverages, consuming alcoholic beverages in violation of city and/or state law, or acting in a disorderly manner or causing a breach of the peace and believed to have consumed alcoholic beverages, an officer may administer a PBT test to determine the presence of an alcoholic beverage in the person. The results of the PBT test shall be noted in the officer's report.

470.4 Officers may use discretion in administering the number of field sobriety tasks.

- 470.4.1 If the Officer believes the driver is too impaired to safely complete any of the tasks, the Officer may choose to waive the tasks.
- 470.4.2 The Officer's instructions to the driver should be clear and should be supplemented by actual demonstration. Officers should carefully document the driver's performance during the actual task.
- 470.4.3 Upon completion of the field sobriety tasks, the Officer must determine if there is probable cause to believe that the driver's ability is impaired and affecting his or her ability to drive/or control their vehicle.
- 470.4.4 If the driver refuses to take the field sobriety tasks the Officer should continue to observe the driver's actions/reactions and physical characteristics. The Officer should document any statements the driver might give.
- 470.4.5 Following these observations the Officer must consider all evidence, such as driving behavior, personal action, and demeanor, before deciding to place a person under arrest for suspicion of DUI.
- 470.4.6 All passengers should be interviewed and identified.

470.5 Arrest Criteria/ Booking (61.1.2.a)

- 470.5.1 Was the violator in actual physical control of the vehicle?
- 470.5.2 Did alcoholic beverages/drugs/other substances impair the violator to any degree?
 - 470.5.2.1 Did the driver violate the provisions of (63-11-30)?
 - 470.5.2.2 The determination to arrest the violator should be base on the driving habits of the violator, the officer's observations leading up to and after the stop, and the results of the SFST's.
 - 470.5.2.3 Once the driver is arrested, the following procedures will apply:

- 470.5.2.3.1 Unless the arrestee is in need of medical attention as the result of a traffic accident, the arrestee shall be handcuffed, searched and will be secured inside a caged vehicle for transportation in a safe manner immediately following arrest as provided in (GO 430 Prisoner Transportation). Persons under the influence of alcohol/drugs are unpredictable in their behavior patterns and should be treated with caution and due regard for safety.
- 470.5.2.3.2. The vehicle of the arrestee shall be searched incident to arrest, (GO 401) and made safe from the regular traveled path of vehicular traffic, locked if possible and the keys secured while the operator is being tested on the Intoxilyzer.
- 470.5.2.3.3 Upon the event the driver is arrested and the event has left the passenger(s) stranded, the officer will make a reasonable effort to procure such passenger(s) an alternative means of transportation.
- 470.5.2.3.3.1 If the vehicle is towed incident to arrest, a complete inventory of the vehicle shall be conducted (GO 401.3.2.2) A towing service will be used unless the driver has a personal preference. The officer shall turn over the keys to such vehicle to the tow truck operator.
- 470.5.2.3.4 The Communications Center will be notified (GO 540) and the specific time given by the Dispatcher will be the time of arrest.
- 470.5.2.3.5 The arrestee will be transported to an approved location for breath testing or urine sample. If a blood sample is necessary, the Officer will transport the arrestee to the Connty Hospital or have a technician who is certified to draw blood take the sample. Blood may be obtained with consent or with a search warrant.

470.6 Implied Consent

- 470.6.1 Upon arrival at the station and before any chemical test is given, the officer shall inform the arrested person of their Implied Consent Rights from the State of Mississippi Form IP-29.
- 470.6.2 Under the Implied Consent the arrestee does not have the right to consult with their attorney before making a decision to take a chemical test. Therefore, an arrestee who will not submit to a chemical test before talking to counsel shall be treated as a test refused.
- 470.6.3 Any incident or situation in which a person is dead, unconscious, or who is otherwise in a condition rendering him incapable of refusing shall be deemed not to have withdrawn his consent and the test or tests may be administered. The provisions for advising a person of his Implied Consent Rights shall not apply to persons incapable of giving consent.
- 470.6.4 Implied Consent does not apply to (PBT). There is no enhanced penalty for failure to take any test other than the ones provided by the State of Mississippi.

470.7 Intoxilyzer Testing/Preparation of Required Reports

- 470.7.1 The Admin Per Se/Implied Consent Affidavit is to be read to any violator arrested for driving under the influence and prior to the violator submitting to any breath, blood, urine, or other bodily substance test(s) offered by the officer.
- 470.7.2 Refusal to submit to the test(s) offered by the officer will result in a mandatory suspension of the violators driving privileges for ninety (90) days.
- 470.7.3 This form is applicable to violators with BAC'S at .08 or above, to violators who refuse to take the test(s) or to those under the age of 21.
- 470.7.4 Should the suspect choose to remain silent, it will be considered a refusal to take the test.
- 470.7.5 If the violator consents to take the test:

- 470.7.5.1 If the BAC results are under .08, the Admin Per Se Form will not be completed, except if the violator is under 21 years of age. If under 21 years of age, then the no tolerance law takes effect.
- 470.7.5.2 If the BAC is .08 or above, or the violator is under 21 years of age, the officer will:
- 470.7.5.2.1 Seize the violator's Mississippi driver's license and any other driver's documents, and attach them to the form.
- 470.7.5.2.2 Issue a TEMPORARY DRIVERS PERMIT to the violator, only if the driver's license status is clear. DO NOT issue the permit if the status indicates a suspension, revocation, etc.
- 470.7.5.3 Some Health Care Facilities may require the Officer, violator or both to sign forms prior to drawing blood for BAC. The test or tests could be any or all or any combination of the following:
- 470.7.5.3.1 Breath test: Is the primary test offered by the Starkville Police Department to violators who do not meet the conditions of other approved test.
- 470.7.5.3.2 Administration of the breath test will be conducted as outlined on the Operational CheckList Intoxilyzer Model 8000, State of Mississippi Form IP-29.
- 470.7.5.3.3 Although this test may be taken at any location provided by the State Crime Lab, it is preferred that officers administer the breath test and reading waiver at the Starkville Police Department, the Starkville Police Department Intoxilyzer Trailer, or the Oktibbeha County Sheriff's Department because of the availability of trained operators, witnesses and video monitoring equipment. Refusal of the breath test by the violator does not obligate the Department to provide for any further testing.
- 470.7.5.3.3.1 Starkville Police Department Intoxilyzer Trailer may be used in conjunction with The Starkville Police Department by members of other agencies.
- 470.7.5.3.4 Blood Test: Blood test shall be obtained when it is physically impossible or practically feasible to acquire BAC by breath test.
- 470.7.5.3.5 Only a licensed physician, registered nurse, certified physician's assistant, or qualified medical laboratory technician may withdraw blood for the purposes of a chemical test.
- 470.7.5.3.6 This sample shall consist of a sufficient quantity to allow for analysis, be placed in a biochemical sealed container (gray top or other tube containing preservative) by the medical authority drawing the sample and given to the requesting officer.
- 470.7.5.3.7 The officer obtaining the sample shall begin a chain of custody with any sample secured in the evidence refrigerator until such time it can be turned over to the appropriate authority (lab) for testing.
- 470.7.5.3.8 Urine Test: Whenever a urine test is given under the provisions of Title 63 Chapter 11 of the Mississippi State Code the arrestee shall be given such privacy as will insure the accuracy of the sample and will maintain the dignity of the individual.
- 470.7.5.3.9 The samples for this test are obtained for the purpose of DUI Investigation, as a last resort and only if the above listed test can not be conducted.
- 470.7.5.3.10 Following the BAC Test, if the prisoner desires a test of his own choosing, the arresting officer shall insure that phone access is made available to the prisoner to arrange his testing at his own expense. A second test on the INTOXILIZER 8000 is NOT authorized. Any person subject to a chemical test has the right to similar tests at his/her own expense. The failure or inability of the arrestee to obtain such tests is not the responsibility of the arresting authority. The arrestee shall have access to a telephone for medical

assistance or legal counsel. There is not a requirement to release from custody the arrested person for testing purposes.

470.7.5.4 If the violator refuses to cooperate or advises he/she wants to speak to an attorney prior to any questioning, the officer will make note of that fact and cease any further questioning, of the violator pertaining to the alcohol/drug/other impairment.

470.7.5.4.1 The officer will allow the violator to contact an attorney if the violator "specifically requests" to do so. The violator shall be placed into the custody of the Oktibbeha County Jail or other approved facility.

470.8 Reports and Forms

470.8.1 If the prisoner has a current DL he/she shall be given a receipt for the driver's license and a temporary driving permit as required by law, State of Mississippi Form IP-12.

470.8.2 The arresting officer shall fill out any and all appropriate forms incidental to the DUI charge. A court clerk shall review the forms.

1. Admin Per Se Form
2. Preservation of breath sample form
3. Intoxilyzer Print Outs
4. Citations

470.9 Release of DUI Arrestee

470.9.1 The release of the arrestee will be handled as provided for in (GO 401)

470.10 Right to Independent Testing

470.10.1 Any person arrested for DUI has the right to an independent test. If the subject is not released, the Officer must take the defendant to a hospital if a blood sample is requested. The independent test is at the arrestee's own expense. Though a suspect makes a request, he or she must first submit to the test(s) at the request of the Officer or be subject to driver license suspension.

470.11 Blood Test Procedures

470.11.1 Blood tests are preferred to breath tests in cases involving aggravated DUI, vehicular homicide, aggravated assault, or serious physical injuries.

470.11.2 The blood must be drawn by a physician, registered nurse, or other qualified person while the Officer is present.

470.11.3 Two tubes will be drawn and captured in gray top tubes. Blood kits are available at the hospital.

470.11.4 The blood sample will be treated as evidence. The samples will be packaged separately and with no other items, and placed in the evidence refrigerator for transport to the Mississippi State crime lab.

470.11.5 An Agency Request for Scientific Examination form will be completed and placed with the evidence sheet.

470.11.6 Blood tests are preferred when the Officer is testing for alcohol concentration or inhalants.

470.12 Procedures for Urine Tests

470.12.1 Urine tests are preferred when the arrestee is suspected of using drugs other than inhalants.

470.12.2 The Officer should obtain a urine specimen kit. A urine sample must be given in the Officer's presence.

- 470.12.3 A sample of at least one ounce is needed. The sample will be treated as evidence, and marked as appropriate.
- 470.12.4 The sample should be placed in the evidence refrigerator with an Agency Request for Scientific Examination form.
- 470.12.5 The Police Evidence and Property Technician (ET) will later transport the sample to the crime lab

470.13 Levels of Intoxication

- 470.13.1 If the subject has an alcohol concentration more than 0.05 but less than 0.08, the arresting Officer will review the facts and decide whether to charge the suspect with DUI. If the suspect is not charged, the same procedures as outlined above will be followed.
- 470.13.2 If the subject has an alcohol concentration at or above 0.08, he or she is violating state law and may be charged.
 - 470.13.2.1 A subject with an alcohol concentration of 0.35 or higher will be taken to the hospital for examination.
 - 470.13.2.2 A juvenile with an alcohol concentration of 0.25 or higher will be taken to the hospital for examination.

470.14 Driver License Seizure/Suspension

- 470.14.1 Unless on private property, the immediate seizure of all driver's licenses and permits can be made under the following two instances; the suspect refuses to take any test, or the suspect has an alcohol concentration of 0.08 or higher.
- 470.14.2 The confiscated driver's licenses will be stapled to the face sheet. In situations where blood or urine is taken, the driver's license may be suspended later once the results are returned.

470.15 Seizure of Vehicle

- 470.15.1 Upon receiving a DUI 3rd - felony- the driver of the vehicle will be served a Notice of Seizure pursuant to Section 63-11-30(2)(c) of the Mississippi Code of 1972 as amended. For further information on such procedures, consult Section 63 of the Mississippi Code of 1972, as amended.

FY15SUBGRANT APPLICATION
Mississippi Office of Highway Safety
 1025 North Park Drive
 Ridgeland, MS 39157
 Phone: (601) 977-3700; Fax: (601) 977-3701
 mohs@dps.ms.us

1. Applicant Name: City of Starkville Mailing Address: 101 East Lampkin St. Starkville, MS 39759 Telephone: 662-323-4131 FAX: 662-324-4016 E-Mail: sword@cityofstarkville.org	2. Date: 01-25-2014
	3. Beginning and Ending Dates: October 1, 2014 thru September 30, 2015
	4. Subgrant Payment Method: <input checked="" type="checkbox"/> Cost Reimbursement Method
	5. CFDA # -
	6. DUNS # - 782430557
	7. Congressional District- MS03

8. Program Title: LEL Network Coordinator/ DUI enforcement/ DUI Overtime/ DRE Enforcement-Education

10. The following funds are requested:

A. COST CATEGORY		B. SOURCE OF FUNDS	
(1) Personal Services-Salary	\$132,199.71	(1) Federal	\$162,413.00
(2) Personal Services-Fringe	\$16,460.29	(2) State	
(3) Contractual Services	\$	(3) Local	
(4) Travel	\$5,403.00	(4) Other	
(5) Equipment	\$5,950.00		
(6) Other	\$2,400.00		
TOTAL	\$162,413.00	TOTAL	\$162,413.00

11. The applicant agrees to operate the program outlined in this application in accordance with all provisions as included herein. The following sections are attached and incorporated into this application:

Project Description **Schedule of Task by Quarters**
Budget Summary **Agreement of Understanding & Compliance**
Cost Summary Support Sheet Agreement and Authorization to Apply

All policies, terms, conditions, and provisions in the application provided to applicants, are also incorporated into this agreement, and applicant agrees to fully comply herewith.

12. Approved Signature of Authorized Official (Mayor/Board of Supervisor President) for Jurisdiction to Apply:	MOHS USE Only:
Signature _____ Date _____	
Print Name: Parker Wiseman Title: Mayor, City of Starkville	

Problem Identification:

Problem Statement

Provide detailed information on the problems in your agency areas and why federal funds are being requested for the FY15 grant year.

The City of Starkville, with a population of just over 25,000, is a growing city in North Central Mississippi. The city of Starkville in the year of 2008 showed a 10% increase in population since 2000. According to the last census Starkville has moved into the 14th largest city in the State of Mississippi. Starkville is the county seat of Oktibbeha County and home to the largest university in the state, Mississippi State University, with a student population of over 20,000. Mississippi State University has 92 countries represented by students and staff who contribute to a unique small town culture. The Starkville Police Department safeguards this diverse community consisting of our local citizens, international guests, commuting workers from surrounding counties as well as tens of thousands of visitors to our city each year. The Starkville Police Department has now grown to 55 sworn officers with 8 civilian support staff.

Starkville has seen an increase in population within the city and an increase in enrollment at Mississippi State University. Starkville is the hub of the Golden Triangle area, being located within twenty-five miles of Columbus and West Point. The City of Starkville, in addition to being the home to Mississippi State University, is also within twenty-five minutes of Mississippi University for Women and East Mississippi Community College. Starkville is also home to 1 public high school, 2 private high school, 6 public primary/middle schools and 2 private primary/middle schools.

During the school year, Starkville is host to thousands of visitors for various reasons including college sporting events, concerts, festivals and business events. Art and music festivals, such as Down in the District and Bulldog Bash, also bring a large number of visitors to the area. Estimated attendance at the Bulldog Bash, held in September 2012, was 30,000. The university and local businesses also host meetings and conferences throughout the year. During the past year, more bar and club establishments have been opened, cold beer sales were approved by the board of aldermen and bar hours were extended on the weekends as well in recent years. With the wide variety of the types of clubs, the nightlife in Starkville has grown and multiplied. In addition to festivals, concerts, rallies and sporting events, Starkville has become known as a place of rest and relaxation. Whether attending an event or relaxing and vacationing in town, the increased number of residents and visitors along with the extended club hours has increased the number of tickets and DUI citations consistently over the past years.

In addition to the increase in population at various times throughout the year, the City of Starkville also has four major highway systems that intersect inside the corporate limits. These are US Highway 82 and US Highway 12 that are east west highways, and MS Highway 25 and MS Highway 389 that are north south highways. Three of the above mentioned highways are four lane highways with one being both four and two lane in some areas. According to the Mississippi Department of Transportation statistics for 2006, there are over 100,000 vehicles that travel through our municipality each day. These highways along with our city streets are becoming more dangerous due to the increasing number of traffic offenses being committed such as speeding, DUI, and other offenses that lead to traffic accidents.

Prior to the full implementation of traffic assisted grants in the city Starkville as well as the County saw between 5-10 fatalities on a yearly basis. Since the assistance of the grants have utilized by our department we are seeing these numbers drop to between 0-2 for the last 5 years. When talking with those arrested for DUI violations most have commented on the fact that they normally stay outside the city limits of Starkville because there is an understanding that if you are caught in the city of Starkville driving impaired that you will be arrested.

Starkville in recent years has also seen a drastic increase with those under the influence of either illegal or prescription narcotics. Due to this new trend SPD sent two officers to training in the field of Drug Recognition with one member now being invited to become an instructor in this field. This additional knowledge has helped in identifying those driving impaired for either alcohol or narcotics.

With our continued efforts we are starting to see a decrease from year to year in Motor Vehicle accidents in our city. We attribute this to the increased enforcement that our officers attempt every day. Due to the increase in traffic accidents in the City of Starkville, the Starkville Police Department is considering various ways to reduce accidents resulting in injury

or death. This past year to assist more with traffic violations Starkville added two officers to become the first of many with the Motor Cycle Unit. Two Motor Cycles were purchased and after training two officers began to focus more on problems related to traffic. With all of this our department is seeing a steady decline in collisions mainly in part of the efforts of our officers in apprehending those impaired and enforcing safety belt restraints through education and citations.

Along with enforcing these traffic laws in a zero tolerance manner, the Starkville Police Department plans to educate our citizens on the laws as they apply to DUI, child restraints and seat belts. This education program has been implemented by increased media on the problem of DUI. News companies have been doing stories on the effects of alcohol and how different BAC's can affect a driver no matter his tolerance.

The Starkville Police Department will continue to be proactive in DUI Enforcement. With the assistance of the city prosecutor and municipal judge, offenders charged with DUIs, seat belt violations and other related citations would be convicted as charged. Officers of the Starkville Police Department are committed to keeping the community safe.

Problem Identification

Crash Data 2011-2013

Data and statistical information can be found at: <http://psdl.ssrc.msstate.edu/wp/>

This section must be filled out completely for all project applications. If data is unavailable, please insert (N/A) for not available. Enforcement use data related to your agency. Outreach use state wide information.

CRASH DATA		2011	2012	2013	TOTALS
Total Crashes		830	837	761	2428
Injury Crashes		169	158	141	468
Property Damage		660	679	618	1957
Fatal Crashes		1	0	2	3
Alcohol Related Crashes		22	28	15	65
Alcohol Fatal Crashes		1	0	2	3
Speed Related Crashes		31	21	24	76
Speed Related Fatal Crashes		1	0	0	1
Motorcycle Crashes		7	8	6	21
Impaired Motorcyclist		0	0	0	0
Fatal Motorcycle Crashes		0	0	0	0
Fatalities		2	0	2	4
	Males	1	0	2	3
	Females	1	0	0	1
Fatal drivers with BAC .08 or more		1	0	2	3
Unbelted Not Injured		12	9	8	29
Unbelted Injuries		6	6	14	26
Unbelted Fatalities		1	0	1	2
	Males	1	0	1	2
	Females	0	0	0	0
Pedestrian Fatalities		0	0	0	0
Drivers Aged 16 - 20					0
	Total Crashes	243	255	286	784
	Injury Crashes	64	53	55	172
	Fatal Crashes	1	0	1	2
	Alcohol Related	5	3	3	11

Data Information:

Problem Identification:

Law Enforcement:

Total Number of Citations 2011-2013

This section must be filled out completely for all project applications. If data is unavailable, please insert (NA) for not available.

AGENCY CITATION DATA	2011	2012	2013	TOTALS
All Traffic Citations	11118	13725	9979	34822
Speed Citations	1857	1605	1186	4648
Seat Belt Citations	2439	2861	1803	7103
Child Safety Seat Citations	158	271	179	608
DUI Arrests	503	472	371	1346
Written Warnings	3	5	9	17

In relation to Written Warnings. Starkville Police does have a written policy on written warning but they are not kept in a location that is compiled. These warnings however are copied when issued by a Grant paid DUI officer or a Officer that is working a STEP detail in relation to the grant.

Please provide information for grant funded citations. If data is unavailable, please insert (NA) for not available.

GRANT FUNDED CITATION DATA	2011	2012	2013	TOTALS
All Traffic Citations	N/A	N/A	1988	#VALUE!
Speed Citations	N/A	N/A	175	#VALUE!
Seat Belt Citations	625	532	152	1309
Child Safety Seat Citations	23	40	27	90
DUI Arrests	410	404	266	1080
Written Warnings	0	0	60	60

Problem Identification:

Public Information and Education:

This section must be filled out completely for all project applications. If data is unavailable, please insert (NA) for not available.

OUTREACH DATA	2011	2012	2013	TOTALS
Number of Presentations Given	12	13	15	40
Number of Safety Fair Participated In	1	1	1	3
Number of People Reached	800	1015	1000	2815
Other:				0

GRANT FUNDED OUTREACH DATA	2011	2012	2013	TOTALS
Number of Presentations Given	11	12	12	35
Number of Safety Fair Participated In	0	0	0	0
Number of People Reached	750	800	600	2150
Other:				0

Problem Identification:

Jurisdiction:

This section must be filled out completely for all project applications. If data is unavailable, please insert (NA) for not available. Enforcement use data related to your agency. Outreach use state wide information or focus area information.

Number of City Miles:	290
Number of County Miles:	552
Number of Square Miles:	25.7
Number of Population:	24,360
Major Roadways in the Area:	Hwy 25, Hwy 182, Hwy 82, Hwy 12, Hwy 380

Problem Identification:

Location:

This section must be filled out completely for all project applications. Please provide problem identification for the location that the grant will seek funding, such as high speed areas, community events, alcohol related establishments, etc.

The population of Starkville does not include a majority of the 20,000+ students that attend MSU. These students live outside the city limits of Starkville for the most part as they live in apartments throughout the county and dorms located on MSU campus. However, these students under 21 do attend night life activities within the city of Starkville as our county is a dry county. This brings our normal population well over the 23,888 as reported by the census. When sporting events are held in conjunction with the campus as well tens of thousands visit from outside the city bring these numbers up even more.

Proposed Countermeasures:

Please give a description of how the agency will use funds to counter measure the problems in the agencies problem identification during FY15.

The Starkville Police Department is requesting monetary assistance from the Mississippi Department of Highway Safety for a Law Enforcement Liaison Alcohol Grant to better accomplish the department's goals, which are to educate citizens about DUIs and current laws and to decrease the number of DUI accidents and fatalities. This will be a continuation grant to this department if awarded. Since the first years of the grant, multiple media stories were done on the grant and the accomplishments that came with the grant. Numerous stories have been done advising the city and students that an increased enforcement would be seen throughout the year. During this period a larger number of "Designated Drivers" were seen in the city. Since the beginning of the grant our Designated Drivers program has turned into something that amazed officers. During the first years of the grant maybe 20-30 cars were seen left in parking lots of bars where now there are closer to 150-200 cars being left. There has been the addition of 6 cab companies that have started and are flourishing within the city. Also the Miss. State University has in the past two years begun shuttle services to nightlife locations throughout Starkville. As stated earlier it is the request of the Starkville Police Department to add in this grant salary incorporated with the continued salary of 2 full time DUI officers

The project coordinator will be the liaison between the DUI officers and the court system, law enforcement, and media. The coordinator will also be responsible for monthly and quarterly reports along with meetings and activities with law enforcement and public groups. Currently, Starkville Police Department has two designated DUI enforcement officers.

As an outlet to the public, the coordinator will be in contact with the Starkville Daily News, the local newspaper in order to better inform and educate the public of DUI laws and local and national statistics.

Stronger enforcement of Mississippi's existing DUI laws along with more visible support for all law enforcement agencies, regarding DUI enforcement and alcohol countermeasures are the continuing objectives that must be accomplished in order to achieve Mississippi's goal of saving lives. The Law Enforcement Liaison Alcohol Countermeasures project of the Mississippi Office of Highway Safety has proposed the framework, network, and tactical approach necessary to accomplish these key objectives.

Along with Stronger enforcement, an educational program is currently in place with the City of Starkville. When an offender is arrested for DUI currently he/she is sentenced and ordered to attend the MASEP program. When the judge sees an alcohol problem from numerous offenses it is ordered that the offender be placed on probation with one of two probation private companies in the City. One of which is Court Programs and the other is Court Care. Both of these programs incorporate alcohol and drug counseling if needed. As well a monitoring system is in place to do random Drug and alcohol testing. Due to the high student population with the campus, Mississippi State University has counseling for alcohol offenses and also for those students that believe that they are beginning to have a problem with alcohol.

The Starkville Police Department has approx. a 88% conviction rate in relation to the DUI offenses. In relation to the Seatbelt and Child Restraint Violations a slightly lower conviction rate is shown due to plea agreements typically shown with DUI violations.

For continued success, the LEL project must continue to build support and education among the many law enforcement agencies across Mississippi. Our proposal and commitment will serve as a key element in this effort.

- To strengthen the link between the Mississippi Department of Public Safety and law enforcement agencies throughout the Northern Region of Mississippi.
- The Starkville Police Department submits this proposal to the North Mississippi Law Enforcement Liaison Alcohol Countermeasures Project, to conduct activities under the supervision of the Mississippi Law Enforcement Liaison Office, in pursuit of this project's goal, which is: increase DUI arrests and decrease alcohol related crashes, deaths and injuries.

Through this project, educational and enforcement activities will be organized, coordinated and conducted with regional law enforcement agencies, the Mississippi Law Enforcement Liaison Office and the Mississippi Office of Highway Safety.

The Starkville Police Department wishes to dedicate a portion of the monies granted to the line item of personal services that will include overtime for officers and personnel during enforcement. The coordinator of the department will contact other agencies within the area and assist them with coordination of DUI and roadside safety checkpoints. The coordinator will also be responsible for seeking active participation from other area law enforcement agencies during State and National S.T.E.P. programs and Mobilization periods such as "Drive Sober or Get Pulled Over", and "Don't get caught in the S.T.O.R.M. (Sobriety Trained Officers Representing Mississippi) and M.A.H.S.L. (Mississippi Association of Highway Safety Leaders) meetings and activities. This officer will answer to the Senior Law Enforcement Liaison Officer while performing these L.E.L. duties.

As well the Project Coordinator will be responsible to seek participation in blitz periods throughout the year such as; Drunk Driving "Drive Sober or Get Pulled Over" as well as high visible enforcement during the Christmas, 4th of July, Memorial Day, New Years, and Labor Day period when DUI offenders are more active. With this extra enforcement as well the media will be asked to participate in media campaigns. The progress of which will be reported to the Law Enforcement Liaisons Office.

With this reporting the project coordinator will as well conduct Quarterly reporting for the area of District 5 (G-Troop)

The Starkville Police Department is committed to the continued educational training of DUI Enforcement Strategies and Mississippi's DUI Laws. The coordinator will conduct educational seminars with local area law enforcement, judges and prosecutors. The coordinator will work with the Mississippi Law Enforcement Liaison Office to make sure officers in the area are kept informed on all aspects of DUI laws and events concerning DUI enforcement. Agencies involved in Mississippi DUI education, such as MADD, MASEP, MSU-SSRC, LEL and the Department of Public Safety, along with the Starkville Police Department will provide members with expertise in the area of DUI enforcement strategies, to implement these training and educational seminars

Proposed Countermeasures:
Goals, Performance Measure and Tasks

{See Grant Funding Guidelines for information on correct format and information needed under this section. Must be specific, measurable (include hard numbers from previous year), detailed outline of program activities and projected achievements during grant period}.

Goal:

The overall goals of this project are to increase DUI deterrence via education, DUI patrol and roadside safety checkpoints. Expectations of the project are an increase in DUI citations as well as other violations commonly seen with alcohol violations. This extra enforcement as well will assist the department in lowering collisions within our jurisdiction.

An increase in the number of violations in conjunction with an increase in media will help in an overall rise in awareness to the problems and dangers of these issues. Once the awareness is made most will start to follow the law as it is wrote in Mississippi. Those that still do not comply will receive education after a penalty is imposed. An example of this is the MASEP course ordered in the Starkville Municipal Court once someone is convicted of a DUI violation.

Performance Measure:

Over the past 10 years Starkville has become more proactive in the enforcement of DUI offenders. This enforcement has become more and more dedicated over the years. When SPD first received a grant for combating the problems associated with DUI offenses there were two cab companies that worked within the city. As the years and enforcement progressed we in Starkville began to see a change for the better. We have risen to over a dozen cab companies, we are seeing a major increase in pedestrian traffic, more cars are being left in parking lots after bars close, and a shuttle service provided by the campus and began. These in my opinion are signs that the efforts of the SPD are taking effect. Until three years ago we continued to see an increase in the violations but as of two years ago we started to see a slight drop in cases as they related to DUI. One of the reasons for this is the high enforcement seen by the department, another is the young department as well as new officers being assigned to DUI. We will continue to enforce the laws set forth by Mississippi as they relate to drinking or drugged while driving. Our goal is to increase arrests for these violations as they were seen in FY13 but are requesting to maintain numbers of 400 for DUI violators.

1. Maintain DUI arrests at a number of 400 arrest for FY15.
 - A. Starkville Police Department in past fiscal years has hired 15 new officers. By hiring these new employees and losing one of the senior DUI officers to promotions we have named two new members to the unit. These officers will receive all appropriate training in the field of DUID enforcement and the two Sergeants in charge of the DUI unit will continue to run as many details as allowable for the accomplishment of this goal.
 - b. Enforce zero tolerance.
 - c. Increase the DUI conviction rate from 88% in FY 13 to 95% in FY 15.
Our officers are being trained regularly on DUI evidence needed for court. In June 2013 the City of Starkville lost our prosecutor due to retirement. Training and ride alongs will be given to the new prosecutor in hopes of a more aggressive approach in prosecutions with DUI offenders.
2. To decrease downtime of officers for DUI arrest from 1.5 hours to 1 hour.
 - a. With the system in place as it is, officers who are not proficient in DUI paperwork take considerably longer with paperwork than those that do DUI paperwork multiple times a shift. With the new officer proposed in the grant time should not take as long due to another officer knowing the paperwork and doing it the majority of the time.

3. To form a community traffic safety task force consisting of 5-8 members from Highway patrol Troop G
 - a. This committee made up of numerous officers of multiple jurisdictions will not only aid in Communications with other agencies it will allow us to work together more efficiently with joint safety checkpoints and other matters that effect neighboring jurisdictions. This is done by the use of quarterly meetings with members of agencies throughout G-Troop, including MHP.
4. Increase awareness through public presentations
 - a. Conduct educational seminars for judges and prosecutors.
 - b. Contact local newspapers with information about state and national special traffic enforcement programs, such as "Drive Sober or Get Pulled Over."
5. Increase the number of Safety Checkpoints in FY 15
 - a. The increase in safety checkpoints will allow officers to spend time to make contact with a majority of the public to get the message out that if apprehended DUI offenders will be prosecuted. In FY14 not as many DL Checkpoints were seen as members of the department would have liked. Past administration asked that we tone down the checkpoints. Since retirement our new administration staff has stated that this will be majorly left up to the program manager on scheduling more checkpoints.
6. Conduct Quarterly reporting for District 5 (G-Troop), as well as reporting for the major blitz periods such as Drive Sober or Get Pulled Over, Click it or Ticket, during the periods of Christmas, New Years, Memorial Day, Labor Day and 4th of July.
7. Make Quarterly reporting for the District 5 (G-Troop) region as well as reporting for Drive Sober or Get Pulled Over, and Click it or Ticket during the times of Christmas, New Years, 4th of July, Memorial Day, and Labor Day with a high visibility enforcement during these periods

Tasks:

The Starkville Police Department currently has a grant through the MOHS for DUI enforcement. If this grant is continued the department will continue to fund the salary of two full time DUI officers as well as overtime for the enforcement of DUI offenses. This project has seen a change within the community as well as within the department. These two DUI enforcement officers will continue to strive to maximize the enforcement given in the field of DUI enforcement as well as the officers that work overtime through the grant. These officers in the last 6 years have been able to enter the DUI 100 Club every year through this funding. This award is given to officers that conduct at least 100 DUI arrest in a calendar year.

Another goal that our department has always had for the officers employed by Starkville Police Department is that of training. We strive to have 100% of our officers trained and certified in the field of Standardized Field Sobriety. This allows every officer the opportunity that when they encounter a DUI offender they have both the knowledge and tools available to make a strong case after arrest of the offender. In 2012 due to a promotion of one of the DUI officers and the other being moved to another unit SPD appointed two new officers into the DUI slots. One of these two in 2013 attended and passed the SFST instructor school as well as one instructor was included into the Master Instructor slots with SFST. All training that is put on in relation to DUI enforcement as well as training put on by the LEL office is sought after and officers are sent with the administrations appreciation and approval.

The LEL position for this region is held by a Starkville Police Department supervisor and often speaks with those at Mississippi State University Fraternal organizations. In recent month one speaking engagement is being seen to over 150 students more than once every two months.

Proposed Countermeasures:

Program Coordination:

If you currently have a federal grant through the Mississippi Office of Highway Safety, please provide the name of your current Program Manager?

Master Sergeant Shawn Word

sword@cityofstarkville.org

662-769-4425

If grant is awarded, please identify the following:

Name of Chief/Sheriff/Partner:	Name of Project Director:
Chief John Outlaw	MSgt. Shawn Word
Phone Number: 662-323-4131	Phone Number: 662-323-4131
Email Address: policechief@cityofstarkville.org	Email Address: sword@cityofstarkville.org

Name of Financial Manager:	Name of Signatory Official:
Capt. John C. Thomas	Mayor Parker Wiseman
Phone Number: 662-323-4131	Phone Number: 662-323-2500
Email Address: johncthomas@cityofstarkville.org	Email Address: p.wiseman@cityofstarkville.org

Proposed Countermeasures:

Program Coordination Information:

Please provide information on how the grant duties will be coordinated.

Our department will conduct at a minimum, eight (8) enforcement details per quarter with approximately 2-6 officers per detail for a approximate 6-10 hours per detail. During the period of Drive Sober or Get Pulled over campaigns in past years our department has placed details out for each day of the blitz period. These officers will ride in marked and unmarked patrol units and locate those for traffic violations leading to the arrest of Driving under the Influence. One member of the Starkville Police Department, the program manager, will handle the scheduling of the details after consulting the chain of command within the Starkville Police Department. These details will be on high traffic days as well as those days with extra travel within our city, i.e. MSU Football games, local music events, locale festivals etc... The program manager as well will compile all details and budgetary needs for the monthly and quarterly reporting as required by MOHS and present the information to the financial officer as well as make sure that signatures are obtained and monthly packets are mailed to MOHS per guidelines in reporting. Any corrections that are needed will be conducted with the highest priority as

shown in past years. Night time enforcement will be conducted in conjunction with higher than normal amounts of traffic. All educational speaking engagements will be conducted by the project director or his designee. As well the program manager will make sure that the MASHL meeting is attended by a member of the Starkville Police Department. Finally, we will assist MOHS in the gathering of statistical information in regards to the Drive Sober or Get Pulled Over Campaigns and help in recruiting other departments in reporting stats from their department. During these details as well per SPD orders one member of the department in a supervisory role will be on the streets conducting enforcement as well. This member will also be available for any needs of the officers working the details as well as the management of any DL Checkpoints that occur. Also our department on large detail nights will have one dispatcher to come in that will deal ONLY with the STEP detail officers. As well the supervisor working will deal only with the STEP detail officers.

Proposed Countermeasures:

Law Enforcement:

Please provide the following:

Total Number of Officers: 55

Total Number of Certified Officers: 55

Total Number of Officers Who Work Traffic? 31

Do you have interlocal agreements with other law enforcement agencies? If so, which agencies?

Oktibbeha County Sheriff's Department, Mississippi State University, MHP, S.M.A.C.(Statewide Mutual Assistance Compact) with any other agency that requests assistance

Plan for Proposed Law Enforcement Activities for FY15:

Starkville Police Department will join in over 20 DL Check Points during the colander year many of which will be in conjunction with other Law Enforcement Agencies. As well we will assist any officer either in this department or any other in training needed. Starkville PD as well will join in all Blitz periods in relation to this and any other grant that is either state or federally observed

Proposed Countermeasures:

Public Information and Education (If Applicable):

Please provide the following:

Total Number of Employees: 55

Total Number of Employees Who Work the Grant? 54 have the option to work the overtime associated with the grant in the area of enforcement. However with the educational aspect of this grant the DARE officers has spoken with the program manager about the importance of speaking with those taught through DARE in relation to the dangers of not being properly restrained. Also 2 members of the department teach on a monthly basis a Defensive Driving class where a large majority of subject matter is restraint devices and the dangers of those that are not properly restrained. The program manager as well has had good luck with speaking with members of the College Campus, i.e. sporting teams, fraternities, sororities, etc... Every chance that is given will be taken on speaking engagements

Do you have other partners that you work with? If so, which partners?

The Oktibbeha County Sheriff's Department is a close partner with the SPD. Together both agencies will locate news sources as well when one agency talks to entities both will try to speak to show a commitment to the enforcement aspect as well as the educational aspect of the message.

Plan for Proposed Outreach Activities for FY15:

Conduct over 20 speaking engagements through DARE as well as Grant officers about the dangers of drinking and driving.

Personnel Title	% of Time	Hourly Salary	# of Hours	Sub-total	Fringe	Line Total
DUI Officer #1	100.00%	\$16.12	2229.5	\$35,939.54	\$8,409.85	\$44,349.39
DUI Officer #2	100.00%	\$16.12	2229.5	\$35,939.54	\$8,409.85	\$44,349.39
DUI Enforcement OT	100.00%	\$25.00	1360	\$34,000.00	\$0.00	\$34,000.00
LEL Duties	100.00%	\$25.00	380	\$9,500.00	\$0.00	\$9,500.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
TOTALS					\$0.00	\$132,198.78

Proposed Countermeasures:

Proposed Project Staff for Grant Responsibilities:

Please submit information for proposed staff that will be funded with federal funds under the grant.

Please note that the Overtime section of this grant that SPD will not request Fringe Benefits for the Overtime rate. We however, will request fringe on the two (2) DUI officer positions.

Officers that are involved in the grant process will be mainly focused on the enforcement of DUI offenses. These Officers will attend a briefing on most occasions prior to the enforcement activities. On most details a supervisor will be employed throughout the grant to manage officers and respond when needed to traffic stops during the details per the request of the chain of command. These supervisors will be on hand to assist our young department of officers of the daily courts of duties while employed through the grant. Their priority will be to be available to assist these officers as well as conduct enforcement themselves while on duty. They will be out in the vehicle and on duty available for service calls from detail officers. These supervisors will conduct enforcement as well as a secondary priority but will be notified of the need of enforcement from supervisors as well. At the end of the details the supervisors will compile all paperwork and make copies of citations and overtime forms for record keeping if needed for future inspection by the MOHS. The two (2) Fully funded DUI officers will work hours approved by MOHS and will have the main priority of enforcement of DUI violations. These two officers in every year of the grant have been honored as one of Mississippi's DUI 100 club officers. Finally the duties as they relate to the LEL Duties listed above will be for travel TIME associated with the recruitment of new departments in the reporting requirements for blitz periods. Also this will fund the LEL for time spent travelling within the state for any training needed by MOHS.

Proposed Countermeasures:

Prosecutions and Adjudication: Data

Please submit information for the program area in which you are applying. Agency citation conviction rate should include DUI, hazardous moving violations, child restraint, etc. dependent upon request for funding source/area. (Outreach-Where Applicable)

Type of Citation	Conviction Rate
Impaired Driving	88%
Seatbelt Violation	83%
Child Restraint Violation	87%
Speed	68%

Proposed Countermeasures:

Prosecutions and Adjudication Information

Please provide information, if available on prosecution and adjudication information for your agency.

As stated earlier. The Starkville Police Department has had a change in the number of senior officers within the department. Our department in the past years has hired many new officers and we are going through the process of training these officers in the various fields of DUI apprehension i.e. SFST, CTS, and other forms of training to locate and convict DUI offenders. As these officers get more investigations and training we believe that these conviction rates will increase as well. Finally, training and speaking with the new prosecutor is a continuing project by our staff.

Proposed Countermeasures:

Public Information and Education

Please describe your plans for public information and education, to include, but not limited to media campaigns, public events, school presentations, etc. Please give information on how many per quarter.

Officers within the department routinely speak to those that will allow on the dangers of Drinking and Driving as well as the consequences and punishment if stopped for these violations. SPD take very seriously the dangers fo drinking and driving and the consequences that comes with this violation. One of the past DUI officers currently is a teacher in the States MASEP program. Another is an instructor in Defensive Driving where a portion of the class is on the dangers related to drinking and driving. In the past a local news paper editor road with the department to report on the dangers and consequences who left this position. Currently officers are trying to recruit a new media writer to ride with the department for this sole purpose. On a daily basis officers attached to our DARE program gather information from officers for teaching material to teach to students in the hopes that if started young enough in the future these numbers will continue to decrease in our jurisdiction. The current LEL member in the department has made inroads with senior members of Fraternities and Sororities who have allowed the LEL to attend their monthly

meeting and speak on the dangers of driving under the influence of drugs or alcohol. It is our hopes to continue this process through the grant to speak at least once a quarter to the minors at MSU on this subject.

Proposed Countermeasures:

Policy

Please check and attach a current copy of the policies listed below. If you do not have the policy, please explain in the additional information section.

<u>Current Policy:</u>	<u>Yes& Attached:</u>	<u>No:</u>
Seatbelt Policy	Yes	
Pursuit Policy	Yes	
Written Warning Policy	Yes	
Check Point Policy	Yes	
Saturation Patrol Policy	Yes	
DUI Enforcement Policy	Yes	
Payroll Policy-Overtime	Yes	
Payroll Policy-Payroll Schedule (Payroll Period begin/end dates & check date)	Yes	
Payroll Policy-Leave Time (vacation, sick leave, holiday and compensation time)	Yes	
Seatbelt Survey Procedure Policy		NO
Banning Text Messaging While Driving		NO

Additional Information on Agency Policy:

Our department currently does not have a written policy in the fields of Seat Belt Survey procedures or Banning Text Messaging while driving. However Texting was brought up in one of the SPD Supervisor Staff Meetings and the information was relayed that Texting and Driving is prohibited in a Patrol Unit. This was not placed into a written directive however at this time.

Required Performance Reporting Evaluation

Subgrantee agrees to submit all required reporting documentation by the scheduled date(s) as defined in the contract by MOHS. Check all that apply:

X	Monthly Cost Reporting Worksheets for Reimbursement (Individual Officer Report/Step Forms and/or Activity Sheets)
X	Supporting documentation for reimbursement
X	Quarterly Reports
X	Blitz Report Information
X	Travel Reimbursements
X	Budget Modifications
X	Distribution Plans for Promotional Items
X	Inventory Control Forms for equipment and supporting documentation for reimbursement
X	Closeout Documentation

Performance Reporting Information:

Training:

Include a detailed assessment of traffic safety training needs within the program area in which you are applying and how the training will benefit the program. (i.e. SFST, ARIDE, DRE, CPS, etc.)

DUI officers are required to be NHTSA – SFST (Standardized Field Sobriety Training) certified. STORM insures SFST instructors are re-certified every year with proper training and updated information regarding any new laws. Active DUI officers in Mississippi are SFST certified, and these officers are re-certified every two years. STORM conferences are held semi-annually and offer SFST officers refresher courses on new laws along with NHTSA – SFST curriculum updates and techniques concerning SFST. Officers are trained on various traffic equipment and curriculum. Local training facilities include Mississippi Law Enforcement Officers Training Academy in Pearl, Mississippi, and the North Mississippi Law Enforcement Academy in Tupelo, Mississippi. Of these types of training programs our officers attend the semiannual STORM Conference as well as all DUI training held in our area. Our DUI officers during their tinier are made DUI instructors for further knowledge. Employed by the Starkville Police Department are two officers that are trained and certified in the STATE DRE (Drug Recognition Expert) program. These officers continue their training in this field to assist the department in apprehension of drugged drivers as well.

Travel:

Include a detailed assessment of travel needs within the program area in which you are applying. Also include a cost estimate for all travel needs (airfare, hotel, per diem, mileage, parking, baggage and other travel related expenses. (Based on current state and federal guidelines)

Purpose of Travel:	Number of People:	Cost:	Total:
STARS Conference	3	\$243.00	\$729.00
Approved Training by MOH	3	\$388.00	\$1,164.00
DRE National Conference	2	\$1,755.00	\$3,510.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTALS		\$2,386.00	\$5,403.00

Travel Information:

The following travel is for three areas.

	1. STARS Conference	2. Approved Training by MOHS	3. DRE Conf.
Registration		150.00X3=450.00	225.00X2=450.00
Airfare			800.00X2=1600.00
Hotel	105.00X3=315.00	100.00X3=300.00	770.00X1=770.00
Per Diem 46 a day	46.00X3X3=414.00	46.00X3X3=414.00	46.00X5X2=460.00
Parking at GTR			30.00X1=30.00
Cab Fare			50.00X2=100.00
Baggage			25.00X4=100.00
TOTAL	729.00	1164.00	3510.00

Distribution Plan for Promotional Items:

Include a detailed assessment of promotional item needs within the program area in which you are applying. Please include event, type of item requested, estimate number of items needed and purpose for each event.

Proposed Event	Items Requested	Number of Items	Purpose of Event

Detailed Distribution Plan:

Equipment:

Please list the cost for each piece of equipment requested. Please note: Federal guidelines require equipment purchased must be essential to the project. If any equipment is requested in the application that is over \$5,000.00, please include quotes for the equipment, equipment descriptions and a thorough explanation of the use of the equipment. All equipment must be approved by MOHS and/or NHTSA and be included on the Conforming Product List (CPL) and must be used specifically for the purposes for which is purchased. CPL list can be found at:

Alcohol Screening Devices:

<http://www.gpo.gov/fdsys/pkg/FR-2012-06-14/pdf/2012-14582.pdf>

Breath Alcohol Measurement Devices:

<http://www.gpo.gov/fdsys/pkg/FR-2012-06-14/pdf/2012-14581.pdf>

Calibrating Units for Breath Alcohol Testers

http://www.dot.gov/sites/dot.dev/files/docs/20121022_CPL_Calibrating_Units.pdf

Radar Speed –Measuring Devices

<http://www.nhtsa.gov/people/injury/enforce/SpeedMeasure/radarcpldec162002.htm>

Lidar Speed-Measuring Devices

<http://icsw.nhtsa.gov/people/injury/enforce/SpeedMeasure/lidarcpldec162002.pdf>

Equipment	# requested	Cost (each)	Line Total
5.11 90sec charge lights for BAT mobile	6	\$150.00	\$900.00
Chargable Road Flares for BAT mobile	2	\$300.00	\$600.00
Digital Camera	1	\$250.00	\$250.00
In-Car Camera for DUI officer	1	\$4,200.00	\$4,200.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTALS			\$5,950.00

Describe how equipment will be used for grant purposes:

The Starkville Police Department after seven years of requests and attempting to locate a DUI BAT trailer was awarded by MOHS a 2008 Cargo Trailer that was converted for DUI enforcement. This trailer is one of the better pieces of equipment that is assigned to our department. We as a department are making plans to utilize this trailer as much as possible both for education purposes as well as enforcement. Reviewing the items that came with the trailer from MOHS we have found three areas that would help to improve this trailer. All these items will be kept, if funded, with the trailer for deployments. The new 90 second charge lights give officers the ability to not worry about if on a DL checkpoint that their light has run down. Most lights take 1-2 hours for a full recharge as apposed to the 5.11 lights which regain a full charge in just over 1 minute. The flares would be used to give more visability to those approaching the check point. Finally the Camera would be used for processing of offenders thereby making it to where this trailer would be a fully contained unit making it to where the officers could transport straight to the Sheriff's Department Jail instead of processing offenders at the PD.

Over the past years our department has found the value in vido evidence. One of the two DUI officers cameras is becoming outdated and we wish to replace this unit with a camera that is compatible with the current cameras used by SPD.

FY15 PROPOSED BUDGET SUMMARY

1. Applicant Agency: City of Starkville		3. Ending: September 30, 2015				
2. Beginning: October 1, 2014		Funding Sources				
4. For MOHS Use Only	5. Activity	Federal	State	Program Income	Other (Local-Private)	Total
	2 DUI Enforcement Officer Positions/ LEL Network Coordinator Duties/ DUI Overtime	\$162,413.00				\$162,413.00
TOTAL		\$162,413.00				\$162,413.00

MOHS USE ONLY:

FY15 PROPOSED COST DETAIL SUPPORT SHEET

1. Applicant Agency:		2. Beginning: October 1, 2014		3. Ending: September 30, 2015		4. Activity: LEL Network Coordinator / DUI Enforcement	
5. MOHS Use Only	6. Category	8. Description of item and/or Basis for Valuation		9. Budget Federal	All Other	Total	
	7. Line Item Salary & Wages:	2 DUI enforcement officers basic salary both at a rate of \$35939.54 for a total of 71,879.08. 34,000.00 allotted for Overtime to aggressive enforcement of DUI offenders. This overtime will be used with some individual enforcement, but mainly used for safety checkpoints in conjunction with the DUI unit of the Starkville Police Department per general orders of the SPD. This will allow 7 officers at approx. 7 hours twice a month for officer safety to aid with safety checkpoints. The use will be for the avg. of \$25.00 an hr. at estimated 1360 hrs not to exceed \$34,000.93 9,500.00 for LEL duties. This will allow for the District 5 LEL to attend and join the statewide teaching session in relation to the grant writing process as well as Quarterly Luncheons related to DSOGPO and quarterly LEL meetings as well as travelling time to departments within District 5 for recruitment of participation in Blitz periods.		\$132,199.71		\$132,199.71	
	Fringe: FICA (7.65%-Employer) Retirement (15.75%-Employer)	Retirement 10,961.55 Social Security 5498.74 *Fringe Benefit will be for 2 full time DUI officers* OT officers Fringe will be paid by SPD		\$16,460.29		\$16,460.29	
	Travel:(Rate per diem-based on state and federal guidelines)	Travel Lodging, meals, baggage, cab, parking at GTR, and training cost to DRE Conference for (2) DRE officers, Hotel, Registration, Per Diem to other authorized MOHS training in state, Hotel, Per Diem for Annual STARS Conference		\$5,403.00		\$5,403.00	

	Contractual Services:				
	Equipment:	(1) Digital Camera @ 250.00ea (2) Road Flare LED pks @ 300.00ea (6) 90 Sec 5.11 lights for BAT trailer @ 150.00ea (1) In-Car camera for DUI officer / investigation	\$5,950.00		\$5,950.00
	Other:	3 LEL District 5 Luncheons for @800.00 each for a total of 2400.00	\$2400.00		\$2,400.00

MOHS USE ONLY:	
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TOTALS	\$162,413.00	\$162,413.00
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FY15 PROPOSED TASK BY QUARTER

AGENCY NAME: Starkville Police Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

2nd QUARTER (JANUARY, FEBRUARY & MARCH)

Submit request for promotional items within quarter.

Attend, at a minimum, one (1) MAHSL meeting during quarter.

Attend LEL Troop Network meeting.

Conduct at least 4 checkpoints during quarter. (If Applicable)

Conduct at least 6 saturation patrols during quarter. (If Applicable)

Write a minimum of (100) DUI citation during quarter, to maintain goal of 400 for FY15

Participate in all national Drive Sober or Get Pulled Over Blitz periods.

Agency will conduct a minimum of 4 school, community and/or public information presentation during the quarter.

Submit all required reporting by scheduled date(s) as defined in contract by MOHS, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Quarterly Progress reports, etc.)

Additional Tasks:

Projected Expenditures for Quarter: \$38,000.00

FY15 PROPOSED TASK BY QUARTER

AGENCY NAME: Starkville Police Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

3RD QUARTER (APRIL, MAY & JUNE)

Submit request for promotional items within quarter.

Attend, at a minimum, one (1) MAHSL meeting during quarter.

Attend LEL Troop Network meeting.

Conduct at least 4 checkpoints during quarter. (If Applicable)

Conduct at least 6 saturation patrols during quarter. (If Applicable)

Write a minimum of (100) DUI citation during quarter, to maintain goal of 400 for FY15

Participate in all national Drive Sober or Get Pulled Over Blitz periods.

Agency will conduct a minimum of 4 school, community and/or public information presentation during the quarter.

Submit all required reporting by scheduled date(s) as defined in contract by MOHS, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Quarterly Progress reports, etc.)

Additional Tasks:

Projected Expenditures for Quarter: \$35,000.00

FY15 PROPOSED TASK BY QUARTER

AGENCY NAME: Starkville Police Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

4TH QUARTER (JULY, AUGUST & SEPTEMBER)

Submit request for promotional items within quarter.

Attend, at a minimum, one (1) MAHSL meeting during quarter.

Attend LEL Troop Network meeting.

Conduct at least 4 checkpoints during quarter. (If Applicable)

Conduct at least 6 saturation patrols during quarter. (If Applicable)

Write a minimum of (100) DUI citation during quarter, to maintain goal of 400 for FY15

Agency will conduct a minimum of 4 school, community and/or public information presentation during the quarter.

Participate in the National Drive Sober or Get Pulled Over blitz period

Submit all required reporting by scheduled date(s) as defined in contract by MOHS, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Quarterly Progress reports, etc.)

Additional Tasks:

Projected Expenditures for Quarter: \$45,413.00

Mississippi OFFICE OF HIGHWAY SAFETY

Agreement of Understanding and Compliance

The Agreement of Understanding and Compliance documents will be attached within the Grant Agreement. The Applicant will be required to sign all compliance documents upon receipt of the finalized Grant Agreement between the State, MOHS and applicant. The following compliance certifications and assurances will be included in the Grant Agreement.

State and Federal Certifications and Assurances

- I. REIMBURSEMENT OF ELIGIBLE EXPENSES
- II. ON-SITE MONITORING AND EVALUATION
- III. PROPERTY AGREEMENT
- IV. STAFFING
- V. GENERAL PROJECT REQUIREMENTS
- VI. UNALLOWABLE COST
- VII. NONDISCRIMINATION
- VIII. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 USC 8103)
- IX. BUY AMERICA ACT
- X. POLITICAL ACTIVITY (HATCH ACT)
- XI. CERTIFICATION REGARDING LOBBYING
- XII. RESTRICTION ON STATE LOBBYING
- XIII. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
- XIV. POLICY ON SEATBELT USE
- XV. POLICY ON BANNING TEXT MESSAGING WHILE DRIVING
- XVI. ENVIRONMENTAL IMPACT

Additional MOHS Program Compliance Documents

The MOHS will include all program compliance documents in the FY15 Grant Agreement documents.

STATE CERTIFICATION AND ASSURANCE

Assurance Requirement of Subgrant Recipients:

In cooperation with the Mississippi Office of Highway Safety, all grant and/or subgrant recipients (regardless of the type of entity or the amount awarded) must comply with the following notice requirement:

During any occurrence or time period for application, selection, award, implementation or closeout of a grant or an award, if the grantee, sub-grantee, or recipient: plans, organizes, sponsors or holds any seminar, conference, convention, symposium, training, event or any other meeting which encumbers, utilizes, expends or will encumber, utilize or expend grant funds, including all reimbursements derived from, generated in whole or in part, or determined to be proceeds of the grant or award; the grantee, sub-grantee or recipient must appropriately notify in writing, the MOHS grant manager, the MOHS director and/or the DPSP executive director of the planning for such an occurrence and afford opportunity for DPSP-MOHS personnel to attend and to participate, if they so desire.

Failure of grantee, sub-grantee or recipient to communicate relevant advance notice may lead to cost adjustment, disallowance of costs and/or recovery

As the Authorized Official for, City of Starkville (grantee, sub-grantee, or recipient), I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. Therefore, I promise and will comply with this State Certification and Assurance condition.

Authorized Official's Signature (Grantee, Sub-grantee or Recipient)

Date

Parker Wiseman

[Typed or Printed Name]

Mayor City of Starkville

[Person's Organizational Title]

* * * * *

This original signed form (blue ink only) must be returned to the Mississippi Office of Highway Safety, Division of Public Safety Planning, Department of Public Safety, within 10 days of the grant award beginning date.

LOCAL GOVERNMENTAL RESOLUTION
AGREEMENT AND AUTHORIZATION TO APPLY

WHEREAS, the City of Starkville Board of Alderman _____
(Governing Body of Unit of Government)

herein called the "APPLICANT" has thoroughly considered the problem addressed in the application (entitled) and has reviewed the project described in the application; and

WHEREAS, under the terms of Public Law 89-564 as amended, the United States of America has authorized the Department of Transportation, through the Mississippi Office of Highway Safety to make federal contracts to assist local governments in the improvement of highway safety,

NOW THEREFORE BE IT RESOLVED BY THE _____ Board of Alderman _____
(Governing Body of Unit of Government)

)

IN OPEN MEETING ASSEMBLED IN THE CITY OF MISSISSIPPI,

THIS _____ Day of _____, 20__ AS FOLLOWS:

1. That the project above is in the best interest of the Applicant and the general public.
2. That the _____ Chief of Police, John Outlaw _____ be authorized to file, on behalf of the
(Name and Title of Representative)
Applicant an application in the form prescribed by the Office of Highway Safety for federal funding in
The amount of \$ _____ 162,413.00 _____ to be made to the Applicant defraying the cost of
the _____
(Federal Dollar Requested) project described in the application.
3. That the Applicant has formally agreed to provide a cash and/or in-kind contribution of \$ _____
--0-- _____ as required by the project.
(Local Match Amount)
4. That certified copies of this resolution be included as part of the application referenced above.
5. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED IN OPEN MEETING BY: _____
(Chairman/Mayor - Blue Ink)

Commissioner/Councilman _____ offered the foregoing resolution and moved its adoption, which was seconded by Commissioner/Councilman _____ and, was duly adopted.

Date: _____

Attest: _____

Seal

By: _____
(Blue Ink)

October 2014

October 2014

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 28	29	30	Oct 1	2	3	4	
Sep 28 - Oct 4					Pay Roll End	Pay Day Pay Roll Start	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
Oct 12 - 18					Pay Roll End	Pay Day Pay Roll Start	
19	20	21	22	23	24	25	
Oct 19 - 25							
26	27	28	29	30	31	Nov 1	
Oct 26 - Nov 1					Pay Roll End	Pay Day Pay Roll Start	

November 2014

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 26		27	28	29	30	31	Nov 1
2		3	4	5	6	7	8
9		10	11	12	13	14	15
					Pay Roll End	Pay Day Pay Roll Start	
16		17	18	19	20	21	22
23		24	25	26	27	28	29
					Pay Roll End	Pay Day Pay Roll Start	

Oct 26 - Nov 1

Nov 2 - 8

Nov 9 - 15

Nov 16 - 22

Nov 23 - 29

December 2014

December 2014

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 30		Dec 1	2	3	4	5	6
7		8	9	10	11	12	13
					Pay Roll End	Pay Day	Pay Roll Start
14		15	16	17	18	19	20
21		22	23	24	25	26	27
					Pay Roll End	Pay Day	Pay Roll Start
28		29	30	31	Jan 1, 15	2	3

Nov 30 - Dec 6

Dec 7 - 13

Dec 14 - 20

Dec 21 - 27

Dec 28 - Jan 3

January 2015

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 28	29	30	31		Jan 1, 15	2	3
Dec 28 - Jan 3							
4	5	6	7	8	9	10	
Jan 4 - 10					Pay Roll End	Pay Day Pay Roll Start	
11	12	13	14	15	16	17	
Jan 11 - 17							
18	19	20	21	22	23	24	
Jan 18 - 24					Pay Roll End	Pay Day Pay Roll Start	
25	26	27	28	29	30	31	
Jan 25 - 31							

February 2015

February 2015

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
Mar 1	2	3	4	5	6	7	

Pay Roll End

Pay Day

Pay Roll Start

Pay Roll End

Pay Day

Pay Roll Start

March 2015

March 2015							April 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14
8	9	10	11	12	13	14	15	16	17	18	19	20	21
15	16	17	18	19	20	21	22	23	24	25	26	27	28
22	23	24	25	26	27	28	29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	Apr 1	2	3	4	

Pay Day
Pay Roll Start

Pay Roll End

Pay Day
Pay Roll Start

Pay Roll End

Mar 1 - 7

Mar 8 - 14

Mar 15 - 21

Mar 22 - 28

Mar 29 - Apr 4

April 2015

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 29		30	31	Apr 1	2	3	4
Mar 29 - Apr 4						Pay Roll End Pay Roll Start	
5		6	7	8	9	10	11
12		13	14	15	16	17	18
Apr 12 - 18					Pay Roll End	Pay Day Pay Roll Start	
19		20	21	22	23	24	25
Apr 19 - 25							
26		27	28	29	30	May 1	2
Apr 26 - May 2					Pay Roll End		

May 2015

May 2015

June 2015

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 26		27	28	29	30	May 1	2
3		4	5	6	7	8	9
10		11	12	13	14	15	16
17		18	19	20	21	22	23
24		25	26	27	28	29	30

Apr 26 - May 2

May 3 - 9

May 10 - 16

May 17 - 23

May 24 - 30

June 2015

June 2015

July 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31		Jun 1	2	3	4	5	6
May 31 - Jun 6							
7		8	9	10	11	12	13
					Pay Roll End	Pay Day	
						Pay Roll Start	
14		15	16	17	18	19	20
21		22	23	24	25	26	27
					Pay Roll End	Pay Day	
						Pay Roll Start	
28		29	30	Jul 1	2	3	4
Jun 28 - Jul 4							

July 2015

July 2015

August 2015

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 28		29	30	Jul 1		3	4
5		6	7	8	9	10	11
12		13	14	15	16	17	18
19		20	21	22	23	24	25
26		27	28	29	30	31	Aug 1
Jul 26 - Aug 1							

Pay Roll End

Pay Day

Pay Roll Start

Pay Roll End

Pay Day

Pay Roll Start

August 2015

August 2015

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 26	27	28	29	30	31	Aug 1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

Jul 26 - Aug 1

Aug 2 - 8

Aug 9 - 15

Aug 16 - 22

Aug 23 - 29

September 2015

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 30	31		Sep 1	2	3	4	5
Aug 30 - Sep 5					Pay Roll End	Pay Day Pay Roll Start	
6	7	8	9	10	11	12	
Sep 6 - 12							
13	14	15	16	17	18	19	
Sep 13 - 19				Pay Roll End	Pay Day Pay Roll Start		
20	21	22	23	24	25	26	
Sep 20 - 26							
27	28	29	30	Oct 1	2	3	
Sep 27 - Oct 3							

CITY OF STARKVILLE

PERSONNEL POLICY MANUAL

This policy manual is being provided to all City of Starkville employees in accordance with a Mayor and Board of Aldermen directive on February 13, 2007. In the interest of expediency, the policy manual has not been updated to reflect certain changes incorporated since the last revision of the manual on April 16, 2006. It is anticipated that the manual will be updated in the very near future to incorporate any needed revisions.

City of Starkville, Mississippi

PERSONNEL POLICIES MANUAL

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4.000 BENEFITS

4.100 EMPLOYMENT BENEFITS

As a full-time or regular part-time employee, you are entitled to certain fringe benefits that are intended to provide security and peace of mind to you and your family during your employment with the City of Starkville.

4.101 HOLIDAYS

The following and such days as the Mayor and Board of Aldermen may designate shall be Holidays with pay:

- New Year's Day January 1
- King's and Lee's Birthday . . . 3rd Monday in January
- President's Day. 3rd Monday in February
(Lincoln & Washington's Birthday)
- Good Friday Friday before Easter
- Memorial Day Last Monday in May
- Independence Day July 4th
- Labor Day 1st Monday in September
- Thanksgiving Thursday & Friday
- Christmas Day. December 25th & 26th

Employees whose regularly scheduled day off falls on a holiday shall be entitled to the straight time holiday pay.

If any of the legal holidays fall on Sunday, the following Monday shall be the holiday.

If any of the legal holidays fall within a scheduled vacation period, one additional day of vacation shall be granted.

Employees must work, unless on authorized leave, their work day before a holiday, the holiday if required, and their work day after a holiday, in order to be paid for the holiday.

When deemed necessary by their department head, employees may be required to work on holidays.

Employees required to work on holidays shall, in addition to straight time pay for the period worked on the holiday, receive a day's straight time pay or compensatory time off, as approved by the Mayor and Board of Aldermen.

4.102 PERSONAL LEAVE

Personal leave with pay, earned by all full-time employees, other than firefighters, after one month of continuous service will accrue personal leave credit computed on the basis of continuous service at the following monthly and annual accrual rates:

CONTINUOUS SERVICE	MONTHLY ACCRUAL RATE	ANNUAL ACCRUAL RATE
1 month to 3 years	12 hours	18 days
37 months to 8 years	14 hours	21 days
97 months to 15 years	16 hours	24 days
Over 15 years	18 hours	27 days

All firefighters will accrue personal leave credit computed on the basis of continuous service at the following monthly and annual accrual rates:

24 HOURS PERSONNEL - PERSONAL LEAVE:

CONTINUOUS SERVICE	MONTHLY ACCRUAL RATE	ANNUAL ACCRUAL RATE
1 month to 3 years	16.8 hours	201.6 hours
37 months to 8 years	19.6 hours	235.2 hours
97 months to 15 years	22.4 hours	268.8 hours
Over 15 years	25.2 hours	302.4 hours

1. Non-temporary part-time employees earn personal leave credit on a prorata basis of the full-time accrual rates as shown herein and based upon an average of their monthly or weekly time worked.
2. There is no limit to the accumulation of earned personal leave.
3. Personal leave may be used for vacations and personal business and shall be used for illnesses of the employee requiring absences of one day or less.
4. Personal leave must be used for the first day of an employee's illness.
5. An employee may not be granted personal leave in an amount greater than earned and accumulated.
6. Upon termination of employment, each employee will be paid for unused personal leave not to exceed thirty (30) leave days. One day of leave time is equivalent to eight (8) hours for all employees, including policemen and firefighters.
7. Upon termination of employment, unused personal leave in excess of thirty (30) days will be counted as creditable service for purposes of the State Retirement System.
8. Should an employee die having accumulated personal leave credit, the final check for wages or salary for the unused personal leave, up to 30 days will be given to the person designated by the employee for this purpose or, in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employee Retirement System.

5.000 PAY PRACTICES

5.100 PAY RAISES

The City makes every attempt to give fair pay raises to employees while keeping the limitations of the City's budget in mind.

5.101 PAY DAY

Employees who are paid weekly will be paid every Friday for the previous week's work. Employees who are paid semi-monthly will be paid on the 15th and last day of the month. Employees who are paid bi-weekly (Police and Fire) will be paid every other Friday. Employees who are paid monthly will be paid on the end of the month.

5.102 TIME CARDS

Each employee must keep a record of his time worked and attendance at work. Each employee who is required to punch a time card must punch **only his card**, unless otherwise instructed **by their supervisor** according to established procedure, whereby all hours worked are accurately reported.

5.103 COMPENSATORY TIME

Department heads may grant administrative compensatory paid leave to employees for overtime hours worked and for which no pay was received. Compensatory leave will be granted at the rate of 1-1/2 hours for each overtime hour.

5.104 OVERTIME

City employees who will be covered under the Fair Labor Standard Act will be compensated at time and a half for hours worked in excess of 40 hours in a work week.

Overtime is defined as an employee's time worked in excess of 40 hours in a work week.

Overtime for fire protection employees will be paid for all hours worked in excess of 212 hours in a 28-day period. Overtime will be paid to law enforcement personnel for all hours worked in excess of 86 in a 14 day period.

5.105 STANDBY PAY (REGULAR)

Employees who are on standby shall be compensated at the regular standby rate as established by the Mayor and Board of Aldermen. If an employees is called out, he will be paid time and one half in excess of forty (40) hours actually worked and straight time for all work up to forty hours. Standby pay rates will be those as approved by the Mayor and Board of Aldermen.

5.106 STANDBY PAY (HOLIDAY)

Employees on stand-by shall, in addition to eight (8) hours holiday pay, receive four (4) hours straight pay for being on stand-by. If an employee is called out, he will be paid time and one half in excess of forty (40) hours actually worked and straight time for all work up to forty hours.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 460	SUBJECT: Traffic Law Enforcement
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: <hr style="width: 80%; margin: auto;"/> DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	August 11, 2011	
AMENDMENT DATE:	August 11, 2011	

Standard Reference(s): 61.1.2 (a-c), 61.1.3(a-e), 61.1.4(a- d), 61.1.5(a-b, d-k), 61.1.6(a -c), 61.1.7, 61.1.8, 61.1.12, 61.2.1(a,c-f), 61.2.2 (a-h),61.2.3(a, c-f),61.2.4, 61.3.2(a),61.4.1(a-d), 61.4.2, 61.4.4, 82.3.3 (c), 83.1.1

Warning: This general order is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

460.1. Purpose

The purpose of the general order is to prescribe procedures for traffic law enforcement, preventive patrol, proactive enforcement, and relationships with the university community, motorists, pedestrians, and the courts.

460.2. Directive

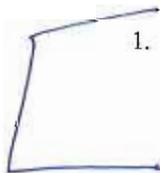
Traffic law enforcement includes all activities or operations that relate to observing, detecting, and preventing traffic law violations and taking appropriate action under the circumstances. Enforcement not only involves arrests and citations, but includes warnings to drivers and pedestrians that prevent them from committing minor traffic violations. However, overzealous enforcement without considering whether the violator is familiar with the legal requirements or without regard for the circumstances surrounding the violation causes disrespect for the law and poor relations between the department and the community. The emphasis of this department is placed on violations that contribute to accidents and present hazards to vehicular and pedestrian traffic. (61.4.4)

460.3. Procedures

460.3.1. Per Mississippi Code of 1972, Motor Vehicles and Traffic Regulations Section 63-3-119 officers may issue citations for subjects for suspected criminal traffic violations, i.e. other cities, states, and foreign countries. (61.1.3.a) (61.1.5.d)

460.3.1.1 Officers are responsible for staying current with changes to Motor Vehicle and Traffic Regulations, as well as legal opinions related to the enforcement of such regulations. (61.1.5.j)

460.3.2. All sworn officers shall take appropriate enforcement actions for each violation of the law witnessed. All enforcement actions will be administered in an impartial, courteous, fair, and firm manner using one of the following methods:



1. Verbal Warning Citation- Appropriate when the violator commits a minor traffic violation that may be due to the driver's lack of awareness, i.e. equipment failure, new traffic control devices in place, unexpected reroute of traffic, etc. The citation will be filled out but not given to the violator. The citation will be kept on file at the Starkville Police Department. (61.1.2.c) (61.1.5.a)

2. Uniform Traffic Citation of Mississippi (Complaint/Affidavit) - should be used when a violator jeopardizes the safe and efficient flow of traffic, including hazardous moving violations and operation of unsafe and/or improperly equipped vehicles. (Refer to General Order 102). (61.1.2.b) (61.1.5.a) (61.1.5.d)

3. Physical arrest - Section d 63-9-11 of the Mississippi Code of 1972 Annotated generally declares that all traffic offenses are misdemeanors unless otherwise noted. Citations are usually issued in lieu of a physical arrest. However, a physical arrest may be made for violations of those traffic laws pertaining to:
 - a. driving while intoxicated or under the influence of alcohol or drugs
 - b. driving on a revoked driver's license
 - c. traffic offenses committed in the commission of a felony
 - d. traffic offenses committed by those persons who may not appear in court. (61.1.2.a) (61.1.5.a)
- 460.3.2.1 Officers may use discretion when issuing citations or warnings for non hazardous violations and Multiple Violation. (61.1.5 h) 61.1.5i)
- 460.3.2.2 Citations completed by officers from the basis for prosecution and ultimate adjudication of traffic offenses. Officers should take great care to write legibly, accurately, and completely for efficiency of operations. Use appropriate forms and submit them to the shift supervisor for review and approval.
- 460.3.2.3 At the time a motorist is issued a citation, the issuing officer will advise the motorist whether court appearance is mandatory, and the court date as scheduled by the officer. Prior to the release of the motorist the officer will tell motorist where and when to appear in court. Motorist will be informed whether he may enter a plea. The motorist will be informed how to pay the fine by mail or at the court. The motorist will be informed as to where the bond may be posted. (61.1.2.b, 61.1.4.a.b.c.d)
- 460.3.3. Special process requirements or procedures for certain categories of violators.
 - 460.3.3.1. Juveniles - Consider the use of warnings for minor, non-hazardous violations. If a citation is issued, make certain the juvenile understands that he or she is to appear in municipal court. In case of serious violations, parents should be notified. (61.1.3.b)
 - 460.3.3.2 Foreign diplomats/families/servants - Diplomatic immunity is granted by the US government for all offenses. Warnings and citations may be issued. To claim immunity, the diplomat must present valid credentials. (61.1.3.d)
 - 460.3.3.3 Legislators - May not be taken into custody except in eascs of treason, felonies, or breach of the peace during times the Congress or Legislature is in session. Warnings and citation should be considered at this time. (61.1.3.c)
 - 460.3.3.4 Arrest of Military Personnel
 - 460.3.4.1. The arrest of an active duty member of the armed forces should be reported as soon as possible to the appropriate military liaison officer regardless of the time of day. If no military liaison officer is identified, contact should be made with the military law enforcement agency for the branch of service to which the arrestee is assigned. (61.1.3.e)
 - 460.3.4.2. This notification pertains to cases where the person is taken into physical custody and not released on a citation. The report is to be made irrespective of the arrestee's rank, residence, or current duty station. (61.1.3.c)
- 460.3.5 Use of authorized emergency equipment, as follows:
 - 460.3.5.1 Emergency lights
 1. When stopping traffic violators.
 2. Assisting motorist parked/stopped in hazardous locations, hazard warning lights should also be used.

- 3. Patrol vehicles parked/stopped on roadway. (61.1.7)
- 460.3.5.2 Siren
 - 1. To signal violators to drive to the right of the road when other means have failed.
 - 2. In combination with emergency lights while following a suspect vehicle, while responding to an emergency, and when responding to crime in progress. (61.1.7)
- 460.3.5.3 Spotlights/Take-down Lights/Alley Lights:
 - 1. As protection for the officer when hazardous conditions exist, e.g., dealing with a felon.
 - 2. To assist on searching or lighting an area. (61.1.7)
- 460.3.5.4 Public address system:
 - 1. When stopping traffic violator in order to direct action from a distance, minimizing hazard to the officer.
 - 2. To direct persons when unusual conditions exist, e.g., traffic artery obstructed due to emergency. (61.1.7)
- 460.3.6 Traffic Stops -- Guidelines for stopping and approaching violators is found in General Orders 472.
- 460.3.7. Persons charged with revoked/suspended operator license.
 - 460.3.7.1. A physical arrest should be made when an officer has stopped a vehicle and identified the driver as driving with a revoked or suspended operator's license. The violator shall not be allowed to continue driving the vehicle. The vehicle may be parked, towed, or a person with a valid operator's license designated by the driver may be allowed to drive the car.
 - 460.3.7.2. An officer who sees an individual driving, who is known to have his or her driver's license under suspension or revocation, and is unable to stop the individual in a safe or timely manner, may swear out a warrant for the violator. (61.1.5.b)
- 460.3.8. Specific traffic problems
 - 460.3.8.1. Identification and referral of drivers recommended for re-examination to the Department of Public Safety -- During routine traffic law enforcement activities, officers frequently encounter persons whom they suspect of being incompetent, physically or mentally disabled, or having other conditions that might prevent the person from exercising reasonable and ordinary care over a motor vehicle. In all such cases, in addition to whatever enforcement he or she may take, the officer will notify the Department of Public Safety of these findings or suspicions, giving the violator's full name, date of birth, operator's license number, and a brief description of the disability noted. (61.1.12)
 - 460.3.8.2. Off-road vehicles (dirt bikes, mopeds)
 - 460.3.8.2.1. Accidents involving off-road vehicles that do not occur on a highway require an offense report.
 - 460.3.8.2.2. Any officer observing an unlicensed off-road vehicle on the highways that cannot be legally operated on the highways shall order it removed and take appropriate enforcement action. (61.1.5.e)
 - 460.3.8.2.3. Officers shall enforce compliance with vehicle registration laws as they pertain to off-road vehicles. (61.1.5.e)
 - 460.3.8.3. Officers should take appropriate enforcement action when and where pedestrians or bicycle violations are observed.(61.1.5l)

- 460.3.8.3.1 Officers should concentrate their efforts on pedestrian violations in those areas where pedestrian and bicycle accidents or complaints have been frequent.(61.1.5I)
- 460.3.8.4. Motor Vehicle Equipment Violations. Officers shall, at their discretion, enforce the motor vehicle equipment standards as detailed in Title 97 of the Mississippi Code of 1972 Annotated. (61.1.5.f)
- 460.3.8.5. Commercial Carriers. Officers shall enforce violations regarding commercial vehicles as prescribed in Title 63 of the Mississippi Code of 1972. (61.1.5.g)
- 460.3.9. Being stopped by a police officer is a traumatic and stressful experience for most motorists. Officers are expected to conduct themselves professionally and to maintain control during a traffic stop. Officers are expected to do the following:
- 460.3.9.1. The officer will present a professional image, proper dress, grooming, language, bearing, and emotional stability when addressing a violator. (61.1.8)
- 460.3.9.2. There will be no doubt that a violation was observed before initiating a traffic stop.
- 460.3.9.3. The officer conducting the traffic stop will be prepared by having the necessary equipment and forms available.
- 460.3.9.4. Anticipate a safe stopping location or have the violator move his vehicle to a safe location during the contact. Officers should weigh the need for a traffic stop against traffic problems that may be caused by a traffic stop in the wrong place or at the wrong time. (61.1.7)
- 460.3.9.5. Greet the violator with an appropriate title such as Sir or Ma'am and request the needed documentation such as driver's license, registration and proof of insurance. (61.1.7) (61.1.8)
- 460.3.9.6. When discussing the details of the violation and required action, the utmost courtesy will be used.
- 460.3.9.7. Explain the violation and officer actions (warning or citation) to the violator and court options. (61.1.4.a) (61.1.4.b) (61.1.4.c) (61.1.4.d)
- 460.3.9.8. Ensure that all required forms are completed.
- 460.3.9.9. Check for signs of emotional distress exhibited by the driver and, when possible, help calm the offender.
- 460.3.9.10. If requested, officers will provide their names in a non-adversarial manner.
- 460.3.9.11. Assist violators in re-entering the traffic flow safely. (61.1.8)
- 460.3.10. Selective Enforcement -- The Operations Captain will monitor traffic accident reports and citizen complaints to identify target areas for selective enforcement techniques. These techniques include:
1. Positioning of the patrol vehicle in high collision areas or areas of concern to the public to enforce traffic laws. (61.1.6.a) (61.1.6.b)
 2. Using speed measurement devices.
 3. Employing extra officers to conduct safety awareness or enforcement campaigns.
 4. Making recommendations regarding signage and engineering issues.
- 460.3.11. Unmarked vehicles should be used only in selective circumstances and not be used for routine patrol and enforcement of traffic violations. (61.1.6.c)

460.4 Traffic Accident Investigation

- 460.4.1. All uniformed employees of the Starkville Police Department are responsible for enforcing state and local traffic laws. The following guidelines will be used when investigating traffic collisions.
- 460.4.2 Roadway/Roadside Hazards --It is the policy of this department to prevent collisions before they happen. Officers will, from time to time, come across hazards in need of immediate attention, or hazards that are not presently causing a safety issue. Hazards can range from wires down and traffic signals out, to potholes, trees covering traffic signs, or disabled vehicles. Officers are expected to take the appropriate action with safety being the first priority. (61.4.1.a) (61.4.1.c) (61.4.2) (82.3.3.c)
- 460.4.3. When department personnel come upon a hazard that needs immediate attention they will notify Communications of the location and nature of the hazard. Communications will notify the responsible department to respond. (61.4.2)
- 460.4.3.1 Uniformed officers will ensure safety of traffic and pedestrians by the use of, but not limited to, the following:
1. Hand signal traffic control.
 2. Cones, marked vehicle or crime scene tape.
 3. Towing or pushing a vehicle from the roadway.
 4. Requesting assistance from another unit. (61.3.2.a) (61.4.1.a) (61.4.1.c) (61.4.1.d)
- 460.4.3.2. Hazards not requiring immediate attention can be documented and forwarded to the appropriate city department for disposition.
- 460.4.4 Collision Reporting
- 460.4.4.1 Reports: The following traffic collisions will be documented on the Mississippi Uniform Crash Report Form. These collisions require departmental response and may require investigation and/or reporting based upon circumstances.
1. Collisions involving death or injury. (61.2.2.a)
 2. Collisions involving property damage. (61.2.2.d)
 3. Hit and Run collisions (61.2.2.b)
 4. Collisions involving operators impaired by alcohol and/or drugs. (61.2.2.c)
 5. Collisions involving hazardous materials. (61.2.2.e)
 6. Collisions involving city owned property or vehicles.
 7. Collisions involving motorist altercations. (61.2.2.f)
 8. Collisions that result in major traffic congestion (61.2.2.g) (61.2.2.h)
 9. Any collision that would be in the best interest of the department to report.
 10. Any collision that results in a citation being issued or criminal charges being submitted. (61.2.4)
- 460.4.4.3 The officer investigating the collision may issue citations for all probable cause violations present during the collision. This will be done at the collision scene or as soon as possible thereafter. (61.1.5k)
- 460.4.5 Definitions
- 460.4.5.1 Hazardous Material: Any substance or material, which is capable of posing an unreasonable risk to health, safety, or property when, transported in commerce.
- 460.4.5.2 Hit and Run Collision: Any collision in which one or more involved drivers fails to comply with Mississippi Statutes by not stopping at the collision scene and exchanging information and/or rendering aid (61.2.1.c)
- 460.4.5.3 Private Property: Any land, which is privately owned. This will include parking lots, driveways, and privately owned streets. (61.2.1.f)

- 460.4.5.4 Vehicle/ Motor Vehicle: Any device in, upon or by which any person or property is or may be transported or drawn upon a highway, as defined in the Mississippi Traffic Laws 63-3-103 (a and b).
- 460.4.5.5 Injury: Any injury that creates a reasonable risk of death, permanent gross disfigurement, or permanent loss of an organ or limb.
- 460.4.5.6 Street, Road, and Highway: Any road, highway, street, or thoroughfare which is marked or defined for vehicular travel as defined in the Mississippi Traffic Laws 63-3-125.
- 460.4.5.7 Collision: An event involving a road vehicle in transport that results in unintentional death, injury or property damages.
- 460.4.6 The Mississippi Uniform Accident Report Form will be used to report all reportable traffic collisions involving death or a personal injury, or damage to the property of any person. The Form will be completed in its entirety as described in the Mississippi Uniform Accident Report Instruction Manual.
- 460.4.7 Measurements, Statements and Diagrams
- 460.4.7.1 Measurements are to be taken on all traffic collisions in order to establish an area of impact, in all collisions where death, personal injury or major property damage occurs. (61.2.1.a) (61.2.3.d)
- 460.4.7.2 Written statements will be taken on all state reportable traffic collisions. Not-to-scale diagrams are required on all state reportable traffic collisions. (61.2.3.d)
- 460.4.7.3 To-scale diagrams are required in those collisions involving death or when university liability may be involved. (61.2.1.a) (61.2.2.a)
- 460.4.8 Driver Exchange Cards (61.2.3.f)
- 460.4.8.1 Driver exchange cards will be completed on all applicable traffic collisions. Officers will confirm the validity of the information provided by each driver before exchanging cards.
- 460.4.8.2 Private Property Collisions: The Mississippi Uniform Accident Report Form will be used to report those collisions occurring on private property. (61.2.1.f)
- 460.4.9 Late Reported Collisions
- 460.4.9.1 An Incident Report will be taken on collisions that are not investigated at the scene due to delayed reporting, unless there is a death, or a life threatening injury.
- 460.4.10 On Duty Police Employee Traffic Collision
Also Re: Go 461.4
- 460.4.10.1 When a police employee is involved in an on-duty collision, a supervisor will be notified immediately. The supervisor (preferably the employee's direct supervisor) will respond to the scene and ensure that a complete investigation is conducted.
- 460.4.10.2 The employee involved in a traffic collision will not make statements regarding the collision to anyone other than the supervisor and/ or the collision investigator.
- 460.4.10.3 Photographs are required on all traffic collisions involving city owned vehicles/property and where city liability may be involved.
- 460.4.10.4 A supervisor will complete a detailed memorandum and include a copy of the accident report to the Assistant Chief of Police prior to the end of shift.

- 460.4.11 Review/Quality Control: The direct supervisor of each police employee completing a traffic collision report will be responsible for ensuring the quality of each report by reviewing and initiating each approved report.
- 460.4.12 Hit and Run (61.2.1.c) (61.2.2.b)
- 460.4.12.1 If the hit and run (H & R) vehicle has been immediately identified or easily locatable, the assigned officer will attempt to contact the suspect driver.
- 460.4.12.2 A police employee investigating an H & R will take any evidence pertaining to the accident and properly enter it as evidence.
- 460.4.12.3 Hit and Run reports investigated at the scene will be completed on the Uniform Accident Report Form.
- 460.4.12.4 Hit and Run reports that are made after the victim vehicle has left the scene will be detailed in an Incident/Offense Report.
- 460.4.13 Fatalities/Serious Injury Collisions (61.2.1.a) (61.2.2.a).
- 460.4.13.1 The Starkville Police Department will investigate fatal traffic collisions or collisions deemed serious injury that may lead to a fatality.
- 460.4.13.2 The Starkville Police Department Accident Reconstructionist are available for assistance on a 24 hour basis to assist with the collection of evidence, measurements, diagramming and processing of all Fatality Accidents. (83.1.1)
- 460.4.13.3 The scene of a traffic collision with a fatality or a serious injury will be secured and managed as any other major crime scene. (61.2.3.e) (61.2.2.a)
- 460.4.13.3 Photographs of the scene will be taken.
- 460.4.13.4 The scene supervisor will be responsible for maintaining a log of all officers present at the scene and will identify those officers required to produce a supplemental report detailing their activities at the scene.
- 460.4.13.5 All Uniform Accident Report forms associated with a fatality or serious injury collision will be completed and turned into the scene supervisor within twenty-four (24) hours of the collision.
- 460.4.13.6 The Investigations Bureau is responsible for submitting the report to the appropriate prosecutor when criminal charges are being considered.
- 460.4.14 Collision Investigation Procedures
- 460.4.14.1 Traffic collisions inherently represent hazards to the motoring public. In addition to this, evidence at the scene can become contaminated due to intrusion into the scene. Initial responding officers must be aware of this and take steps to ensure that the collision scene is secured. As soon as possible, officers need to protect the scene from contamination as well as protect the public from further damage or injury. Officers may:
1. Utilize traffic cones, and/or line tape to secure an area.
 2. Provide traffic control, as needed using officers for direction.
 3. Utilize marked patrol units as necessary.
 4. Using non-public safety personnel (police/fire) for traffic direction should be discouraged and should only be used in extreme emergencies.
 5. Officers should make every effort to re-route traffic around the scene in a safe manner, and to return the traffic to its normal flow expeditiously. (61.2.2.g) (61.2.4) (61.3.2.a)

- 460.4.14.2 Communications personnel will assign the officer responsible for the investigation of the traffic accident. The assigned officer will request and direct any assistance needed at the accident scene. (61.2.3.a)
- 460.4.14.3 Upon arrival at the scene, check for injuries and attend to any injuries that may exist as a result of the traffic collision. (61.2.3.b)
- 460.4.14.4. Mark the position of the vehicles or persons involved in the traffic collision. (61.2.3.e)
- 460.4.14.5. Move the vehicles from the roadway as soon as possible.
- 460.4.14.6. If the vehicles are damaged to the extent that they cannot be driven or pushed from the roadway, advise radio to dispatch a contracted tow truck to the scene.
- 460.4.14.7. If the owner of a vehicle has a specific request for a private tow company, advise radio of this request.
- 460.4.14.8. Obtain written and verbal statements from involved parties and any witnesses. (61.2.3.d)
- 460.4.14.9. Take all measurements of the accident necessary to complete a traffic collision report diagram when applicable. (61.2.3.d)
- 460.4.14.10. Complete any follow-up investigation required, if possible. (61.2.4)
- 460.4.14.11. The officer investigating the collision may issue citations for probable cause violations present during the collision. This may be done at the collision scene or as soon as possible thereafter. (61.1.5.k)
- 460.4.15 Fire Hazards (61.2.3.c)
- 460.4.15.1 All fire hazards will be treated seriously and will be handled by the Fire Department. If the Fire Department is not on the scene, employees will immediately request their assistance and take any necessary action to stabilize the situation.
- 460.4.16 Hazardous Materials Traffic Collisions (61.2.3.c)
- 460.4.16.1 If, while responding to or investigating any traffic collision, an employee believes hazardous materials may be involved, he/she will:
1. Determine a safe approach and distance to the scene.
 2. Immediately notify a supervisor.
 3. Request the assistance of the Fire Department.
 4. Identify the material by finding one of the following:
 5. The four digit ID numbers on a placard or orange panel.
 6. The four digit ID numbers following "UN" or "UA" on shipping paper or package.
 7. The name of the material on a placard, shipping papers or package.
- 460.4.16.2. Using the United States Department of Transportation Emergency Response Guidebook, follow the protective actions as stated until fire personnel arrives on the scene. If a guidebook is not available, the same information may be obtained by running the 4 digit "UN" or "NA" ID number through NCIC.
- 460.4.16.3. If the exact substance cannot be identified, the placard may display the Hazard Classification. This can be used with the guidebook to determine an appropriate response to the situation. (61.2.1.e) (61.2.2.e) (61.2.3.c)
- 460.4.17 Clearing Collision Scenes
- 460.4.17.1 As a safety precaution, a traffic collision scene will be cleared before the investigator leaves the location. If it is impossible to clear a scene entirely, field personnel will take all necessary precautions to safeguard the

public. City personnel or the appropriate agency will be requested to correct problems such as downed trees or poles, damaged traffic control devices, and to clear the roadway of debris when a tow truck is not called. (61.2.3.e) (61.2.2.g)

460.4.17 Fire Department Responsibility

460.4.17.1 Fire Department personnel will dispose of biohazard waste material. This should include used/unused medical supplies. If any material is left after emergency crews leave a scene, they may be asked to return for cleanup or field personnel may handle the situation if equipped with proper disposal of supplies. No material will be left at the scene. It will be taken by Fire Department personnel or cleaned up by field personnel.

460.4.18 Disposition of Property

460.4.18.1 In any collision where the owner or responsible party for the vehicle is transported from the scene or is otherwise unable to take possession of their vehicle and property, a vehicle inventory form shall be filled out describing the vehicle and property remaining in the vehicle. (61.2.3.f)

460.4.18.2 Items of value, such as wallets, purses, money, jewelry, and other valuables found at the scene of the collision or left in the vehicle shall be logged into property at the police station for safekeeping if the items cannot immediately be returned to the owner. (61.2.3.f)

460.4.19 Traffic collisions involving persons believed to be impaired by alcohol or drugs shall be processed as described in General Orders 470 - DUI Procedures. (61.2.1.d)

460.5 Motorist Assistance

460.5.1 The Department recognizes the responsibility for the safety of the public while using the roads and highways within its jurisdiction. Under the best of conditions, emergencies will arise involving the public's operation of vehicles upon streets. The following procedures are established for rendering aid, protection, and assistance to the community and visitors. (61.4.1.a) (61.4.1.c)

460.5.2 Providing Directions. Officers are expected to provide directions to requested locations when requested to do so. Escorts of individuals and vehicles are detailed in General Orders GO # 469 -- Escorts. (61.4.1.a)

460.5.3 Disabled Motorist (61.4.1.b)

460.5.3.1. When an Officer encounters a stranded or disabled motorist, they will make every effort to obtain or render assistance, if practical.

460.5.3.2 Officers will instruct motorists to stay out of the roadway when not in the vehicle. (61.4.1.c)

460.5.4. The following are areas that may fall within the scope of assistance that can be rendered:

460.5.4.1. Calling for a preferred or contract wrecker service or other assistance (The owner or operator of the disabled vehicle will be responsible for any expense) (61.4.1.b)

460.5.4.2 Jump-starting a vehicle with a dead battery.

1. Due care to avoid personal injury and damage to the vehicles should be exercised when jump-starting a vehicle.
2. Portable power packs will be used to avoid the possibility of damage to the patrol vehicle's electrical system and communications system.

460.5.4.3. Obtaining gasoline

1. This will be done only if the gasoline is in an approved safety container
 2. Gasoline will not be transported in the passenger area of the police vehicle
 3. Transporting motorist to the nearest service station or service facility is permitted only if the vehicle presents a hazard to the occupants and/or other citizens, and no other means of assistance is available.
- 460.5.4.4 Notifying a locksmith if keys are locked in vehicle. (See GO 460.5.8) SPD Police Officer are not trained or equipped to open locked vehicle doors.
- 460.5.4.5 Pushing a disabled vehicle from the roadway.
1. Starkville Police vehicles are NOT equipped with push-bumpers and pushing another vehicle may result in damage to the vehicle(s) and possible airbag deployment. Patrol cars WILL NOT be used to push vehicles.
- 460.5.4.5.1 If an emergency situation occurs and it is necessary to physically push a disabled vehicle from the roadway for the safety of the public, officers will exercise due care to avoid any property damage or injury that could result in City liability. This includes injury to the officer. Officers will use the following guidelines to safely remove such vehicles from the roadway:
1. Ensure that the driver fully understands the location where the vehicle is to leave the roadway.
 2. Ensure the driver has unlocked the steering wheel and has placed the vehicle in neutral. Advise the driver that power steering will not work, and check to ensure that the steering and brakes will operate to sufficiently control the vehicle.
 3. Use overhead and emergency lights on the patrol vehicle to alert on-coming traffic. (61.4.1.c)
 4. Before requesting a wrecker, citizens will be advised that they are responsible for any charges incurred.
- 460.5.4.6 Starkville Police Officers are not to change flat tires on disabled vehicles. Officers shall provide a safety lane to prevent a collision and request a tow company assist in the changing of the tire.
- 460.5.5 Emergency Assistance (61.4.1.d)
- 460.5.5.1 When the assistance rendered to a stranded or disabled motorist is of an emergency nature, the officer will request the assistance needed (i.e., fire, medical, or mechanical) and will remain with the motorist until assistance arrives or the emergency is taken care of. Officers should be cognizant of the time they will be out of service and request additional assistance in situations that may become prolonged.
- 460.5.5.2 Officers may also render emergency first aid and fire suppression, if required.
- 460.5.5.3 In instances where the safety of the citizen could be in question due to the age, gender or health of the person, weather conditions or time of day, Officers will render assistance.
- 460.5.5.4 The safety and security of the vehicle will be ensured and the citizen will be transported to a suitable location from which to obtain help, or Officers will ensure assistance is en route
- 460.5.5.5 Citizens will not be left with their vehicle or at another location, if their safety is not reasonably assured (61.4.1.c)
- 460.5.6 If the officer is already on their way to a call, and observes a disabled motorist dispatch will be notified of the motorist's location to ensure assistance is dispatched.
- 460.5.7 Departmental personnel will not attempt to make mechanical repairs to disabled vehicles.
- 460.5.8 Departmental personnel will only be dispatched to unlock vehicle doors in the following circumstances:

- 460.5.8.1 A small child or infant is locked in the vehicle. (61.4.1.d)
- 460.5.8.2 A medical emergency exists that would warrant forcible entry. (61.4.1.d)
- 460.5.8.3 In emergency situations (i.e., infants or children locked in a vehicle, especially in the summer months or on very warm days), an officer and the Fire Department will be dispatched (61.4.1.d)
- 460.5.8.3.1 In the event a pet is locked in a parked vehicle, the officer should use discretion when deciding to make forcible entry. A supervisor shall be notified in these circumstances.
- 460.5.8.4 Department personnel will ascertain if the person making the request actually has the right to enter the vehicle to be opened in non-emergency situations prior to assisting or requesting assistance.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 461	SUBJECT: Vehicle Operations Policy
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: _____ DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	August 11, 2011	
AMENDMENT DATE:	August 11, 2011	

Standard Reference(s): 41.2.1

Warning: This directive is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

461. Policy

All Starkville Police Department personnel who operate police vehicles will comply with safe driving procedures outlined herein. Emergency warning devices shall be used to a minimum, but as necessary to comply with both legal requirements and the safe performance of the police function and the safety of the public and police personnel.

461.1. Purpose

The purpose of this policy is to establish general procedures governing the operation of police vehicles.

461.2. General Information

- 461.2.1. Department personnel will operate Department vehicles in a safe, careful manner and will obey all traffic laws. The loss or suspension of any member's driver's license shall be reported to the Department immediately.
- 461.2.2. Any member who reports to work while taking any over the counter or prescription medication shall report the use of such medication to his or her supervisor. The supervisor will then determine if the officer is capable of driving a vehicle.
- 461.2.3. All personnel will use available restraint devices (seat belts) while operating Department vehicles. Passengers should also wear seat belts.
- 461.2.4. All department vehicles, marked and unmarked, are to be backed into designated police vehicle parking spaces whenever empty slots permit. The vehicle will be secured with windows and doors locked regardless of the length of time spent at the station.
- 461.2.5. The officer assigned to a vehicle is responsible for its cleanliness.
- 461.2.6. All equipment that is temporarily assigned for the officer's tour of duty will be removed from the vehicle and turned in to appropriate personnel.
- 461.2.7. Officers will ensure that their patrol vehicle has no less than 1/2 tank of gasoline at the end of their shift. The radio will be turned off and the vehicle secured.
- 461.2.8. No Department vehicle will be used to tow or push another vehicle. This does not mean that officers are expected to physically push a vehicle themselves.

461.2.9. Prior to beginning of each shift each officer will examine his/her vehicle for visible damage, and shall notify the supervisor of any damage found. The damage will also be noted on the officer's shift report card. Failure of an officer to report such damage may be considered prima facie evidence that the damage occurred while the vehicle was in his/her possession and the officer may be held accountable for it.

461.3. Equipment (41.3.2)

461.3.1. All vehicles that are normally used in patrol service will be conspicuously marked with mounted lights, reflective decals and stripes. Vehicles will be marked in accordance with Mississippi Statute.

461.3.2. Emergency Equipment will be stored in a secure box in the trunk of each Department vehicle. Department vehicles will be equipped with the following:

461.3.2.1. All vehicles

1. Siren
2. Emergency lights
3. Public address system
4. Mobile radio transceiver
5. Dry chemical fire extinguisher
6. First aid kit with basic supplies
7. Water for OC spray decontamination

461.3.2.2. Marked vehicles

1. Lights in some combination using the color blue
2. Siren
3. Mobile radio transceiver

461.3.3. Any emergency equipment which is used and needs replenishing will be reported on form SPD10 (white card) and submitted to the supervisor. These cards are to be given to the Supply Sergeant after being approved by the supervisor.(41.3.2)

461.3.4. The transfer of equipment from a department vehicle will only be done with the supervisor's approval and the Supply Sergeant will be informed in writing about the transfer as soon as possible.

461.4. Accidents in Department Vehicles

Also Rc: Go 460.4.10

461.4.1. All personnel will promptly notify their supervisor of any accident, personal injury, or property damage caused by a Department vehicle operated by the officer. The supervisor, or his or her designee, will then investigate the incident. All information is to be placed on a written report by the end of the shift.

461.4.2. Vehicles will not be moved prior to the arrival or authorization of the investigating supervisor.

461.4.3. Officers who are involved in an accident while on duty shall make no statement as to responsibility and shall not advise the other party or parties that the City will pay for the damages resulting from the accident, even if the officer is at fault.

461.4.4. Officers may be held responsible for damages resulting from accidents where evidence shows extreme carelessness or negligence. Officers will be held strictly accountable for damages caused by abuse or careless handling of police vehicles. Evidence of such abuse will be promptly reported to the Captain over that Division.

- 461.4.5. All accidents and personal injuries caused by a Departmental vehicle will be reviewed by the Department's Accident Review Board. Results of the Accident Review Boards findings will be completed and submitted to the Chief of Police with in three (3) days of the accident unless the wreck involves life threatening injuries or fatalities and statements cannot be taken. On wrecks involving life threatening injury or fatalities a daily report will be written on department supplement form, stating the circumstances of the wreck progress made on the investigation, and the reason it is past the 3 day period. This report will be submitted to the chain of command daily until the report is complete.
- 461.4.5.1. Officers will be appointed to the Accident Review Board by the Chief of Police with recommendations made to him by the Captain of the Operations Division and Captain of the Administration Division. There is no limit on the length of time that an officer may serve.
- 461.4.5.2. The Board will meet to hear evidence and consider circumstances of each accident involving a Departmental vehicle. The Board may summon any member of the Department who has knowledge of an accident to present evidence before the Board.
- 461.4.5.3. After concluding its investigation, the Board will make two determinations of fact regarding each accident and report the findings to the Chief of Police and to the immediate supervisor of the officer involved. The report will include the following:
1. The Board's finding that the officer involved was/was not a contributing factor in the accident.
 2. The Board's finding that the officer involved did/did not comply with Departmental rules and regulations regarding involvement in traffic accidents.
- 461.4.5.4. The Board may make appropriate recommendations to the Chief of Police concerning traffic engineering, vehicle equipment, vehicle safety training, etc. The Board may not make any recommendation regarding corrective or disciplinary action.
- 461.4.5.5. If an officer is found to be a contributing factor or not in compliance with Departmental Policy and Procedures, his immediate supervisor will submit to the chain of command the disciplinary complaint report through standard procedures for recommending corrective or disciplinary actions at the same time the Accident Review Board findings are submitted

461.5. Responding to Calls (41.2.1)

- 461.5.1. Routine Calls - When responding to routine calls, officers will operate Department vehicles in a safe and proper manner while obeying all traffic laws and regulations. Although these calls are low priority and non hazardous in nature, they should be answered as expediently as possible.
- 461.5.2. Urgent or Emergency Calls - When responding to emergency calls, officers may disregard certain traffic regulations. Blue lights and siren should be utilized on these calls. Although these calls require the immediate presence of a police officer, no officer will be relieved of liability when he/she does not exercise good judgment, care, and due regard for the safety of persons and property.
- 461.5.3. Funeral Escorts - When conducting funeral escorts, officers may disregard certain traffic regulations while operating with blue lights.
- 461.5.4. Transport/Ride-along
1. Ride-alongs by civilian or law enforcement officers from other agencies must be approved by the Chief of Police. An Indemnity Agreement form, available from the Office of the Chief of Police, must be signed prior to the ride-along.
 2. Stranded motorists may be transported only with the supervisor's approval.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 410	SUBJECT: Emergency and Pursuit Driving
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	May 15, 2006	
AMENDMENT DATE:	May 15, 2006	

Standard Reference(s): 41.2.1, 41.2.2(a), 41.2.2(b), 41.2.2(c), 41.2.2(d), 41.2.2(e), 41.2.2(f), 41.2.2(g), 41.2.2(h), 41.2.2(i), 41.2.2(j), 41.2.3(a), 61.3.4

Warning: This directive is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

410.1. Purpose

This general order establishes procedures for the conduct of pursuits and emergency responses by officers of Starkville Police Department. The purpose of this directive is:

1. To reduce the frequency of accidents;
2. To reduce the severity of the accidents;
3. To reduce and eliminate the liability for accidents for officers, the department, and the City of Starkville;
4. To apprehend actual or suspected violators of the law;
5. To arrive on the scene of an emergency promptly.

410.2. Directive

The Starkville Police Department's primary concern in emergency or pursuit driving situations is the protection of the lives and safety of all civilians and officers, which includes arrival at the scene of an emergency in a prompt manner to render assistance and the apprehension of an actual or suspected violator of the law. In addition, it is the responsibility of the Starkville Police Department to assist officers in the safe performance of their duties. To effect these obligations, the department regulates the manner in which vehicular pursuit and emergency response is undertaken and performed.

410.3. Definitions

410.3.1. Emergency response/operation -- Emergency driving is defined as the operation of an authorized emergency vehicle (as hereinafter defined) by an officer of the Starkville Police Department in response to an emergency situation, including pursuit driving (as hereinafter defined) in such a manner as to be entitled the exemptions, privileges and rights-of-way as stated in section §63-3-205 of the Mississippi Code of 1972 Annotated (as herein specified).

410.3.2. Authorized Emergency Vehicle: An authorized emergency vehicle is a vehicle owned, leased or in the care, custody or control of the Starkville Police Department for the purpose of official use which is equipped with:

1. A siren, bell, ululating multi-tone horns or other electronic siren type device approved by the Chief of Police and in compliance with section §63-7-65 of the Mississippi Code of 1972 Annotated and which said siren is being used: and

2. A lighted lamp exhibiting a colored light (red and/or blue) visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle, in compliance with section §63-7-19 of the Mississippi Code of 1972 Annotated when said lamp is illuminated.

410.3.3. Emergency Situation -- An emergency situation is a set of facts or circumstances under which an officer has reason to believe that there exists a situation involving the infliction or threatened infliction of harm to another or the commission or threatened commission of a crime, or the apprehension of an actual or suspected violator of the law, necessitating a pursuit or emergency response.(41.2.1)

410.3.4. Pursuit Driving -- An emergency response to an emergency situation involving an active attempt by a Starkville Police Officer utilizing an authorized emergency vehicle with lights and siren engaged to apprehend one or more occupants of another moving vehicle when the driver of the fleeing vehicle is or should be aware of that attempt and/or is resisting apprehension by maintaining or increasing his speed, disobeying traffic laws, ignoring the officer, failing to yield to or attempting to elude, the officer.

410.3.5. Commanding Officer of Pursuing Unit -- the highest-ranking officer available, on duty, who is a direct supervisor of the officer initially involved as a primary unit.

410.3.6. Field Supervisor -- Any supervisor in the field through who commands can be directed.

410.3.7. Unit -- A police vehicle, operating as an authorized emergency vehicle.

410.3.8. Privileges/Exemptions -- The driver of an authorized emergency vehicle when responding to an emergency or when in pursuit of an actual or suspected violator of the law may:

1. Park or stand irrespective of the provisions of section §63-3-913 of the Mississippi Code of 1972 Annotated.
2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
3. Exceed the maximum speed limit so long as the officer does not endanger life or property.
4. Disregard regulations governing direction of movement or turning in specific directions.
5. The driver of every other vehicle shall yield the right-of-way in accordance with section §63-3-809 of the Mississippi Code of 1972 Annotated.

410.3.9. Duties -- The privileges or exemptions of emergency or pursuit vehicle operation do not relieve the officer of the following responsibilities and duties:

1. Slowing down as may be necessary for the safe operation when proceeding past a red or stop signal or stop sign.
2. To not endanger life or property when exceeding maximum speed limits.
3. To drive with due regard for the safety of all persons.
4. To not operate the vehicle in reckless disregard for the safety of others.
5. To not arbitrarily exercise the privilege of right-of-way.
6. To prevent damage to the vehicle or other property.

410.4. Procedures

410.4.1. Initiation of Pursuit or Emergency Response

410.4.1.1. The decision to initiate pursuit or emergency response must be based on the police officer's conclusion, after careful evaluation, that the immediate danger to the public created by the pursuit or emergency response is less than the immediate or potential danger to the public should the suspect remain at large or the emergency response not being made. (41.2.2.a)

410.4.1.2. Any Starkville Police Department police officer may initiate a vehicular pursuit when ALL of the following criteria are met:

- 410.4.1.2.1. The suspect exhibits the intention to avoid arrest by using a vehicle to flee apprehension for an alleged felony or misdemeanor that would normally require a full custody arrest;
- 410.4.1.2.2. The suspect operating the vehicle refuses to stop at the direction of the officer; and
- 410.4.1.2.3. The suspect, if allowed to flee, would present a danger to human life or cause serious injury.
- 410.4.1.3. The police officer shall consider the following factors in determining whether to initiate a pursuit or emergency response:
 - 1. Whether an "emergency" exists
 - 2. Time of day
 - 3. Traffic, weather and road conditions
 - 4. The performance capabilities of the police vehicle
 - 5. The seriousness of the violation
 - 6. The risks involved in initiating the pursuit or emergency response
 - 7. Route of pursuit or emergency response (41.2.2.a)
- 410.4.1.4. If initiating or continuing a pursuit or emergency response is more dangerous to the public than the suspects remaining unapprehended, or an emergency response not being made, officers shall not pursue or respond in an emergency mode.
- 410.4.1.5. Officers should never pursue just because another officer is doing so.
- 410.4.1.6. At any time, an officer of higher rank can assume command of an operation, or countermand an order of a subordinate. Before doing so, they should take into account the expertise of the subordinate and the fact that the subordinate may possess facts unknown to him. If an officer of higher rank decides to assume command of an operation, or countermand an order of a subordinate, the officer also assumes the responsibility for the consequences of that decision as the new commander.
- 410.4.2. Vehicular Pursuits
 - 410.4.2.1. Unit responsibilities -- The first unit to become involved in a vehicular pursuit will be designated the primary pursuit vehicle and will have the following responsibilities: (41.2.2.b)
 - 410.4.2.1.1. The officer will activate the vehicle's emergency lights and siren.
 - 410.4.2.1.2. The officer will notify the dispatcher that a pursuit is underway and his or her unit number.
 - 410.4.2.1.3. The officer will give the location, direction of travel, and estimated speed of suspect vehicle.
 - 410.4.2.1.4. The officer will give specific reason for the pursuit, including known violations of law.
 - 410.4.2.1.5. The officer will give the description of vehicle being pursued.
 - 410.4.2.1.6. The officer will also give information pertaining to number of occupants and their description.
 - 410.4.2.1.7. The officer should broadcast special information such as hazards to officers, traffic conditions, etc.
 - 410.4.2.1.8. The officers involved in a pursuit will take necessary steps (i.e. roll windows up, etc.) to allow the dispatcher to understand the officer's transmissions.
 - 410.4.2.1.9. The initiating or primary unit shall be in field command of the pursuit, and shall bear operational responsibility for the pursuit until relieved by a supervisor.

- 410.4.2.1.10. The authority of the primary unit pertains to the immediate field operation and is, at all times, subordinate to the command of the field supervisor and commanding officer.
- 410.4.2.1.11. The primary unit may maintain pursuit as long as it is reasonably safe to do so, or until directed to terminate the pursuit by a supervisor or the suspect is stopped.
- 410.4.2.1.12. The primary unit may, at anytime the officer deems is appropriate, terminate pursuit.
- 410.4.2.2. Back-up Unit Responsibilities -- A pursuit will normally involve no more that the primary unit and one back-up unit, unless more units are specifically authorized by a supervisor. (41.2.2.c)
 - 410.4.2.2.1. The back-up unit, upon joining the pursuit, will notify communications of its identity.
 - 410.4.2.2.2. The back-up unit will operate the emergency lights and siren.
 - 410.4.2.2.3. If the primary unit is a one-man unit, the back-up unit will assume radio communication responsibilities as soon as possible.
 - 410.4.2.2.4. The back-up unit should follow pursuit at a safe distance, but close enough to render assistance when and if required.
 - 410.4.2.2.5. If the primary unit becomes disabled, or otherwise unable to continue pursuit, the back-up unit will become the primary unit. The communications center will advise the field supervisor and other units that a new back-up unit is needed, and the next unit to join the pursuit will be designated the back-up unit.
- 410.4.2.3. Support Unit Responsibilities -- Support units will not be actively involved in the pursuit.
 - 410.4.2.3.1. Support vehicles will cover escape routes.
 - 410.4.2.3.2. Support units will be available to assume a back-up or primary role should one of those vehicles be unable to continue the pursuit.
 - 410.4.2.3.3. Support units will be operated with emergency lights and siren when it is necessary to operate as an emergency vehicle to maintain support positions and warn other drivers of the support vehicle's approach.
- 410.4.2.4. Unmarked Units (41.2.2.d)
 - 410.4.2.4.1. Unmarked units should have a marked unit initiate a pursuit unless circumstances dictate that a marked unit is unavailable.
 - 410.4.2.4.2. Unmarked units may become involved in a pursuit as a primary unit only when they initiate the pursuit.
 - 410.4.2.4.3. Unmarked units will turn the role of pursuit over to marked units as soon as possible and serve as a support unit.
- 410.4.2.5. Communications Center Responsibilities (41.2.2.e)
 - 410.4.2.5.1. Receive and record all incoming information on the pursuit and the pursued vehicle.
 - 410.4.2.5.2. Immediately notify the commanding officer and the field supervisor when a pursuit is initiated.
 - 410.4.2.5.3. Clear the radio channel of any unnecessary traffic and advise all other units that a pursuit is in progress, providing all relevant information.
 - 410.4.2.5.4. Perform relevant record and motor vehicles checks.

- 410.4.2.5.5. Control all radio communications during the pursuit.
- 410.4.2.5.6. Coordinate assistance under the direction of the commanding officer or the field supervisor.
- 410.4.2.5.7. Continue to monitor the pursuit until it has been terminated.
- 410.4.2.5.8. Notify neighboring jurisdictions if there is a possibility that the pursuit will leave the city.
- 410.4.2.6. Supervisor Responsibilities (41.2.2.f)
 - 410.4.2.6.1. Commanding officer of pursuing unit
 - 410.4.2.6.1.1. The commanding officer of the unit initiating the pursuit shall assume overall command and indirect control through a field supervisor.
 - 410.4.2.6.1.2. Upon being notified of the pursuit, the commanding officer of the pursuing unit shall verify the following:
 - 410.4.2.6.1.2.1. No more than the required or necessary units are involved in the pursuit and order any units not necessary to abandon pursuit.
 - 410.4.2.6.1.2.2. Proper radio frequency is being utilized.
 - 410.4.2.6.1.2.3. Affected allied agencies are being notified.
 - 410.4.2.6.1.2.4. Review criteria for initiation and termination of pursuits and determine if pursuit and/or emergency response should be terminated based upon available information.
 - 410.4.2.6.1.3. The commanding officer will ensure that an overall analysis and critique of each pursuit is completed to determine compliance with departmental policy. A summary report of each pursuit shall be submitted through the chain of command to the office of the Chief of Police for review, as soon as possible.
 - 410.4.2.6.1.4. Commanding officers shall assure that all supervisors and officers under their command receive appropriate training in policy and procedures relating to pursuits.
 - 410.4.2.6.1.5. Should a commanding officer initiate a pursuit, at the earliest possible time, the commanding officer will relinquish the pursuit to a back-up unit. The commanding officer will take up the back-up position.
 - 410.4.2.6.2. Field Supervisor
 - 410.4.2.6.2.1. Upon being notified of the pursuit, the field supervisor shall verify the following:
 - 410.4.2.6.2.1.1. No more than the required or necessary units are involved in the pursuit and order any units not necessary to abandon pursuit.
 - 410.4.2.6.2.1.2. Proper radio frequency is being utilized.
 - 410.4.2.6.2.1.3. Affected allied agencies are being notified.
 - 410.4.2.6.2.1.4. Review criteria for initiation and termination of pursuits and determine if pursuit and/or emergency response should be terminated based upon available information.
 - 410.4.2.6.2.2. The field supervisor will, subordinate to the commanding officer, continue to direct the pursuit, and approve or order alternative tactics, and maintain control until the pursuit is terminated.

- 410.4.2.6.2.3. While the pursuing unit's supervisor or any field supervisor always has the authority to terminate pursuit, they shall order the termination of pursuit in absence of adequate information from the pursuing units or based upon information that the dangers of the pursuit outweigh the need for immediate apprehension.
- 410.4.2.6.2.4. As with any tactical field problem, it is not necessary that the field supervisor be physically present in order to begin coordination and assert control of the pursuit.
- 410.4.2.6.2.5. Should a field supervisor initiate a pursuit, at the earliest possible time, the field supervisor will relinquish the pursuit to a back-up unit. The field supervisor will take up the back-up position.
- 410.4.2.6.2.6. The supervisor of the area where the pursuit ends shall proceed to the termination point to provide guidance and necessary supervision.
- 410.4.2.6.2.7. The supervisor of the unit initiating the pursuit shall be responsible for submission of an analysis and critique of the pursuit to the commanding officer of the pursuing unit. It is appropriate to have each officer involved submit a memorandum and critique their involvement with the pursuit and subsequent events as soon as possible.
- 410.4.2.7. Interjurisdictional Pursuits (41.2.2 h)
- 410.4.2.7.1. If a single police vehicle from another jurisdiction continues a pursuit into, or initiates a pursuit within the Starkville police jurisdiction, one Starkville Police Officer unit and a supervisor may join the pursuit. (41.2.2.h)
- 410.4.2.7.2. If two (2) or more units from another jurisdiction are in pursuit, Starkville Police Department units will not join the pursuit unless directed by a supervisor. (41.2.2.h)
- 410.4.2.7.3. When the pursuit, in which a Starkville Police Vehicle was involved, terminates, a Starkville Police Department unit will respond, assist and make an incident report. (41.2.2.h)
- 410.4.2.7.4. When Starkville Police Department units pursue outside the boundaries of city, the communications section will notify the proper jurisdiction and relay all pertinent information. (41.2.2.h)
- 410.4.2.7.5. When units from other jurisdictions join the pursuit, all Starkville Police Department units except the primary unit and the supervisor will cease the pursuit. (41.2.2.h)
- 410.4.2.7.6. It will be the responsibility of the field supervisor involved in the pursuit to determine if the pursuit should continue or cease upon leaving the City limits. (41.2.2.h)
- 410.4.2.8. Pursuit Termination -- If, in the opinion and/or judgment of the pursuing unit's commanding officer or that of any supervisor, initiating, or continuing a pursuit is more dangerous to the public than the suspects remaining unapprehended, the pursuit shall be terminated. A pursuit shall be terminated under any of the following circumstances: (41.2.2.g)
- 410.4.2.8.1. If, in the opinion of the pursuing officer, the commanding officer, or the field supervisor, there is a clear and unreasonable danger to the officer and other users of the highway created by the pursuit that outweighs the necessity for immediate apprehension. (41.2.2.g)
- 410.4.2.8.2. The suspect(s) identity has been established to the point that later apprehension can be accomplished, and there is no longer any need for immediate apprehension. (41.2.2.g)
- 410.4.2.8.3. The prevailing traffic, roadway and environmental conditions indicate the danger or futility of continued pursuit. (41.2.2.g)
- 410.4.2.8.4. The pursued vehicle's location is no longer known. (41.2.2.g)

- 410.4.2.8.5. Any unit involved in the pursuit may discontinue his or her participation in the pursuit at any time if the officer feels their continued participation creates unwarranted hazard.
- 410.4.2.8.6. Once the decision to terminate the pursuit has been made, the operators of the police units will stop their vehicle, turn off their emergency lights and siren and inform the communications section of the termination. (41.2.2.g)
- 410.4.2.8.7. The termination of a pursuit does not prohibit the following of a vehicle at a safe speed, or remaining in the area to reinitiate pursuit if the opportunity and conditions permit. (41.2.2.g)
- 410.4.2.9. Roadblocks: The use of roadblocks must be authorized by the commanding officer or the field supervisor. Generally, a roadblock will be employed only as a last resort. The following guidance is issued for the use of roadblocks: (61.3.4) (41.2.2.g)
- 410.4.2.9.1. Upon notification of a situation that may warrant the use of a roadblock, the supervisor shall evaluate all available options before making a decision. (61.3.4)
- 410.4.2.9.2. A roadblock can only be employed when there is knowledge that the fleeing suspect is wanted for a felony, or the offender constitutes an immediate and continuing hazard to the public, and all other efforts to affect his or her apprehension have failed. (61.3.4)
- 410.4.2.9.3. Factors that should be considered when planning a roadblock are:
1. Number of officers available
 2. Seriousness of the crime
 3. Danger to the public
 4. Danger to officers (61.3.4)
- 410.4.2.9.4. Roadblocks shall not be used to stop a pursuit by another department for a misdemeanor or traffic offense. Occasionally, in these situations, parking on the side of the roadway with flashers on may suffice to warn the violator to stop. (61.3.4)
- 410.4.2.9.5. Fixed Roadblock (41.2.2.g)
- 410.4.2.9.5.1. The following requirements must be met before setting up a fixed roadblock:
1. It must be in a highly visible area with an unobstructed view.
 2. Steps must be taken to insure the safety of other vehicles and the public.
 3. There must be an avenue of escape. (61.3.4)
- 410.4.2.9.5.2. Upon placement of a fixed roadblock, officers shall not remain in their vehicles. They should take a position on one side of the roadway and utilize the best protection available. (61.3.4)
- 410.4.2.9.5.3. Officers must be aware that other vehicles may approach the roadblock and not stop due to confusion or being guilty of some other crime only known to them. (61.3.4)
- 410.4.2.9.6. Moving Roadblock (41.2.2g) (41.2.3a)
- 410.4.2.9.6.1. A "moving" or "rolling" roadblock is considered inherently dangerous and requires considerable driving skill of the blocking officers. Therefore, "moving" or "rolling" roadblocks are discouraged. (61.3.4) (41.2.3a)
- 410.4.2.10. Decisions to discharge firearms at or from a moving vehicle shall be governed by the use-of-force policy and are prohibited if an unreasonable risk to sworn personnel or others exists. (41.2.3a)

- 410.4.2.11. Controlled Access Highways: Officers shall not pursue suspects the wrong way on interstate or other controlled access highways or divided roadways unless specifically authorized by the commanding officer or field supervisor.
- 410.4.2.12. Pursuing units occupant restrictions: Officers will avoid participating in pursuits as either pursuit, back-up, or support vehicles when their vehicles are occupied by prisoners, suspects, complainants, witnesses, civilian observers, or any other person not on duty as a police officer, provided however the foregoing shall not apply if the Chief of Police or someone acting in his capacity shall grant permission for said ride along and the person requesting ride along shall duly execute a release. If, for any reason, a marked police unit with a civilian occupant is involved in a pursuit, as primary or back-up unit, that unit will, as soon as practical, turn over the pursuit position to another marked police unit with no civilian occupants.
- 410.4.2.13. Pursuit Documentation Requirements: Effective immediately, for all vehicular pursuits, the immediate supervisor of the officer initiating the pursuit and the commanding officer who was on duty at the time of the pursuit, in addition to officer(s) involved, shall within three (3) working days, furnish a written report through their chain of command to the office of the Chief of Police. This report shall address the following points:
1. What was the reason for the pursuit?
 2. What were the conditions of the pursuit (e.g., traffic condition(s), time of day, vehicle speed(s), number of Starkville Police Department vehicles involved, etc.)?
 3. During the pursuit, did the actions of the involved officer(s) conform to established department policy?
 4. Were there any exceptions to the policy? If so, what were they and why did they occur?
 5. Was any action taken against the suspect vehicle (e.g., roadblock, etc.)? If so, what circumstances necessitated the use of this action?
 6. If personnel and/or vehicles from other agencies assisted in the pursuit, what type of vehicles did those agencies use, how many personnel and vehicles responded and what role(s) did the assisting agencies have in the pursuit?
 7. Based on the information compiled for this report, did the reporting supervisors find the pursuit was handled properly or should it have been handled differently? Briefly justify this finding?
 8. A copy of the original incident report shall be included with the written report. (42.2.2 i, j)
- 410.4.3. Emergency Response (41.2.1)
- 410.4.3.1. Communications Center Responsibilities
- 410.4.3.1.1. Receive and record all incoming information on the call for assistance.
- 410.4.3.1.2. Dispatch appropriate field personnel and immediately notify the commanding officer of the responding units and field supervisors of action taken.
- 410.4.3.1.3. Perform relevant record and motor vehicle checks, if appropriate.
- 410.4.3.1.4. Control all radio communications during the emergency.
- 410.4.3.1.5. Coordinate assistance under the direction of the commanding officer of responding units and field supervisors.
- 410.4.3.1.6. Continue to monitor the situation until it has stabilized or terminated.
- 410.4.3.1.7. If at any time, communications center is advised of facts or circumstances which would warrant termination of the emergency response, they shall immediately notify responding units and supervisors.
- 410.4.3.2. Initiating/Primary Emergency Response Unit Responsibilities.

- 410.4.3.2.1. Initiating requests for assistance: When an officer in the field is involved in a situation where an emergency response is warranted or required, they must be aware that a nonspecific request will result in an uncoordinated response. This may be a greater hazard to life and property than the originating incident. They must minimize this hazard by giving the following information:
1. Unit number
 2. Exact location
 3. Reason for the request
 4. Request "back-up" if routine
 5. Number of units required to handle situation
- 410.4.3.2.2. The officer making the request shall try to monitor the radio long enough to determine if the call has been received by the communications center. Additionally, the officer should maintain radio communications as to provide status reports, to coordinate the efforts of arriving units, and to confirm that adequate assistance actually arrives.
- 410.4.3.2.3. Primary emergency response units shall identify themselves and give the communications center an estimated time of arrival based on distance, traffic and weather conditions.
- 410.4.3.2.4. Primary emergency response units shall immediately notify the communications center upon arrival at the scene and provide a status report as soon as possible.
- 410.4.3.2.5. Upon receipt of a termination notice, responding units shall discontinue emergency operation and return to their assigned area unless specifically requested to continue to the location under normal driving conditions.
- 410.4.3.2.6. If circumstances or conditions indicate that the danger to the public of continuing the emergency response outweighs the need for that response, the officer will terminate the emergency response. If the officer terminates this type response, they will notify dispatch, and then proceed to the scene, while obeying all traffic statutes.
- 410.4.3.3. Responding to silent alarms:
- 410.4.3.3.1. Panic/Hold up Alarm. Officers are permitted to use all emergency equipment in response to a panic/hold up alarm if there is information that leads the officer to believe that there is an emergency. If, in an attempt to not alert a suspect to the police presence, an officer discontinues the use of blue lights and siren, the officer must obey all traffic control devices and speed limits.
- 410.4.3.3.2. Burglar/Intrusion Alarm. Response to a burglar alarm is ordinarily a non-emergency response. An emergency response is permitted if there is information that leads the officer to believe that an emergency exists. If, in an attempt to not alert a suspect to the police presence, an officer discontinues the use of blue lights and siren, the officer must obey all traffic control devices and speed limits.
- 410.4.3.4. Supervisory Responsibilities
- 410.4.3.4.1. Commanding officer/field supervisor: Upon notification of an emergency response, the commanding officer/field supervisor shall review the response of subordinate officers to determine if the emergency response is appropriate and reclassify the response if a different response mode necessary.
- 410.4.3.4.2. The field supervisor shall monitor the response until it has stabilized or terminated, and assert control by directing specific units into or out of the response if necessary. If the commanding officer/field supervisor determines that an emergency response is no longer needed, they will radio for the emergency response to be terminated.
- 410.4.3.4.3. Upon being notified that an emergency response has been initiated the field supervisor shall verify the following:

- 410.4.3.4.3.1. Proper response classification/designation has been made;
- 410.4.3.4.3.2. No more than the required or necessary units are involved in the response; and
- 410.4.3.4.3.3. Affected allied agencies are being notified.
- 410.4.3.5. Emergency Response Termination -- If, in the opinion and/or judgment of the emergency response unit's commanding officer, or that of any supervisor, initiating, or continuing an emergency response is more dangerous to the public than the necessity for the emergency response, the emergency response will be terminated. An emergency response shall be terminated under any of the following circumstances:
 - 410.4.3.5.1. If, in the opinion of the responding officer, the commanding officer, or the field supervisor, there is a clear and unreasonable danger to the officer and other users of the highway created by the emergency response that outweighs the necessity for an emergency response. If the commanding officer/field supervisor determines that an emergency response is no longer needed, they will radio for the emergency response to be terminated.
 - 410.4.3.5.2. The prevailing traffic, roadway and environmental conditions indicate the excessive danger of an emergency response.
 - 410.4.3.5.3. A change of circumstances that indicate that an emergency response is no longer necessary.
 - 410.4.3.5.4. Any unit involved in an emergency response may discontinue his/her participation in the emergency response at any time they feels his/her continued participation creates an unwarranted hazard.
 - 410.4.3.6. Emergency Response forbidden: Officers will avoid participation in an emergency response when their vehicles are occupied by prisoners, suspects, complainants, witnesses, civilian observers, or any other person not on duty as a police officer, provided however the foregoing shall not apply if the Chief of Police or someone acting in his capacity shall grant permission for said ride along and the person requesting said ride along shall duly execute a release. (41.2.1)
- 410.4.4 Non Emergency Response
 - 410.4.4.1. Members of the department are required to comply with all provisions of State Motor Vehicle and Traffic Regulations while operating a department vehicle.(41.2.1)

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 468	SUBJECT: Roadblocks
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: _____ DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	May 15, 2006	
AMENDMENT DATE:	May 15, 2006	

Standard Reference(s): 1.2.4(f), 41.2.3 (a-e), 61.1.10

Warning: This directive is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

468.1. Purpose

The purpose of roadblocks is to detect motorists who are unlicensed, operating unregistered or unsafe vehicles, or otherwise engaged in behavior that is a hazard to themselves or other motorists. This general order outlines the procedures to use in conducting roadblocks. (61.1.10)

468.2. Directive

Roadblocks are an essential tool for ensuring the safety of the motoring public. As part of the Starkville Police Department's commitment to the community's safety on the roadways and in keeping with the department's mission statement, officers will periodically conduct roadblocks in accordance with the procedures of this general order. (41.2.3a) (61.1.10)

468.3. Procedures (41.2.3 b)

- 468.3.1. No roadblocks shall be conducted unless scheduled by the Sergeant in charge of the shift.
- 468.3.2. No roadblocks shall be conducted unless sufficient staffing is available to ensure the effectiveness of the roadblock. Five officers shall be required as the minimum staffing necessary to conduct a roadblock. This allows two officers to check vehicles and operators, two officers to operate response vehicles, and one officer for transport.
- 468.3.3. Due to staffing limitations, it is difficult for an individual shift to cover a roadblock and still patrol the streets. Therefore, it may be necessary to employ extra officers and/or request additional officers from surrounding agencies. This must have the approval of the Chief of Police in advance.
- 468.3.4. Supervisor Responsibilities (41.2.3d)
 - 468.3.4.1. A supervisor shall be designated as the officer-in-charge of the roadblock. It shall be the responsibility of the supervisor to document the request, approval, and conditions of the roadblock and complete an after-action report indicating arrests, traffic citations, warnings, and approximate number of vehicles encountered during the roadblock. (41.2.3d) (41.2.3e)
 - 468.3.4.2. Supervisors shall ensure that new officers are thoroughly briefed in the procedures of the roadblock and how to perform these procedures. (41.2.3d)

- 468.3.5. No roadblocks shall be conducted unless sufficient vehicles are available to ensure the effectiveness of the roadblock. Minimally, three vehicles are required. Two vehicles will serve as response vehicles and one vehicle will serve as a transport vehicle. (41.2.3d)
- 468.3.6. Unless otherwise directed, the hours of roadblocks shall be at the discretion of the Chief of Police or his designee.
- 468.3.7. Officers participating in roadblocks shall wear a reflective vest and use a flashlight or other illuminating device to enhance their visibility at night. (41.2.3d)
- 468.3.7.1 All officers participating in roadblocks will be trained on agency roadblock techniques during the FTO program. (41.2.3.c)
- 468.3.8. Careful consideration must be given when selecting sites for roadblocks. The following are some, but not necessarily all, factors that should be considered:
1. Enforcement needs, i.e., areas where excessive traffic violations occur or are likely to occur, accidents, etc.
 2. Officer safety, i.e. lighting, ability to move out of vehicle's path of travel, etc.
 3. Motorist safety, i.e., minimal chance of motorists being involved in an accident while stopping for the roadblock.
 4. Congestion, i.e., the roadblock is a minimal hindrance to the movement of vehicles.
 5. Road surface, i.e., would not be a hazard or hindrance to the operation of the roadblock. (41.2.3d)
- 468.3.9. Roadblocks shall not be conducted during periods of severe, inclement weather.
- 468.3.10. During all encounters with the public, officers shall be courteous and professional in their conduct.
- 468.3.11. Detention of motorists shall be as brief as possible and only to the extent of accomplishing the objectives of the roadblock.
- 468.3.12. Officers shall use the roadblock as an opportunity to educate the motoring public about traffic or public safety issues.
- 468.3.13. When stationed at a roadblock, the emergency lights of all department vehicles present shall be activated.
- 468.3.14. Unless otherwise directed, roadblocks shall not be established at one particular site for longer than 60 minutes.
- 468.3.14.1. It is important that roadblocks be moved to various sites as described under section 468.3.8. to achieve maximum effectiveness.
- 468.3.14.2. Moving the location of the roadblocks also reduces the perception that roadblocks are targeting a particular group of motorists.
- 468.3.15. Motorist Vehicles
- 468.3.15.1. Individuals who are arrested for DUI may have their vehicle inventoried and towed to a place of safety. (1.2.4.f)
- 468.3.15.2. Individuals who are arrested for other offenses and appear to be in control of their normal faculties have the option of having their vehicle towed to a place of safety or left at the scene.
1. This assumes that leaving their vehicle at the scene is not a safety hazard.
 2. Individuals who choose to have their vehicle left at the scene shall be informed that the city police department does not assume liability for the vehicle or its contents.

(A) If the individual is adamant that he or she intends to hold the city police department liable for damage or theft to his or her vehicle and/or its contents, the vehicle shall be towed at the owner's expense.

468.3.16. Roadblocks for Fleeing Vehicles Directives for the use of roadblocks are found in General Orders GO 410.4.2.10.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 300	SUBJECT: Compensation
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	March 27, 2012	
AMENDMENT DATE:	July 30, 2012	

Standard Reference(s): 22.1.1(a), 22.1.1(b), 22.1.1(d), 22.1.1(g), 22.2.1.(a-d), 22.2.2 (a-e), 22.2.3, 22.2.4, 22.2.5, 22.2.9, 34.1.1, 34.1.2, 34.1.3 (a-f, h), 34.1.4, 34.1.5, 34.1.6.(a - e), 34.1.7

Warning: This directive is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

300.1. Purpose

The purpose of this general order is to define responsibilities for the administration of compensation for members of this department.

300.2. Directive

The Starkville Police Department shall adhere to all city policies for compensation. The department has a compensation plan where classifications are established based on job responsibilities, skills, knowledge and abilities.

300.3. Procedures

300.3.1. Compensation

300.3.1.1. The department maintains a compensation system for all staff positions.

300.3.1.2. The aforementioned system is designed to provide equitable rates of pay among positions at the department, as well as to keep salary rates competitive with the labor markets.

300.3.2. Objectives

300.3.2.1. The objectives of this system are:

1. To establish position titles and descriptions for consistent use throughout the city and department.
2. To establish a rational basis for a salary structure that eliminates arbitrary salary assignments.
3. To clarify relationships between positions, thereby avoiding overlaps and gaps in responsibility.
4. To provide information that will assist administrators in establishing budgets and planning for future human resources needs.
5. To assist the department in the recruitment, selection, and placement of employees.
6. To assist in the orientation of new employees in their positions.
7. To assist supervisors in the evaluation of employee job performance.

300.3.3. Entry Level Salary

300.3.3.1. The Starkville Police Department entry level salaries are determined by experience/certifications based on step and grade.

300.3.4. Salary Differential within Ranks

300.3.4.1 Starkville Police Sergeants who meet the following minimum criteria will be eligible for a Master Sergeants rating:

1. Criteria:
 - a. Candidate must have a minimum of five years of experience as a sergeant with the Starkville Police Department.
 - b. Candidate must be cross-trained at the rank of sergeant in at least one specialized unit of the Starkville Police Department.
 - c. Candidate must hold a current instructor rating in at least one field of police expertise.
 - d. Candidate must be free of substantial discipline problems and have an acceptable performance score as indicated by annual evaluations.
2. Uniform Identification:
 - a. Master Police Sergeants are to wear a single horizontal "rocker" stripe below the uniform chevron to designate Master Sergeant status.

300.3.4.1.1 The Master Sergeant rating is intended to inspire sergeants to progress in their field of expertise. Qualified sergeants who are designated as Master Sergeants are eligible to receive a five percent (5%) increase in salary at the time of this designation.

300.3.4.2.1 Police Officers who meet the following minimum criteria will be eligible for a Master Police Officer rating:

1. Criteria:
 - a. Five years of current experience as a police officer with the Starkville Police Department.
 - b. Attained instructor level and successfully instructed officers in one field of expertise (this includes SWAT).
 - c. Be crossed trained in other areas.
 - d. Acceptable experience must be free of substantial discipline problems, such as suspensions, repeated reprimands, etc. and acceptable performance as indicated by annual evaluation scores.
 - e. Good physical condition as evidenced by successful completion of an annual physical assessment.
 - f. Additional Desirable Qualifications, but not necessary, include the successful completion of a bachelor's degree or higher from an accredited college or university. (22.1.1.b)
2. Uniform Identification:
 - a. Master Police Officers are to wear a single "Chevron Stripe" on the uniform to designate Master Officer Status.

300.3.4.2.2 The Master Police Officer rating is intended to inspire officers to progress to the position of Police Sergeant. A Master Police Officer shall have all the rights, privileges, and responsibilities currently assigned to senior officers. Qualified officers who are designated as Master Officer are eligible to receive a five-percent (5%) increase in salary. (22.1.1.b)

300.3.5 Officers Possessing Special Skills

300.3.5.1 No additional compensation is paid to officers possessing special skills. (22.1.1.d)

300.3.6 Merit Pay

300.3.6.1 Subject to appropriations, the availability of funds and approval by the Mayor and Board of Alderman of City of Starkville, merit increases based on documented work performance may be granted to eligible employees in accordance with City Personnel Manual.

300.3.6.2. Other Salary Augmentation

300.3.6.2.1. In accordance with City of Starkville Personnel Manual, the Chief of Police may request a salary adjustment for employees under the following circumstances:

1. Reorganization of the department
2. Assignment of additional job responsibilities or duties
3. Job reclassification (22.1.1.g)
4. External inequity

300.3.6.2.3. Such adjustments must be funded and approved by the Mayor and Board of Alderman. (22.1.1.g)

300.3.7 Promotion Process (34.1.3 a-h)

300.3.7.1 The ongoing success of the Police Department is maintained through the selection and promotion of qualified sworn personnel to positions of increased responsibility. It is the policy of the Starkville Police Department to establish standards specifying the evaluation and selection of candidates for promotion. The promotional process is designed to ensure that the most qualified candidate is advanced within the organization, and that the process is in accordance with the City of Starkville policies. (34.1.1)

300.3.7.2 Testing Procedures for Promotion (34.1.3 a)

1. Eligibility for Sergeant: Individuals eligible for promotion to sergeant shall include anyone who has completed the police academy and has at least three (3) years law enforcement experience with a Municipal Police Department and has completed all probationary periods.
2. Eligibility for Lieutenant: Individuals eligible for promotion to Lieutenant shall include anyone who has successfully completed the police academy and has at least three (3) years law enforcement experience as Sergeant with a Municipal Police Department and has completed all probationary periods.
3. Eligibility for Captain: Individuals eligible for promotion to Captain shall include anyone who has successfully completed the police academy and has at least three (3) years law enforcement experience as Lieutenant with a Municipal Police Department and has completed all probationary periods.

300.3.7.3 Points System

1. Written Exam: A maximum of 100 points shall be awarded for the written exam. (34.1.3 b)
2. Longevity/Experience: Points for longevity shall be determined by awarding one-half point for each month of experience with the City of Starkville Police Department, not to exceed six (6) points per year. (Maximum points to be awarded: 150)
3. Education/Training: Each officer shall be awarded 20 points for completing the academy. Points for college credit shall be awarded to all officers with college experience at the rate of .63 points per credit hour completed. However, the total points awarded for college experience for a person who does not possess a degree from an accredited college or university shall not exceed 60 points; and 40 points shall be awarded to any person who possesses an associate's degree, 80 points shall be awarded to any person who possesses a bachelor's degree; 100 points shall be awarded to any person who possesses a master's degree and 110 points shall be awarded to any person who possesses a (Ph.D) Doctor of Philosophy degree from any such college or university. The maximum points to be awarded for a Ph.D holder shall be 130 points; the maximum

points to be awarded for a master's degree holder shall be 120 points; the maximum points to be awarded for a bachelor's degree holder shall be 100 points; and the maximum points to be awarded for an associate's degree holder shall be 60 points.

ALL COLLEGE CREDITS AWARDED FOR THIS PROCESS MUST BE FROM AN ACCREDITED INSTITUTION OF HIGHER LEARNING. **A CERTIFIED COLLEGE TRANSCRIPT MUST BE PROVIDED.

4. Interview Board/Panel: The interview board/panel shall consist of 5 members, the Starkville Police Department Chief of Police will serve as the Chairman of the board/panel with four (4) other members all of whom will be allotted fifty (50) scoring points each. (Maximum points to be awarded 250.) (34.1.3 d)

300.3.7.4 The Chief of Police will direct the process of evaluating the best candidate for the position for each promotional opening. The process will be directly related to the evaluation of the candidate's abilities, as related to the job description of the position and will ensure that the selection is made with the best interest of the Department. (34.1.2)(34.1.3.a-d, e) (34.1.4) (34.1.6.a - e)

300.3.7.5 The promotional process will be initiated only when a position becomes available within the Department or when a new position is authorized for the Department. (34.1.3.f) (34.1.4) (34.1.5)

300.3.7.5.1 Starkville Police Department does not allow lateral transfers from other police departments. However, anyone meeting the eligibility requirements can apply as an external applicant and be considered in the promotional process. (34.1.1g)

300.3.7.6 Any materials used to assist in the assessment of the candidate's qualifications for the position; assessment or evaluation documentation, criteria guidelines, and any other materials used in the promotional process shall be securely maintained in the office of the Chief of Police. (34.1.3.h)

300.3.7.7 Sworn Personnel selected to be promoted are required to undergo a six month probationary period in their new position in accordance with City of Starkville Personnel Manual. Performance evaluations shall be performed in accordance with GO 205.7 (34.1.7)

300.3.7.8 The City of Starkville grievance procedure is used by those individuals who wish to appeal the Starkville Police Department promotional process. Candidates can reapply upon opening of a new position. They must repeat the entire promotional process. (34.1.1e, f)

300.4. Non-sworn Personnel

300.4.1. Compensation for non-sworn personnel of the police department is guided by the compensation plan employed by City of Starkville.

300.5. Availability of Funds

All increases in compensation are subject to approval by the Chief of Police and the Mayor and Board of Alderman and the availability of funds.

300.6 Employee Benefits

300.6.1 Purpose

- A. Subject to budget appropriation, The City of Starkville will provide benefits and benefit options under which employees may be covered. The list of elected benefits may vary from year to year. The City Personnel Officer shall make available specific benefits information to all employees.
- B. A complete description of employee benefits - leave, can be found in City Personnel Manual. (22.2.2a-e)

300.6.1.1

Bereavement Leave

- A. Upon the death of an employee's immediate family, as defined in the city personnel manual, an employee may use up days of earned major medical leave for bereavement. If additional time is needed, major medical leave and/ or personal leave policies will apply.
 - 1. City Personnel Manual: Immediate family is defined as spouse, parents, step-parent, brother, sister, child, step-child, grandchild, grandparent, son-or daughter-in-law, mother-or father-in-law, or brother-or-sister-in-law.

300.6.1.2

Tuition Remission Program

The City of Starkville and the Starkville Police Department regard the personal and professional development of its employees as an important element of its organizational mission. The individual growth of each employee is seen as a contributing factor to the growth of the City. The Tuition Remission Program is intended to increase an employee's competence in his / her current position and broaden his / her career opportunities with the City. (22.2.9)

- A. Tuition Remission is as follows:
 - 1. The availability will be in accordance with City Personnel Manual
 - 2. The City will reimburse tuition for no more than six (6) credit hours calendar year, and the employee must maintain a grade average of "C" or better. (22.2.9)

300.6.1.3

Family and Medical Leave Act (FMLA)

- A. The City recognizes the need for employees to be able to balance the demands of the workplace with the needs of families. This balancing may require employees to take time off from work after the birth or adoption of a child, or for the serious illness of the employee or an immediate family member. City Personnel Manual describes the provisions of the Family and Medical Leave Act as they relate to City employees.

300.6.1.4

Health Insurance (22.2.2.b)

- A. The City of Starkville provides a Health and Insurance plan to regular status full-time employees. This benefit is described in City Personnel Manual. (22.2.3)
- B. Optional Insurance Benefits
 - 1. The City of Starkville provides regular full-time employees the option to participate in a group life insurance policy as well as additional programs. These optional programs are detailed in City Personnel Manual. (22.2.3)(22.2.4)
- C. The City of Starkville provides Workers' Compensation Insurance as defined in City Personnel Manual. (22.2.4)(22.2.2d)

300.6.1.5

Holiday Leave (22.2.1.b)

- A. The following shall be the official holidays for Starkville Police Department employees:
 - 1. Martin Luther King, Jr. Day
 - 2. Independence Day
 - 3. Labor Day
 - 4. Thanksgiving Day
 - 5. Christmas

In addition the Mayor and Board of Alderman may at their discretion announce additional Holidays.

- 300.6.1.6 Administrative Leave - Jury / Witness Duty, Extreme Weather or Disaster -- Administrative leave is discretionary leave with pay, other than personal leave or major medical leave, which may be granted for jury/witness duty and extreme weather conditions or disaster. (22.2.1.a)
- 300.6.1.7 Military Leave -- In accordance with the law of the State of Mississippi, all employees who are members of the National Guard or any reserve component of the Armed Forces of the United States who are ordered to duty for training or exercises are entitled to military leave as described in City Personnel Manual.
- 300.6.1.8 State Retirement -- Public Employees' Retirement System Eligible employees are required to become members of the Public Employees' Retirement System as described in City Personnel Manual. (22.2.2)
- 300.6.1.9 Personal Leave with Pay -- Personal leave with pay is earned by all regular full-time employees to be used for illness or vacation leave, as outlined in the City Personnel Policy. (22.2.1.e) (22.2.1.d) (22.2.5)
- A. Personal Leave credit will be accrued proportionally according to employment status and computed on the basis of continuous service.

300.7 Overtime for Police (U. S. Department of Labor Standards)

- 300.7.1 Employees attending training courses or programs
- DOL regulations make clear-that attendance at abonafide police academy or other training facility, when required by the employing agency, constitutes engagement in activities under 29 D.S.C. §207(k) if the applicable section 207 (k) tests are met (see !j[621 , !j[622 of the *Handbook*), except for the power of arrest for law enforcement personnel. If the tests are met, basic or advanced training is considered part of the employee's law enforcement activities (29 C.F.R.§553.214).
- 300.7.1.1 Only time spent in actual training constitutes compensable hours of work. Time spent studying or in other personal pursuits is not compensable even if the employee is confined to campus or to barracks 24 hours a day. Voluntary attendance at non-required training courses for the purpose of individual career advancement might be non-compensable, if certain criteria are met (see !j[460 of the *Handbook*). DOL regulations give the following examples of situations where time spent by employees of State and local governments in required training is considered to be *non-compensable* (29 C.F.R. §553.226(b)):
- attendance outside of regular working hours at specialized or follow-up training required by law for certification of public- and private-sector employees within a particular governmental jurisdiction (e.g., certification of public and private emergency rescue workers); and
 - attendance outside of regular working hours at specialized or follow-up training required by law of a higher level of government (e.g., where a state or county imposes a training obligation on city employees).
- Time spent training in either of the above situations is not compensable, even if the employer pays all or part of the training costs.
- 300.7.2 Police officers who attend a police academy or other training facility are not considered to be on duty during the times they are not in class or training, as long as they are free to use such time for personal pursuits (29 C.F.R. §553.226(c)(Wage and Hour Opinion Letter dated Feb. 5, 1990).
- With regard to the interaction of these rules with section 207(k) schedules and whether trainees are deemed to be employees, see 1615 and 1219 of the *Handbook*.

300.7.3 Time Spent Testifying in Court or Other Proceedings

FLSA regulations state, as a general proposition, that time spent away from an employer's premises under conditions that restrict an employee from using the time effectively for personal pursuits constitutes compensable hours of work (29 C.F.R. §553.221). However, public safety employees often are called to testify in court, administrative hearings or other legal proceedings - and whether or not such hours are compensable depends on the particular facts of the case.

300.7.4 However, DOL also has ruled that time spent by Police Officers assisting accident victims while "off duty" is not compensable (Wage and Hour Opinion Letter dated March 19, 1993).

300.7.4.1 In a Wage and Hour Opinion Letter dated Jan. 21, 1997, DOL stated that time spent in testifying in court or other proceedings is compensable if:

1. The time spent is controlled or required by the state or local government; or
2. Attendance is intended to benefit the state or local government; or
3. Attendance is a direct result of official police duties.
4. In that administrative ruling, DOL held that time spent by a police officer giving testimony on behalf of a fellow officer at an administrative disciplinary proceeding was considered "hours worked" and, therefore, was compensable.

STARKVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 470	SUBJECT: Driving Under the Influence (DUI)
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE:	May 15, 2006	ISSUED BY: <hr style="width: 80%; margin: auto;"/> DAVID B. LINDLEY CHIEF OF POLICE
EFFECTIVE DATE:	May 15, 2006	
AMENDMENT DATE:	May 15, 2006	

Standard Reference(s): 61.1.2(a), 61.1.5(a), 61.1.7(b), 61.1.11

Warning: This general order is for departmental use only. This general order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this general order will form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

470.1 General Provisions

The Purpose of this Operations Order is to expedite the processing of person(s) accused of driving under the influence of alcohol or drugs (DUI) and the procedures for evidence involved with the charge.

470.2 Procedure / DUI Cases (61.1.11) (61.1.5.a)

Officers will develop probable cause to believe the subject who is operating or in actual physical control of the vehicle is impaired. Officers will, upon detection, stop drivers suspected of driving under the influence of intoxicating liquor and/or drugs. (61.1.7b)

- 470.2.1 Advise the Communications Center of the stop, location of stop, tag information (if available), description of vehicle, and occupants.
- 470.2.I.1 Violations of the state statutes governing DUI may occur on public roadways or alleys, or on public or private property.
- 470.2.2 The DUI contact involves three phases:
 - 1. Vehicle in motion, physical control, or accident.
 - 2. Personal Contact
 - 3. Pre-arrest screening
- 470.2.2.1 Phase One (Vehicle in motion, physical control, or accident): This phase can start when the driver of a vehicle attracts the Officer's attention. It includes:
 - 1. The observation of the vehicle in motion
 - 2. The observation of stopping sequence
 - 3. Vehicle maneuvers
 - 4. Human indicators (Drivers position in vehicle, position of other people in vehicle).
- 470.2.2.2 Actual physical control cases should be evaluated carefully. In traffic collisions, the Officer normally does not observe the driving behavior resulting in a crash. If the Officer can identify the clues of impairment and witnesses who place the suspect at the controls of the vehicle when the collision occurred, the Officer should move to Phase Two.
- 470.2.3 Phase Two (personal contact):

470.2.3.1 Confront the driver cautiously. The first task is to approach, observe, and interview the driver to note any face to face evidence of impairment.

470.2.3.2 Important Observations:

1. Alcoholic beverage containers in vehicle
2. Any odor of alcoholic beverages
3. Condition of drivers eyes and face
4. Condition of drivers clothing
5. Drivers language and choice of words
6. Drivers coordination and balance
7. Any other unusual observations, odors, etc.
8. Presence of illegal drugs in vehicle
9. Prescription drugs in unmarked/marked containers
10. Presence of vapor releasing substances in vehicle (Any product that releases vapors, i.e., toluene, that may cause impairment)
11. Spray paint cans, beverage containers with paint, paint stains on hands and/or face of driver etc.

470.2.3.3 After this evaluation, the Officer must decide whether to request the suspect to exit the vehicle for further field sobriety tests. Once the Officer has requested the suspect to exit the vehicle, the Officer should observe the manner in which the suspect exits. The Officer will note any additional evidence of impairment. Call for a backup unit if suspicions are strengthened. Wait for backup to arrive before giving the field sobriety tests.

470.2.4 Phase Three (Pre-arrest screening): This phase covers standard field sobriety tasks. The Officer shall, if feasible, administer the Field Sobriety Tasks in order to form an opinion about the driver's level of impairment due to alcohol or drugs. These tests will include:

1. Horizontal Gaze Nystagmus (if performed by an officer certified to administer the test). (Standard Task)
2. Walk and Turn. (Standard Task)
3. One Leg Stand. (Standard Task)

470.2.4.1 The Officer may use a preliminary breath test analyzer (PBT) to help determine if the driver is impaired. The results of the PBT will be articulated and noted in the officer's report as pass or fail.

470.2.4.2 Officers are reminded that evidence obtained by PBT may be suppressed and not heard in court. Officers are strongly advised to use Standardized Field Task's pre-approved by administration. Other "Field" tasks may be used, but it may fall to the officer to show the validity of non-standardized sobriety task.

470.2.4.3 The Alco-Sensor II or III is a portable breath-testing instrument utilized to detect the presence of alcohol in the system of the person being tested. It may also be used to assist with safeguarding the health of intoxicated individuals. It will be used when probable cause is present to stop individuals for alcohol violations and the results will be used as additional information for probable cause or to justify the arrest. The officer may not make an arrest based solely on a failed result from a PBT.

470.3. Procedures (Preliminary Breath Tests (PBT))

470.3.1 The department maintains and authorizes the use of Breath Test (PBT) devices.

470.3.1.1. Only officers trained to administer PBTs will deploy and use PBT devices.

470.3.1.2. Employees will not perform any repairs or make modifications to PBT devices.

470.3.2. PBTs may be administered to provide officers with guidance as they decide whether to take enforcement or welfare actions.

470.3.3. Enforcement Action (DUI)

470.3.3.1. PBTs should be administered only after field sobriety testing is completed.

470.3.3.2. Motor vehicle operators, for whom probable cause exists to believe they operated a vehicle while under the influence of drugs and/or an alcoholic beverage, may be administered a PBT test. The results of the PBT shall be noted on the officer's report as pass or failed.

470.3.3.2.1. The actual results of the PBT test may not be introduced into court, but the officer may testify as to the presence of an alcoholic beverage in the motorist.

470.3.3.2.2. Officers shall make a notation in their report regarding motorists who refuse to take the PBT test or otherwise refuse to cooperate with the PBT test.

470.3.4. Enforcement Action (Other Alcohol Violations)

470.3.4.1. When encountering a person who is believed to be under the legal age to consume alcoholic beverages, consuming alcoholic beverages in violation of city and/or state law, or acting in a disorderly manner or causing a breach of the peace and believed to have consumed alcoholic beverages, an officer may administer a PBT test to determine the presence of an alcoholic beverage in the person. The results of the PBT test shall be noted in the officer's report.

470.4 Officers may use discretion in administering the number of field sobriety tasks.

470.4.1 If the Officer believes the driver is too impaired to safely complete any of the tasks, the Officer may choose to waive the tasks.

470.4.2 The Officer's instructions to the driver should be clear and should be supplemented by actual demonstration. Officers should carefully document the driver's performance during the actual task.

470.4.3 Upon completion of the field sobriety tasks, the Officer must determine if there is probable cause to believe that the driver's ability is impaired and affecting his or her ability to drive/or control their vehicle.

470.4.4 If the driver refuses to take the field sobriety tasks the Officer should continue to observe the driver's actions/reactions and physical characteristics. The Officer should document any statements the driver might give.

470.4.5 Following these observations the Officer must consider all evidence, such as driving behavior, personal action, and demeanor, before deciding to place a person under arrest for suspicion of DUI.

470.4.6 All passengers should be interviewed and identified.

470.5 Arrest Criteria/ Booking (61.1.2.a)

470.5.1 Was the violator in actual physical control of the vehicle?

470.5.2 Did alcoholic beverages/drugs/other substances impair the violator to any degree?

470.5.2.1 Did the driver violate the provisions of (63-11-30)?

470.5.2.2 The determination to arrest the violator should be base on the driving habits of the violator, the officer's observations leading up to and after the stop, and the results of the SFST's.

470.5.2.3 Once the driver is arrested, the following procedures will apply:

- 470.5.2.3.1 Unless the arrestee is in need of medical attention as the result of a traffic accident, the arrestee shall be handcuffed, searched and will be secured inside a caged vehicle for transportation in a safe manner immediately following arrest as provided in (GO 430 Prisoner Transportation). Persons under the influence of alcohol/drugs are unpredictable in their behavior patterns and should be treated with caution and due regard for safety.
- 470.5.2.3.2. The vehicle of the arrestee shall be searched incident to arrest, (GO 401) and made safe from the regular traveled path of vehicular traffic, locked if possible and the keys secured while the operator is being tested on the Intoxilyzer.
- 470.5.2.3.3 Upon the event the driver is arrested and the event has left the passenger(s) stranded, the officer will make a reasonable effort to procure such passenger(s) an alternative means of transportation.
- 470.5.2.3.3.1 If the vehicle is towed incident to arrest, a complete inventory of the vehicle shall be conducted (GO 401.3.2.2) A towing service will be used unless the driver has a personal preference. The officer shall turn over the keys to such vehicle to the tow truck operator.
- 470.5.2.3.4 The Communications Center will be notified (GO 540) and the specific time given by the Dispatcher will be the time of arrest.
- 470.5.2.3.5 The arrestee will be transported to an approved location for breath testing or urine sample. If a blood sample is necessary, the Officer will transport the arrestee to the County Hospital or have a technician who is certified to draw blood take the sample. Blood may be obtained with consent or with a search warrant.

470.6 Implied Consent

- 470.6.1 Upon arrival at the station and before any chemical test is given, the officer shall inform the arrested person of their Implied Consent Rights from the State of Mississippi Form IP-29.
- 470.6.2 Under the Implied Consent the arrestee does not have the right to consult with their attorney before making a decision to take a chemical test. Therefore, an arrestee who will not submit to a chemical test before talking to counsel shall be treated as a test refused.
- 470.6.3 Any incident or situation in which a person is dead, unconscious, or who is otherwise in a condition rendering him incapable of refusing shall be deemed not to have withdrawn his consent and the test or tests may be administered. The provisions for advising a person of his Implied Consent Rights shall not apply to persons incapable of giving consent.
- 470.6.4 Implied Consent does not apply to (PBT). There is no enhanced penalty for failure to take any test other than the ones provided by the State of Mississippi.

470.7 Intoxilyzer Testing/Preparation of Required Reports

- 470.7.1 The Admin Per Se/Implied Consent Affidavit is to be read to any violator arrested for driving under the influence and prior to the violator submitting to any breath, blood, urine, or other bodily substance test(s) offered by the officer.
- 470.7.2 Refusal to submit to the test(s) offered by the officer will result in a mandatory suspension of the violators driving privileges for ninety (90) days.
- 470.7.3 This form is applicable to violators with BAC'S at .08 or above, to violators who refuse to take the test(s) or to those under the age of 21.
- 470.7.4 Should the suspect choose to remain silent, it will be considered a refusal to take the test.
- 470.7.5 If the violator consents to take the test:

- 470.7.5.1 If the BAC results are under .08, the Admin Per Se Form will not be completed, except if the violator is under 21 years of age. If under 21 years of age, then the no tolerance law takes effect.
- 470.7.5.2 If the BAC is .08 or above, or the violator is under 21 years of age, the officer will:
- 470.7.5.2.1 Seize the violator's Mississippi driver's license and any other driver's documents, and attach them to the form.
- 470.7.5.2.2 Issue a TEMPORARY DRIVERS PERMIT to the violator, only if the driver's license status is clear. DO NOT issue the permit if the status indicates a suspension, revocation, etc.
- 470.7.5.3 Some Health Care Facilities may require the Officer, violator or both to sign forms prior to drawing blood for BAC. The test or tests could be any or all or any combination of the following:
- 470.7.5.3.1 Breath test: Is the primary test offered by the Starkville Police Department to violators who do not meet the conditions of other approved test.
- 470.7.5.3.2 Administration of the breath test will be conducted as outlined on the Operational CheckList Intoxilyzer Model 8000, State of Mississippi Form IP-29.
- 470.7.5.3.3 Although this test may be taken at any location provided by the State Crime Lab, it is preferred that officers administer the breath test and reading waiver at the Starkville Police Department, the Starkville Police Department Intoxilyzer Trailer, or the Oktibbeha County Sheriff's Department because of the availability of trained operators, witnesses and video monitoring equipment. Refusal of the breath test by the violator does not obligate the Department to provide for any further testing.
- 470.7.5.3.3.1 Starkville Police Department Intoxilyzer Trailer may be used in conjunction with The Starkville Police Department by members of other agencies.
- 470.7.5.3.4 Blood Test: Blood test shall be obtained when it is physically impossible or practically feasible to acquire BAC by breath test.
- 470.7.5.3.5 Only a licensed physician, registered nurse, certified physician's assistant, or qualified medical laboratory technician may withdraw blood for the purposes of a chemical test.
- 470.7.5.3.6 This sample shall consist of a sufficient quantity to allow for analysis, be placed in a biochemical sealed container (gray top or other tube containing preservative) by the medical authority drawing the sample and given to the requesting officer.
- 470.7.5.3.7 The officer obtaining the sample shall begin a chain of custody with any sample secured in the evidence refrigerator until such time it can be turned over to the appropriate authority (lab) for testing.
- 470.7.5.3.8 Urine Test: Whenever a urine test is given under the provisions of Title 63 Chapter 11 of the Mississippi State Code the arrestee shall be given such privacy as will insure the accuracy of the sample and will maintain the dignity of the individual.
- 470.7.5.3.9 The samples for this test are obtained for the purpose of DUI Investigation, as a last resort and only if the above listed test can not be conducted.
- 470.7.5.3.10 Following the BAC Test, if the prisoner desires a test of his own choosing, the arresting officer shall insure that phone access is made available to the prisoner to arrange his testing at his own expense. A second test on the INTOXILIZER 8000 is NOT authorized. Any person subject to a chemical test has the right to similar tests at his/her own expense. The failure or inability of the arrestee to obtain such tests is not the responsibility of the arresting authority. The arrestee shall have access to a telephone for medical

assistance or legal counsel. There is not a requirement to release from custody the arrested person for testing purposes.

470.7.5.4 If the violator refuses to cooperate or advises he/she wants to speak to an attorney prior to any questioning, the officer will make note of that fact and cease any further questioning, of the violator pertaining to the alcohol/drug/other impairment.

470.7.5.4.1 The officer will allow the violator to contact an attorney if the violator "specifically requests" to do so. The violator shall be placed into the custody of the Oktibbeha County Jail or other approved facility.

470.8 Reports and Forms

470.8.1 If the prisoner has a current DL he/she shall be given a receipt for the driver's license and a temporary driving permit as required by law, State of Mississippi Form IP-12.

470.8.2 The arresting officer shall fill out any and all appropriate forms incidental to the DUI charge. A court clerk shall review the forms.

1. Admin Per Se Form
2. Preservation of breath sample form
3. Intoxilyzer Print Outs
4. Citations

470.9 Release of DUI Arrestee

470.9.1 The release of the arrestee will be handled as provided for in (GO 401)

470.10 Right to Independent Testing

470.10.1 Any person arrested for DUI has the right to an independent test. If the subject is not released, the Officer must take the defendant to a hospital if a blood sample is requested. The independent test is at the arrestee's own expense. Though a suspect makes a request, he or she must first submit to the test(s) at the request of the Officer or be subject to driver license suspension.

470.11 Blood Test Procedures

470.11.1 Blood tests are preferred to breath tests in cases involving aggravated DUI, vehicular homicide, aggravated assault, or serious physical injuries.

470.11.2 The blood must be drawn by a physician, registered nurse, or other qualified person while the Officer is present.

470.11.3 Two tubes will be drawn and captured in gray top tubes. Blood kits are available at the hospital.

470.11.4 The blood sample will be treated as evidence. The samples will be packaged separately and with no other items, and placed in the evidence refrigerator for transport to the Mississippi State crime lab.

470.11.5 An Agency Request for Scientific Examination form will be completed and placed with the evidence sheet.

470.11.6 Blood tests are preferred when the Officer is testing for alcohol concentration or inhalants.

470.12 Procedures for Urine Tests

470.12.1 Urine tests are preferred when the arrestee is suspected of using drugs other than inhalants.

470.12.2 The Officer should obtain a urine specimen kit. A urine sample must be given in the Officer's presence.

- 470.12.3 A sample of at least one ounce is needed. The sample will be treated as evidence, and marked as appropriate.
- 470.12.4 The sample should be placed in the evidence refrigerator with an Agency Request for Scientific Examination form.
- 470.12.5 The Police Evidence and Property Technician (ET) will later transport the sample to the crime lab

470.13 Levels of Intoxication

- 470.13.1 If the subject has an alcohol concentration more than 0.05 but less than 0.08, the arresting Officer will review the facts and decide whether to charge the suspect with DUI. If the suspect is not charged, the same procedures as outlined above will be followed.
- 470.13.2 If the subject has an alcohol concentration at or above 0.08, he or she is violating state law and may be charged.
 - 470.13.2.1 A subject with an alcohol concentration of 0.35 or higher will be taken to the hospital for examination.
 - 470.13.2.2 A juvenile with an alcohol concentration of 0.25 or higher will be taken to the hospital for examination.

470.14 Driver License Seizure/Suspension

- 470.14.1 Unless on private property, the immediate seizure of all driver's licenses and permits can be made under the following two instances; the suspect refuses to take any test, or the suspect has an alcohol concentration of 0.08 or higher.
- 470.14.2 The confiscated driver's licenses will be stapled to the face sheet. In situations where blood or urine is taken, the driver's license may be suspended later once the results are returned.

470.15 Seizure of Vehicle

- 470.15.1 Upon receiving a DUI 3rd - felony- the driver of the vehicle will be served a Notice of Seizure pursuant to Section 63-11-30(2)(c) of the Mississippi Code of 1972 as amended. For further information on such procedures, consult Section 63 of the Mississippi Code of 1972, as amended.



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM NO:
AGENDA DATE:
PAGE: 1 of 1**

SUBJECT: Enforcing Underage Drinking Laws

AMOUNT & SOURCE OF FUNDING: \$7,500.00 Justice Assistance Grant (JAG)

FISCAL NOTE:

**REQUESTING
DEPARTMENT:** Starkville Police

**DIRECTOR'S
AUTHORIZATION:** **John Outlaw
CHIEF OF POLICE**

FOR MORE INFORMATION CONTACT: MSgt. Shawn Word

PRIOR BOARD ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: N/A

DEADLINE:

AUTHORIZATION HISTORY: This request is for authorization to allow the Starkville Police Department to enter into an agreement with the Justice Assistance Grant in the area of Overtime funding in the field of enforcing underage drinking laws. This grant is 100% reimbursable.

STAFF RECOMMENDATION:

Office of Justice Programs

**PROGRAM: Enforcing Underage Drinking Laws
(EUDL)
SUBGRANT APPLICATION PACKAGE**



**Mississippi Department of Public Safety
Division of Public Safety Planning
3750 Interstate 55-North Frontage Road
Jackson, MS 39211
(601) 987-4990**



STATE OF MISSISSIPPI
DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF PUBLIC SAFETY PLANNING
 OFFICE OF JUSTICE PROGRAMS

DPSP USE Grant No.:

SUBGRANT APPLICATION SUMMARY

1. Applicant or Agency Applying (Name, Address, Zip, email and Telephone) City of Starkville 101 E. Lampkin St Starkville, MS 39759 sword@cityofstarkville.org 662-323-4131	2. Project Director (Name, Address, Zip, email and Telephone) MSgt. Shawn Word 101 E. Lampkin St Starkville, MS 39759 662-323-4131 sword@cityofstarkville.org	3. Financial Officer (Name, Title, Address, Zip, email and Telephone) Capt. John C. Thomas 101 E. Lampkin St Starkville, MS 39759 sword@cityofstarkville.org 662-323-4131
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4. Project Title: Enforcing Underage Drinking Laws	5. Active Project/Grant Number: _____ Continuation Projects
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6. Type of Application: <input type="checkbox"/> Initial <input type="checkbox"/> 2 nd yr. or <input type="checkbox"/> Yr. Funding	7. Project Duration: 12 Months Start date: _____ End Date: 02-01-2014 thru 06-30-2014
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8. Brief Project Summary (required) :
 Enforcement of the age and possession of alcohol by persons under the age of twenty one years.

9. Budget Category	Requested = (Federal + match)	Approved by DPSP
a. Personnel	\$7,500.00	
b. Fringe Benefits		
c. Equipment		
d. Construction		
e. Travel		
f. Operating Expenses		
g. Contractual Services		
h. Miscellaneous		
Total Project Budget		

10. Source of Funds	Federal	%	State/Local Match	%	Total	%
Requested Budget	\$7,500.00	100%	--0--	0%	\$7,500.00	100%

11. Number of pages in this application		
--	--	--

 Chief Administrative Officer (Signature and Date)

 Chief Administrative Officer (Type or Print)

Mayor, City of Starkville
 (Title)

 Project Director (Signature and Date)

 Financial Officer (Signature and Date)

**PROJECT PLAN ABSTRACT AND SUPPORTING DATA
(Problem Statement: DPSP Form 1)**

PART I. STATEMENT OF THE PROBLEM:

Enter required information in this section. Add additional pages as needed.

The City of Starkville, with a population of 24,000 is a growing city in North Central Mississippi. Starkville is the county seat of Oktibbeha County and the home to the largest university in the state, Mississippi State University, with a student population of 20,000. The median age of our city is 27.2 years old. Students attending Mississippi State University, Mississippi University for Women, and East Mississippi Community College attend our city for entertainment atmosphere created by our bar establishments. The Starkville Police Department has 55 officers and 8 civilian support staff. The City of Starkville is facing a serious and disturbing trend concerning underage drinking and alcohol related crimes. On college campuses, 95% of all violent crime and 90% of college rapes involve the use of alcohol by the assailant, victim or both. Individuals under the age of 21 commit 45% of rapes, 44% of robberies and 37% of other assaults, and it is estimated that 50% of violent crime is alcohol related (Reducing Under Age Drinking 61). Even more tragic 1,700 students are killed between the ages of 18 and 24 due to alcohol related unintentional injuries.

The criminal statistics in Starkville are even higher for alcohol related crimes. Over the past 5 years all students killed from car crashes, suicides and accidental deaths had alcohol involved. Underage drinking has contributed to over 85% of assaults on victims under the age of 21, 55% of our public drunk arrest and 90% of our malicious mischief calls.

Our officers take a zero tolerance manner toward underage drinking; we have found that the most successful efforts to deterrence are achieved through special details. This allows for maximum enforcement without interruptions of other service calls. Shockingly, in just one night in 2007 our officers arrested 74 persons for underage drinking; this was more than 2000 and 2001 combined. Three weekends later, officers of the Starkville Police Department again conducted a similar type detail and arrested 124 individuals for a variety of charges. These two weekends saw media in over 5 states. The later of the two enforcement periods were conducted thanks to monies received by Grants.

Despite our success with specific enforcement, our agency is unable to fund these details on a consistent basis. Starkville Police Department is focused on trying to maintain normal operations due to the same budget cuts that all departments have experience in past years.

Other factors contributing to underage drinking is the bars themselves. In just 10 years the number of bars in Starkville has increased 4 to 26. This includes one of the largest bars in the State of Mississippi. Some of these bars can hold thousands of people at a time. These clubs have benefited from lack of proper enforcement of identification. Despite numerous complaints by our agency, these clubs continue to operate with little self-enforcement changes. On several occasions 15 year olds have been clearly marked above 21, drinking via obvious false identification. It is common to arrest high school students for drinking in our bars. Extended drinking hours, commercial promotion of drinking, with no consistent enforcement of drinking laws has contributed to our city recently gaining unsought title of Stark-Vegas.

Other contributing factors include the:

- Widespread availability of alcohol beverages to underage students
- Aggressive social promotion of the access to alcohol through social groups, fraternities/sororities, sports clubs
- Underage perception of heavy alcohol use as the norm from older college students

Due to the high number of underage alcohol related crimes, the Starkville Police Department seriously considers any effort, which will reduce the havoc that our underage drinking problem is causing.

OBJECTIVES AND PROJECT IMPACT: Part II

(Project Plan: DPSP Form 2)

PART II. OBJECTIVES AND PROJECTED IMPACT:

Enter required information in this section. Add additional pages as needed.

Objectives and Projected Impact:

The Starkville Police Department understands the need to develop strategy that builds alliances with supporting agencies. Networking and implementing mutual aid agreements with Mississippi Alcohol Beverage Control and the Attorney General's Office in order to reduce youth access to alcohol is a goal of our department.

- Patrol officers will receive in-service training on identification and enforcement practices dealing with underage drinkers.
- Every officer that works in the Patrol Bureau and Investigations Bureau (52 officers) will gain significant expertise in the dangers associated with underage drinking.

- Two hours of training are to be implemented within the first thirty days of the project.

- Information exchange for more enhanced prosecution of repeated offenders.

- Monthly details for specific compliance checks.

Our research strongly supports the use of interrelated programs backed by consistent enforcement that target (1) individual underage drinkers (2) Commercial Establishments that violate drinking laws (3) Social and community organizations that affect the culture of our youth. Another goal of our program is to address all three groups simultaneously through an enforcement and education platform.

Individuals between the ages 14-20 years of age are the focus of individual enforcement efforts.

- Through enforcement of underage drinking, our agency expects to see a 20% increase in arrests related to underage drinking.

Charges such as selling alcohol to a minor, giving false information, disturbing the peace, public drunk, and possession of alcohol by a minor are expected to increase.

- With efforts of vigorous enforcement, our department is confident there will be a reduction of serious crimes by as much as 10%.

These crimes include assault on victims under the age of 21, sexual abuse, accidental injury, alcohol abuse, and dependence, and deaths (related to suicide, fatal crashes or accidents) of persons under the age of 21.

The elimination of widespread access to alcohol by commercial establishments that violate drinking laws is also an important part of our project. Every commercial establishment that sells alcohol will be affected under this part of the project.

- During the first 2 months, aggressive compliance checks are expected to see an increase in citations and arrests by 20% compared to 2006. The last 3 months of the project are expected to significantly decrease the access to alcohol as well as the number of commercial violations to 35% of any previous 4 month period of 2009.

Youth related social and community organizations are keys to success in changing the perception about underage drinking as well as providing access to alcohol by underage drinkers. Our program will provide a clear message to our youth on the dangers related to underage drinking.

- Conducting educational speaking engagements every month with youth organizations.

- By the end of 2010, our department will have established an educational partnership with high schools, fraternities, sororities, and college student government associations.

- Media outlets will be utilized to increase the publicity of our message.

Background

Our city has experienced a dangerous trend in calls related to underage drinking. Lack of consistent enforcement coupled with lackluster efforts of our commercial establishments has contributed to widespread abuse of Mississippi's drinking laws in Starkville. Calls for police service that are related to alcohol consumption by minors have drastically increased during the peak times of enforcement of drinking laws.

Starkville Police Department is committed to combating underage drinking. Despite experiencing a reduction in budget of \$100,000 for 2006-2007 (Starkville Police Department Budget 2006-2007), our agency still hired additional officers to handle the increasing number of calls for service. The calls for service from the hours of 9:00 p.m. to 2:00 a.m. exceed the manpower required to produce consistent enforcement of underage drinking.

The number of alcohol outlets per population size has found a relationship between the density of alcohol outlets, consumption, and related problems of crime (Toomey and Wagenaar, 2002). Within the past 10 years, the number of alcohol oriented establishments has increased from 4 to 26. Main Street has seen 7 bars open in the last 6 years.

Research has shown that consumption is responsive to prices for all but 5% of drinkers with the heaviest consumption (Manning et al, 1995). In Starkville, access to alcohol through commercial promotions is the major contributing factor of underage drinking. Promotions such as "\$1 U Call it" specials and price wars for the "cheapest beer in town" help create access to alcohol by minors. Lack of focus to enforce drinking laws by underage staff and management is also a factor.

In January 2007, Starkville Police Department conducted compliance checks to evaluate how the commercial establishments were policing themselves. 74 persons were arrested for crimes related to underage drinking in just a 4 hour period. The efforts put forth by the commercial establishments could be described as "little to none" in preventative measures.

P.R.S.U.A.D.E. primarily addresses the Relevance of Results category. The benefits to the criminal justice system by responding to fewer calls for service involving minors, encouragement through enforcement of drinking laws for retailers, providing a law presence in the critical areas and building a stronger relationship with community organizations. This program will address problems related to individual underage drinking, commercial establishments, and perceptions of alcohol within our community simultaneously.

The Starkville Community benefits from several perspectives. Creations of a more productive environment for our youth, safer streets, and less emotional trauma related to the loss of a young life are also accomplished by this program. Community youth groups should have a better appreciation of Mississippi's drinking laws due to this program.

IMPLEMENTATION PLAN: Part III

(DPSP Form 3)

PART III. IMPLEMENTATION (PROJECT TIME-LINE):

Enter required information in this section. Add additional pages as needed.

Implementation

Our department is prepared to create special teams that will provide both uniform and undercover officers to enforce Mississippi's drinking laws. These teams will be trained and committed to combating underage drinking. Our agency proposes that during the months of February and March we will establish mutual enforcement / education agreements with participating agencies such as Alcohol Beverage Control, the Attorney General's Office and local student government associations. Officers will strive to educate and inform teens of the consequences and dangers of underage drinking. Also during February and March, our department will conduct training to better enforce our state's laws and will begin scheduling assignments for the grant year. The scheduling will include bi-monthly speaking engagements which will include local organizations and schools. The enforcement operations of the grant will be conducted during the entire five months of the grant. Evaluation meetings will be held in March, and May.

The period of operation will run from February 1, 2014 to June 30, 2014. Enforcement officers targeting peak hours of abuse between 9:00 p.m. and 2:00 a.m. on a monthly basis.

Individual Enforcement Methods

- Zero tolerance enforcement of minors in possession of alcohol in both public and private settings through a consistent enforcement. All parties arrested will be entered into PTS system.
- Arrest on location. This sends a clear message that underage drinking will not be tolerated.
- Prosecution of persons with false identifications.
- Confiscation of false identifications that are being used for the purchase of alcohol.
- Follow up investigations on sources of false identifications. Maximum sentencing will be sought for production of false identification.
- Attach counseling along with appropriate sentencing for all underage drinking arrests.
- Provide enforcement presence at large scale festivals such as Super Bulldog Weekend and the various Cotton District festivals.
- Institute "shoulder tap enforcement" to deter adults from buying alcohol for minors.
- Evaluation officer will exchange information and intelligence to all other enforcement partners on trends in individual tactics.

Commercial Enforcement Tactics

Vigorous compliance checks with the use of undercover agents for purchase of alcohol by minors

- Maximum fines introduced for repeat offenses committed by commercial establishments.
 - Encourage retailers to participate with TIPS Program sponsored by the Mississippi State University Health Services Department.
 - Promote the use of driver's license scanners at night clubs.
 - Officers are prepared to document all compliance checks and enter associated arrests into Department System.
- #### Social / Community Organizations Education Methods
- Public Speaking targeting local high schools and Mississippi State University students through student government associations on a monthly basis.
 - Participation in Mississippi State University Alcohol Free Task Force Committee.
 - Restrict and monitor teen parties at local motels and hotels.
 - Produce information packets for media distribution concerning statistics affecting our community.

SUSTAINABILITY PLAN: Part IV
(DPSP Form 4)

PART IV. SUSTAINABILITY PLAN:

Enter required information in this section. Add additional pages as needed.
Sustainability

The Starkville Police Department is committed to keeping safe the citizens within the community. Should funds not be made available or funds expire before the close of the fiscal year, the Starkville Police Department will continue its efforts of curbing the problems related to underage drinking. It is currently accepted by supervisors to allow on duty officer to perform "club checks" in hopes of reducing the violations of minors being allowed to drink. The Starkville Police Department is dedicated to education as well as enforcement with the Mississippi State University being a large part of the population brought to Starkville. Educational classes are conducted by a number of officers within the department. One of the DUI officers for the SPD talks once a month on the effects of alcohol to individuals arrested for DUI violations. As well the DARE officer conducts classes with minors in elementary school to minors attending both our local and private high schools. And finally members of the department talk to Fraternities, Sororities, and members of the Mississippi State University Football team. These education experiences have helped in the fight on minors drinking. This program is made available by on duty pay as well as a small overtime budget which is given to the SPD.



STATE OF MISSISSIPPI

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF PUBLIC SAFETY PLANNING

BUDGET SUMMARY: Part V

<p>DPSP USE</p> <p>Grant No.:</p>

BUDGET CATEGORY	REQUESTED BUDGET Federal & Match	DPSP USE ONLY APPROVED BUDGET
A. PERSONNEL:		
1. Salaries and Wages	\$7,500.00	
2. Social Security Match	--0--	
3. Retirement Match	--0--	
4. Other	--0--	
TOTAL PERSONNEL	\$7,500.00	
B. EQUIPMENT:		
TOTAL EQUIPMENT		
C. CONSTRUCTION:		
1. New		
2. Renovation		
3. Other (Specify)		
TOTAL CONSTRUCTION		
D. TRAVEL:		
1. Mileage		
2. Commercial Carrier		
3. Meals		
4. Lodging		
5. Other (Specify)		
TOTAL TRAVEL		
E. OPERATING EXPENSES:		
1. Supplies		
2. Rental		
3. Printing and Reproduction		
4. Communications (Telephone, Postage)		
5. Other - (Specify):		
TOTAL OPERATIONAL EXPENSES		
F. CONTRACTUAL SERVICES:		
1. Contracts With Individuals		
2. Contracts With Organizations		
TOTAL CONTRACTUAL SERVICES		
G. MISCELLANEOUS:		
1. Tuitions		
2. Training Materials		
3. Other; (Specify)		
TOTAL MISCELLANEOUS		
H. TOTAL PROJECT BUDGET	\$7,500.00	

SUMMARY FUNDING DATA

	Federal	%	State/Local	%	Total	%
REQUESTED BUDGET	\$7,500.00	100%	--0--	0%	\$7,500.00	100%
APPROVED BUDGET						

Budget Prepared by Master Sergeant Shawn Word

BUDGET NARRATIVE: Part VI

PART VI: BUDGET NARRATIVE:

Enter required information in this section. Add additional pages as needed.

The monies provided by the State for assistance with the problem of Underage drinking will be spent evenly between the months for the enforcement of the stated problem. Some months will be more than others depending on the number of patrons at local nightclubs, i.e. Sporting events, beginning of semesters for Mississippi State University, community parties and other gatherings that bring thousands of underage individuals into the community.

Month	Personal Services
February	1500.00
March	1500.00
April	1500.00
May	1500.00
June	1500.00

The Starkville Police Department has seen a high productivity when utilizing a processing staff on scene so that officers who are executing the arrest bring the detained individual to the processing booth and are then able to attempt another arrest without having to complete paperwork. The number of officers seen on the weekend that 124 charges were filed in one weekend was 8 officers. (4) officers were processing and security and (4) officers were given the task of locating underage drinkers.

BUDGET NARRATIVE: Continued

(DPSP Form 6A)

BUDGET NARRATIVE (continuation):

Enter required information in this section. Add additional pages as needed.

PROJECT EVALUATION PLAN: Part VII

PART VII: EVALUATION PLAN:

Enter required information in this section. Add additional pages as needed.

Evaluation Plan

Our department will assign an evaluation officer for this project. This officer will be responsible for documenting, maintaining and coordinating the project.

- Documenting and saving copies of grant proposals, financing records related to grant, annual financial reports, after action or result reports of each detail, interim notes and final reports.
 - The evaluation officer will also insure that sufficient numbers of trained personnel are assigned to the program.
 - Obtaining goals listed in grant and seeing if they are having the desired affect on underage drinking will also be monitored by the evaluation officer.
 - The hopes are that after a time period of increase in violations and arrests due to constant enforcement the Starkville Police Department will start to see a decrease in these two areas due to the understanding of the underage population that if you drink underage or help someone drink underage you will receive a citation and possible confinement.
- Our agency utilizes the PTS system and is prepared to monitor the evaluation data.



STATE OF MISSISSIPPI

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF PUBLIC SAFETY PLANNING
Office of Justice Programs

DPSP USE
Grant No.:

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

Part VIII:

A. The City of Starkville, Starkville Police Dept.
(Applicant) hereby certifies that it has formulated an Equal Employment Opportunity Program in accordance with 28 CFR 42,301, et seq., Subpart E. of the Code of Federal Regulations, and that it is on file in the office of Mayor Parker Wiseman (Name)
101 E. Lampkin St. Starkville, MS 39759 (Address) Mayor, City of Starkville (Title),
for review or audit by officials of the Division of Public Safety Planning or the Office of Justice Programs, U. S. Department of Justice as required by relevant laws and regulations.

B. The _____ (Applicant)
hereby certifies that it is in compliance with the terms and conditions of 28 CFR 42, 301, et seq., and is not required to file an Equal Employment Opportunity Program.



STATE OF MISSISSIPPI

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF PUBLIC SAFETY PLANNING
Office of Justice Programs

DPSP USE
Grant No.:

NON-SUPLANT CERTIFICATION: PART IX

PART IX:

The _____ (Applicant) that hereby assures that, Federal funds will not be used to supplant State or Local funds and those federal funds will be used to supplement existing funds for program activities and not to replace those funds which have been appropriated for the same purpose.

Signature: (Chief Executive Officer) _____

Title: Mayor, City of Starkville

Date: _____

STARKVILLE POLICE DEPARTMENT

JOHN OUTLAW
CHIEF OF POLICE

101 E. LAMPKIN STREET
STARKVILLE, MISSISSIPPI 39759

TELEPHONE
662-325-4135

Notification of Fringe Benefit Rules regarding Grant.

The Starkville Police Department and City of Starkville understand that if awarded any monetary assistance for battling the Enforcement of underage Drinking Laws that ONLY the actual amount of overtime paid to the officers by the city will be eligible for reimbursement. That there will be no reimbursements made to any type of Fringe included with the paying of said officers.

Sgt. Shawn Word

Grant Administrator

Starkville Police Department



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM NO: XI, J, 1
AGENDA DATE: 2/3/14
PAGE: 1 of 3**

SUBJECT: RATIFICATION OF REVISIONS TO EXHIBIT D OF THE CONTRACT FOR ENGINEERING SERVICES WITH CLEARWATER CONSULTANTS FOR THE SOUTHWEST STARKVILLE SEWER EXPANSTION PROJECT AS REQUIRED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR CDBG GRANT RECIPIENTS.

SOURCE OF FUNDING: N/A

**REQUESTING
DEPARTMENT:** Public Services

**DIRECTOR'S
AUTHORIZATION:** Doug Devlin

FOR MORE INFORMATION CONTACT: Doug Devlin, 324-4011, ext. 128

STAFF RECOMMENDATION:

This subject contract was approved by the Board of Alderman on November 5th, 2013. On January 24th, 2014, we were made aware of revised requirements by the Department of Urban Development for such contracts.

The former requirements were outlined in Exhibit D of the contract approved on November 5th. Thus, the attached "Exhibit D" will replace, in its entirety, "Exhibit D" of the contract that was spread upon the mimutes of the November 5th, 2013 meeting.

Suggested Motion: "I move that Exhibit D in the Contract for Engineering Services with Clearwater Consultants, as approved by the Board of Alderman on November 5th, 2013, be replaced in its entirety with the attachment, be hereby ratified and be in full force and effect upon counter-signature by Clearwater Consultants."

COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT CLAUSES

ACCESS TO RECORDS

The grantee, the Federal grantor agency (HUD), the Comptroller General of the United States or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to a specific grant program for the purpose of making audit, examination, excerpts and transcriptions.

RETENTION OF RECORDS

The Contractor shall maintain all records related to the project for a minimum period of three (3) years after project closeout.

EQUAL EMPLOYMENT OPPORTUNITY

- (a) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed color or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (b) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT CLAUSES

- (c) This Act also requires that work in excess of 40 hours per week shall be compensated for at rates not less than one and one-half times the basic rate of pay. Contractors and subcontractors who violate this Act are liable for unpaid wages and for liquidated damages.

COMPLIANCE WITH CIVIL RIGHTS ACT

The Contractor will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and, in accordance with the Act, no person shall be discriminated against based upon the grounds of race color, creed, national origin, sex age political affiliation or beliefs in any program or activity funded under this grant. This includes, but is not limited to recruiting and employment practices, project operations and eligibility for program benefits.

BREACH OF CONTRACT - CONTRACT TERMINATION

In the event that any of the provisions of this contract are violated by the Contractor, or by any of his subcontractors, the Owner may serve written notice upon the Contractor and the Surety of its intention to terminate the contract, such notices to contain the reasons for such intention to terminate the contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination, the Owner shall immediately serve notice the right to take over and perform the contract; provided, however, that if the Surety does not commence performance thereof within ten days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account and at the expense of the Contractor and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned by the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances and plant as may be on the site of the work and necessary therefore.



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM NO: XI, J, 2
AGENDA DATE: 2/3/14
PAGE: 1 of 1**

SUBJECT: REQUEST APPROVAL TO PURCHASE FIRE HYDRANTS FROM CONSOLIDATED PIPE, THE SOLE RESPONSIVE SOURCE OF SUPPLY BIDDER, IN THE AMOUNT OF \$14,700.

SOURCE OF FUNDING: Inventory item. Typically sold to developers where hydrants are required within the development.

**REQUESTING
DEPARTMENT:** Public Services

**DIRECTOR'S
AUTHORIZATION:** Doug Devlin

FOR MORE INFORMATION CONTACT: Doug Devlin, 324-4011, ext. 128

STAFF RECOMMENDATION:

The City of Starkville has standardized to one model of fire hydrant and all the hydrants in the City are of that model.

Consolidated Pipe was the only vendor that submitted a bid for this model hydrant as required by the bid specifications.

Out inventory is getting low and we need to place more hydrants on order.

Approval is requested to purchase the following hydrants from Consolidated Pipe.

Type	Qty	Price Ea.	Ext. Price
2 way x 3.5 ft. bury	5	\$1,370.00	\$6,850.00
3 way x 3.5 ft. bury	5	\$1,570.00	\$7,850.00
	Total		\$14,700.00



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA DATE: February 3, 2014
PAGE: 1

SUBJECT: Consideration of approving the authorizing the purchase of four (4) new 2014 Garbage Trucks from Sanson Equipment at a cost of \$804,760.

AMOUNT & SOURCE OF FUNDING: 2014-2015 Fiscal Budgets

FISCAL NOTE:

REQUESTING

DEPARTMENT: Sanitation &
Environmental Services

DIRECTOR'S

AUTHORIZATION: Emma Gibson-Gandy
Director

FOR MORE INFORMATION CONTACT: Emma Gibson-Gandy

PRIOR BOARD ACTION: On January 7, 2014, the Board authorized the purchase of four (4) new trucks, and the disposal of two (2) 2010 and two (2) 2013 Garbage trucks.

AUTHORIZATION HISTORY: (see attached documentation)

STAFF RECOMMENDATION: Staff recommends approval of authorizing the purchase of four (4) new 2014 Garbage Trucks from Sanson Equipment at a cost of \$804,760.

***Suggested Motion:** Move approval of authorizing the purchase of four (4) new 2014 Garbage Trucks from Sanson Equipment at a cost of \$804,760.*



Southern Procurement Service
573 Court Street
West Point, MS 39773
662.275.4663

BID TABULATION REPORT:
BID:

City of Starkville
25 Yard Rear Loading Refuse Truck

Information					
Items					
Line Item	Bid	Vendor	Body	Chassis	Delivery(Days)
25 Yard RL Refuse Truck	\$186,000.00	Ingram Equipment	Heil 5000	Freightliner	10
25 Yard RL Refuse Truck	\$186,586.00	Truck Equipment Sales	Loadmaster Excel	Freightliner	150
25 Yard RL Refuse Truck	\$201,190.00	Sansom Equipment	New Way Cobra Magnum	Freightliner	13 (3) 1 (45)

*

***DID NOT MEET SPECIFICATIONS**

Start Date Friday 17 January 2014
 Start Time 10:00 AM CST
 Time Elapsed 1 Hour 11 Minutes
 Bids Received 56



January 27, 2014

Vaughn Blaylock
Project Manager
Southern Procurement Services

It is the intent of the City of Starkville to award a contract to Sansom Equipment Inc for the purchase of 4 refuse trucks at a total cost of \$804,760.00.

As you know, purchases must be approved by the Mayor and Board of Aldermen at a public meeting. The next meeting is February 4, 2014 and this item is on the agenda for approval.

Thank you for your assistance and patience throughout this process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Parker Wiseman".

Parker Wiseman
Mayor, City of Starkville, MS



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 02-03-2014
PAGE: 1

SUBJECT: Request approval to accept the low quote for lease purchase financing of four (4) garbage trucks from Bancorpsouth at a rate of 2.4595

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:** Sanitation/Finance

**DIRECTOR'S
AUTHORIZATION:** Taylor Adams

FOR MORE INFORMATION CONTACT: Taylor Adams

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL TO ACCEPT THE LOW QUOTE FOR LEASE PURCHASE FINANCING OF FOUR (4) GARBAGE TRUCKS FROM BANCORPSOUTH AT A RATE OF 2.4595.