

September 8, 2015

The Mayor and Council of the City of Calera met on September 8, 2015 at 6:30 p.m. at Calera City Hall with the following present:

Mayor: Jon G. Graham

Council Members: Ernest Montgomery, Alan Watts, David Bradshaw, Chris Bunn, Philip Busby and Bobby Joe Phillips

Department Heads: Sean Kendrick, Fire Chief  
Doug Smedley, Sewer Operations Director  
Reggie Darden, Building Official  
Alison Powers, Library Director  
Chuck Holcomb, Police Lieutenant  
Chris Pappas, City Engineer

Guests: Jason Jarvis, Edna Felton and Harold Cole

Jason Jarvis called the meeting to order and opened with a Word of Prayer and the Pledge of Allegiance.

Council Member Bradshaw made a motion to approve and dispense with the reading of the following minutes:

Regular Meeting – August 17, 2015

Work Session – August 17, 2015

Special Called Budget Work Session – August 27, 2015

Council Member Montgomery seconded said motion which was carried unanimously.

#### **REPORTS OF DEPARTMENT HEADS:**

Sean Kendrick, Fire Chief advised the new ISO rating for the City of Calera is Class 3/3X this is an improvement from the old rating of Class 4/9. (See Attached Report)

Chris Pappas, City Engineer updated the Mayor and Council Members on the following projects:

The new City Hall Project – Footings are being poured for the addition and construction of the parking lot will begin next week.

Calera Sports Complex – The slab for the new High School Concession Stand is being prepared to be poured. Bid packages for the Batting Cages and Pavilions will be available soon.

Reggie Darden, Building Official reported the house located at 1244 17<sup>th</sup> Avenue has been taken down.

Roy Hadaway, Finance Director presented the proposed 2015 / 2016 operating budget for approval. (See Attached Budget Proposal)

Council Member Phillips made a motion to authorize the proposed operating budget. Council Member Bradshaw seconded said motion which was carried unanimously.

Roy Hadaway, Finance Director presented the proposed 2015 / 2016 Capital Budget Request for approval. (See Attached Capital Budget Request)

Council Member Bunn made a motion to authorize the Capital Budget proposed budget. Council Member Watts seconded said motion which was carried unanimously.

David Jones, Public Works Director thanked the Mayor and Council for absorbing the increase in the health insurance. This is such a great benefit to our employees.

#### **COUNCIL MEMBER REPORTS:**

Council Member Bradshaw requested an update from Chief Lemley on the Railroad Crossings. Chief Lemley advised CSX is hoping to make the necessary repairs in the next few months.

Council Member Bunn requested an update on the Bridge Project. Chris Pappas, City Engineer advised the Federal Highway Administration is still requesting a design modification to accommodate Bike and Walking Paths. Mr. Pappas advised he has requested a meeting with Mr. Cooper to discuss the project.

Council Member Busby congratulated Calera High School Senior Kyle Harrell for committing to play football at West Point. Mr. Busby reminded everyone of the upcoming home game.

#### **MAYOR REPORT:**

Mayor Graham advised the city will absorb the 7.8% increase in the health insurance for the employees.

#### **OLD BUSINESS:**

Sean Lemley, Police Chief advised the stop sign discussed at the last council meeting will not be installed.

#### **NEW BUSINESS:**

Mayor Graham introduced the following Resolution:

## **RESOLUTION NO. R-2015-14**

### **BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, AS FOLLOWS:**

**THAT**, Calera Police Department Directives Manual adding the policy by adding section:

#### **C-2.6 Dress Code and Personal Appearance**

**Date:** September 8, 2015

**Purpose:** To establish policy and procedures for uniformed professional appearance

#### **Section 1. Appearance and Grooming standards**

- a. Sworn Officers - Hair will be kept trimmed and neat and shall not touch the collar of the uniform shirt for males, and will be off the shoulders for females. Hair shall be kept to a natural color.
- b. Non-Sworn Employees – Hair shall be kept trimmed and neat and shall not cover the eyes. Hair shall be kept to a natural color.
- c. Fingernails shall be kept trimmed and colored nail polish is prohibited.
- d. Makeup is authorized for female officers, but will be kept to a natural color.
- e. Sideburns will not be longer than the bottom of the opening of the ear.
- f. Mustaches shall not be longer than the corner of the mouth, and will be kept trimmed to the edge of the lip.
- g. Beards and “goatees” are prohibited. Employees will report for duty clean shaven daily.
- h. Sworn Officer - Earrings, tongue-ring, or other type body rings/studs or art pose an increased risk for injury and are prohibited.
- i. Non-Sworn Employees are authorized to wear small earrings only. Tongue-rings or other type body rings/studs or art is prohibited.

- j. A maximum of three finger rings are authorized for non-sworn employees.
- k. Sworn officers are restricted to wearing only one low-profile ring, such as a wedding band.
- l. Necklaces shall be kept under the uniform or clothing and shall not be displayed on sworn employees.
- m. Facial and neck tattoos or body art are prohibited.
- n. Tattoos or body art that are visible or can be seen while dressed, shall not be offensive or provocative, and must meet the approval of the Chief of Police, prior to an employee obtaining a tattoo that can be seen while in uniform or clothed. Applicants applying for employment with the Calera Police Department may be disqualified for employment based on these restrictions.

## **Section 2. Dress Code**

### **A. Issued Uniforms**

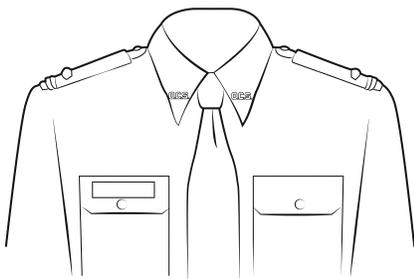
All Sworn officers are issued approved uniforms and equipment. It is the officer's responsibility to maintain custody of the issued equipment and uniforms and to complete requests forms for new uniforms when they become worn, discolored or tattered. Uniforms shall be kept clean, neat and pressed. Class-A uniforms shall be worn by the Patrol Division. The CID and Administration Division will wear Class-A uniforms on special events or details. Issued uniforms include:

- 1) Badge, name plate and collar brass
- 2) Class-A uniform shirts and pants (Navy-Blue)
- 3) Class-A uniform jacket (Navy-Blue)
- 4) CPD Dickey or half turtle neck shirt (Navy-Blue)
- 5) Tie (Navy-Blue)
- 6) Head wear – cap, toboggan, Dress hat (Navy-Blue)
- 7) Parade Dress coat (Navy -Blue)
- 8) Boots or shoes (Black)
- 9) Rain coat (Black or Reflective Yellow)
- 10) Traffic vest and gloves (Reflective Yellow)
- 11) Body armor
- 12) Duty gear (Black)

## B. Uniforms & Dress Attire

### 1. Class-A Uniform

- a) Only black shoes or boots are authorized to be worn with the department's uniforms. When wearing shoes, or low cut boots, black socks will be worn.
- b) CPD Ball caps are authorized to be worn with the Class-A uniform during rainy weather, or when working detail for extended periods in the sunlight.
- c) CPD or plain black or navy blue toboggans are authorized to be worn with the Class-A uniform during cold weather.
- d) Traffic vests will be worn when directing traffic or when working along the roadside (Not required for routine traffic stops).
- e) The badge shall be worn on the left breast affixed to the designated location on the uniformed shirt.
- f) The name plate shall be gold in color, and will be centered directly above the right shirt pocket, horizontal to the ground.
- g) CPD patches shall be worn on both shoulders of the uniform and jacket. Field Training Officers will wear one CPD patch on the left shoulder and one FTO patch on the right shoulder of the uniform.
- h) Corporals will wear the two stripe gold chevron patch under both shoulder patches.
- i) Sergeants will wear the three stripe gold chevron patch under both shoulder patches.
- j) The ranks of Sergeant and up will wear one gold stripe on the side of both pant legs.
- k) Short-sleeve uniform shirts will be worn with the collar open, or the top button left unbuttoned. No collar brass will be worn on the short sleeve uniform. Only white or black undershirts are authorized when wearing short-sleeve uniforms.
- l) Long-sleeve uniform shirts will be worn with a navy blue or black tie, or dickey, or half turtle neck undershirt.



- 1) Long-sleeve uniform open collar- shall be worn with a navy-blue or black dickey, or half turtle neck under the uniform shirt. No collar brass will be worn when the collar is open.
- 2) Long-sleeve uniform closed collar – shall be worn with a navy blue tie and collar brass. Collar brass

shall be worn horizontally to the ground as indicated in the diagram.

## **2. Class-A Dress Coat**

- a) The department's Class-A Dress Coat will be worn for special events, award ceremonies, funerals, or as indicated by the department.
- b) When wearing the Class-A Dress Coat, the Dress hat shall be worn for outside events. The hat will not be worn inside, unless otherwise directed by the event or department.
- c) The Class-A uniform shirt with closed collar, tie and collar brass will be worn under the parade dress coat.
- d) The badge will be worn on the Coat, affixed to the designated badge carrier on the left breast.
- e) The name plate will be worn horizontally, centered directly above the right pocket.
- f) Officers and Corporals will wear the dress coat with silver buttons.
- g) The rank of Sergeant or higher will wear the dress coat with gold buttons.
- h) Command stripes will be worn on both sleeves of the dress coat as indicated:
  - 1) Sergeant – one stripe
  - 2) Lieutenant – two stripes
  - 3) Deputy Chief – Three Stripes
  - 4) Chief of Police – Four StripesAs rank is added within the department, the command stripes will be adjusted accordingly.

## **3. Criminal Investigations Division (CID)**

Officers (Detectives) assigned to the CID must work directly with victims, offenders, attorneys outside agencies and the courts. To be effective as a detective, officers must maintain a professional appearance.

- a) Detectives assigned to the CID will be approved up to \$200 for professional attire reimbursement annually.

- b) Detectives will wear professional business attire consisting of: button down shirt, tie and slacks.
- c) Business casual with golf shirts or open collar button down shirts are approved during the months of May through August. However, when detectives have scheduled court or grand jury, professional meetings or interviews, the detective will wear business attire.
- d) When detectives are called out after hours, they are approved for business casual dress.
- e) Detectives are approved to dress accordingly while investigating crime scenes.

#### **4. Training Dress Code**

- a) Employees attending classroom training will wear the departmental uniform, or business casual slacks, golf-shirt, sweater/pull-over, or button down shirt.
- b) Officers are authorized to wear BDU/ACU style pants, blue jeans, tee-shirts, golf-shirt, sweat-shirts, head covers or departmental uniform for outdoor physical or practical training; such as, firearms or defensive tactics training.
- c) All clothing shall be in good condition and shall not be worn with holes or tattered. No clothing shall be worn with offensive or provocative words, statements or pictures displayed.
- d) Remember that all employees represent the Calera Police Department, even in training. Employees will make every effort to dress appropriately for the type training they will be attending.

#### **5. Non-Sworn Employee Dress Code**

- a) Full-time dispatchers or jailers will wear the approved uniform.
- b) Part-time dispatchers and other non-sworn employees will wear the approved uniform, or business casual slacks with golf-shirt, button down, pullover or blouse.
- c) No open toe shoes are approved, unless attending court or other special events; or, unless approved by the Chief of Police, or his designee.

Council Member Bradshaw moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2015-14. Council Member Bunn seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Council Member Watts moved that Resolution No. R-2015-14 be adopted. Council Member Montgomery seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Mayor Graham declared Resolution No. R-2015-14 adopted.

Adopted this 8<sup>th</sup> day of September, 2015.

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Connie B. Payton, City Clerk

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Jon G. Graham, Mayor

Mayor Graham introduced the following Resolution:

**RESOLUTION NO. R-2015-15**

**BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, AS FOLLOWS:**

**THAT**, Calera Police Department Directives Manual adding the policy by adding section:

**C-2.7 Equipment and Body Armor**

**Date:** September 8, 2015

**Purpose:** To establish policy and procedures for issuing and maintaining equipment

**Section 1. Equipment**

**A. Issued Equipment**

Any and all equipment issued to police employees shall be returned to the Calera Police Department at the employee's termination of employment. Failure to return departmental equipment could result in the employee's check being held

or legal action being taken. Below is a list of standard-issued equipment. This list is not all inclusive, as new or updated equipment may be added and issued. Employees involved in special or advanced duties will be issued other non-standard equipment.

### **Patrol Division**

- a) Policy Manual
- b) Employee ID security access card
- c) Patrol vehicle (equipped)
- d) Laptop or MDT with supporting equipment
- e) Uniforms (covered in C-2.6)
- f) Soft body armor
- g) Hard body armor (high-velocity plates and carrier)
- h) M4/AR15 Rifle with attachments and mags (if Qualified)
- i) Glock Handgun with three mags (option of G22 or G23)
- j) Duty belt with holster and gear pouches
- k) Duty gear, handcuffs, cuff key, flashlight, light cone, pepper spray, expandable baton
- l) Body camera
- m) Digital camera
- n) Hand-held police radio
- o) Tasers (assigned to patrol to be issued out daily)
- p) Rain coat
- q) Jacket
- r) Traffic vest and gloves
- s) Ball cap and toboggan
- t) Phone (supervisors)
- u) Jump box (supervisors)

### **1. CID Detectives**

- a) Policy manual
- b) Employee ID security card
- c) Unmarked police vehicle (equipped)
- d) Glock handgun with three mags (Option of G22 or G23)
- e) M4/AR15 Rifle with attachments and mags (if qualified)
- f) Plain clothes holster
- g) Hand held radio
- h) Phone

- i) Flashlight, handcuffs and case, cuff key
- j) Rain gear
- k) Traffic vest
- l) Soft body armor
- m) Hard body armor

## **2. Dispatch Personnel (full-Time)**

- a) Policy Manual
- b) Employee ID security access card
- c) Uniforms (covered in C-2.6)
- d) Radio Headset

## **3. Civilian Personnel**

- a) Policy Manual
- b) Employee ID security access card

# **B. Reporting Lost, Damaged or New Equipment Request**

## **1. Reporting procedure**

- a) All employees shall complete an Equipment Notification Report on any equipment assigned to them that is damaged, malfunctioning, missing or in need of replacement.
- b) Completed equipment reports shall be given to the employee's supervisor who will review and sign off on the request.
- c) The supervisor will place the Equipment Notification Report in the assigned Equipment Supervisor's mail box.
- d) The supervisor will routinely check on the status of the equipment repair or replacement with the Equipment Supervisor; until the equipment issue has been resolved. If equipment is not replaced or repaired within a timely manner, the supervisor shall notify their chain of command.

# **C. Equipment Supervisor Responsibilities**

## **1. Inventory**

- a. The equipment supervisor shall inventory, stock, maintain and keep organized all supplies and equipment.

- b. The equipment supervisor will ensure that all equipment requests or repair forms are handled and the problem resolved as quickly as possible.

## **2. Equipment Supervisors**

Equipment officers or supervisors shall routinely monitor supplies and submit purchase order requests as needed. The chain of command should be notified, up to the Chief of Police for issues or problems that cannot, or have not been resolved.

- a. The Lieutenant(s) is/are responsible for ordering supplies and for ensuring that all repairs or replacements are made to all the standard issued equipment, vehicles, cameras, radios, body armor, uniforms, duty gear, office supplies, or any other equipment not specifically listed in this section.
- b. The Evidence Custodian is responsible for ordering E.T. supplies and equipment.
- c. The Master Firearms Instructor is responsible for all firearms, ammunition and the range supplies.
- d. The Defensive Tactics Instructor is responsible for the Tasers, pepper-spray and related equipment and supplies.
- e. The IT Officer is responsible for the departmental computers, mobile data terminals and thermal printers.
- f. The Dispatch Supervisor is responsible for jail supplies and inmate meals.

## **Section 2. Body-Armor**

### **A. Soft Body Armor**

- 1. Soft body armor has been issued to all sworn officers.
- 2. Soft body armor is rated to expire after 5 year. Officers should document the date of issue and submit a request form to replace the body armor prior to the body armor expiring.
- 3. Officers shall wear their assigned soft body armor while in uniform.
- 4. Officers are authorized not to wear body armor when:
  - a. Attending special events in parade dress.
  - b. Assigned to administrative duties
  - c. Assigned to lite duty
  - d. Working plain-clothed details

**B. Hard Body-Armor**

1. Hard body armor has been issued to all sworn officers. This armor is rated to withstand high-velocity gunfire, usually fired from rifles. The high velocity plates are carried by a vest designed to be worn over the uniform.
2. The carrying vest is assigned with attached magazine pouches for the rifle and handgun and a medical kit pouch. Officers may attach other duty related attachments to the vest, with the approval of their supervisor.
3. Officers should use caution as to not drop the ceramic plates on hard surfaces.
4. Officers shall keep the hard body armor in their assigned vehicles, stored in an area where they can be quickly accessed for deployment.
5. Officers are authorized and encouraged to deploy their hard body armor when:
  - a. Responding to calls where known or suspected firearms has been used or brandished.
  - b. Responding to active shooters.
  - c. Any situation where the officer reasonably believes that the hard body armor would assist in protecting them from death, or serious injury.

Council Member Bradshaw moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2015-15. Council Member Bunn seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Council Member Montgomery moved that Resolution No. R-2015-15 be adopted. Council Member Busby seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Mayor Graham declared Resolution No. R-2015-15 adopted.

Adopted this 8<sup>th</sup> day of September, 2015.

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Connie B. Payton, City Clerk

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Jon G. Graham, Mayor

**GUEST:**

Wilhelma T. Milam requested to have 4 speed bumps installed in the Daventry Subdivision. After discussion with Chief Lemley, the Mayor and Council, it was suggested to lower the speed limit to 15 MPH in the subdivision and request additional patrol from the police department.

Council Member Bunn made a motion to approve lowering the speed limit to 15 MPH in the Daventry Subdivision. Council Member Bradshaw seconded said motion which was carried unanimously.

Council Member Phillips made a motion to adjourn the meeting at 7:00 p.m.

Approved this 21<sup>st</sup> day of September, 2015.

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Jon G. Graham, Mayor

ATTEST:

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Connie B. Payton, City Clerk