

**MINUTES OF
A SPECIAL CALLED MEETING/WORKSHOP
OF THE
MANNING CITY COUNCIL**

Thursday, August 11, 2011
6:30 p.m.

Council Chambers
Manning City Hall

Members Present:

Mayor Nelson
Mayor Pro-tem Davis
Councilmember Georgia
Councilmember Gordon
Councilmember Pack
Councilmember Welle
Councilmember Witherspoon

I. Call to Order/Welcome:

Mayor Nelson welcomed everyone and acknowledged Chief Shaffer in the audience. Mayor Nelson stated that the purpose of the meeting was to review the Police Department's Policy Manual.

II. Review and Discussion of the City of Manning Police Policy Manual:

The policy was reviewed section by section. Mayor Nelson asked Chief Shafer summarize the meaning of each section. The following were comments and recommended changes:

Page 1- Mr. Goodwin recommended that along with the Police Department's mission statement, the city's mission statement, which was adopted a number of years ago, be included.

Vehicle and Foot Pursuit- Chief Shafer stated that the policies adopted have been taken from the Municipal Association models and also from other agency's policy manuals. Chief Shafer also noted that he would begin monthly training sessions for the police officers on the fourth Monday of the month. The training would include reviewing the Police Policy Manual and the Code of Ordinances so that officers remain aware of the laws and changes that are made to the laws.

Pursuits From Other States- Page 11, XIV. B- Change the word from "officer" to read as "supervisor".

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Emergency Response Page 13 – Change wording to read “speed necessary to accomplish the task”. Also Section 2, Priority 2B- Response level, concerning speed of vehicles- change the language to read as it does in 3-B.

Code Three Response- Page 15, Section C - Mr. Goodwin recommended that this section be amended to state that “Code Three Response is limited to fully marked police cruisers”. Mayor Nelson asked Council to adjust the policy to reflect that only fully marked police cruisers can respond to Code Three Response until all vehicles are properly marked.

Use of Force-VI. Authorized Weapons -Page 19 – In reference to A. Firearms Training, change the wording to read as “once every two years”.

Maintenance- Page 21, #5 - Change the titles of whom officers are to report to – customized to the city’s ranking system. At this time, Mr. Goodwin asked Council’s permission to review the policy with Chief Shaffer and the Clerk to correct grammatical errors and ranking titles and not the intent of the policy. Mayor Nelson stated that she would limit the changes to the correction of grammatical errors and ranking titles and not to change the meaning of the policy.

Use of Body Armor, High Risk Warrants, Page 40 – Chief Shaffer stated that the current policy does not require an officer to wear body armor but they are required to have it available in the vehicle. Recommended changes were to reflect the policy to state that patrol officers shall wear their issued body armor at all times while on duty.

Dress Code Policy, Page 42– IV. - Change wording to state that it is for the non-uniformed patrol officers.

Outside Employment, Page 49- Chief Shafer stated that officers must get permission to seek outside employment. Chief Shaffer stated that this policy needs to be reviewed concerning worker’s compensation and risk issues. Mr. Goodwin stated that the Municipal Association puts out a publication called the *Risk Letter*. There was an article published concerning moon-lighting jobs and the risk to the city. Mr. Goodwin distributed the article to Council. Mayor Pro-tem Davis stated that he thought there was a policy concerning the amount of hours a full-time officer could work moon-lighting.

2nd paragraph- Mayor Nelson asked for clarification of “bona-fide dual employment status”. Mr. Goodwin asked Council's permission to investigate the intent of the policy and to bring information back to Council.

Following, Mr. Bobby Baker, *The Item*, asked permission to distribute Freedom of Information Act packets to Council for their use. Mayor Nelson thanked Mr. Baker for the information.

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Juvenile Operations, Page 58 –Changes need to be made due to new state laws. The policy should state that the city follows the state laws and refer to the section of the law.

Victims/Witness Assistance- Change the wording to state “Victim’s Assistance”, not “Witness”.

Mayor Nelson recommended that when hiring new officers, they are to have orientation training to review the entire policy. Councilmember Georgia asked the time frame for the orientation. Chief Shafer stated that the officers go through 4 to 6 weeks of training and the review of the policy manual would be included in that training. Councilmember Georgia asked Chief Shafer how promotions were handled in the past. Chief Shafer stated that he, Major Ridgeway, the Lieutenant and Supervisor review the list of officers and they decide who to promote.

General Policy and Procedure, Page 67- #F. Firearms- Add that a lock box is required.

Councilmember Georgia asked Chief Shafer if there was a policy in place for promoting officers. Chief Shafer stated there currently is no policy in place. However, he has begun working on a putting one in place and would review the policy with the Administrator.

Accident Investigation, Page 85- XII. Release of Information to News Media- Correct verbiage to say “Chief of Police in conjunction with the Mayor and/or the Administrator” shall be responsible for informing the community.

#C- Change to read as the Coroner, Chief of Police, or his Designee” shall release to the news media information regarding fatalities.

Road Blocks, Page 112 – The section for safety points and checkpoints are to be reviewed for changes. Rolling Roadblocks to be put in the section under “Use of Force”.

Field Reporting, Page 117 – Change the title of the section to read as “Reporting”.

Field Training Programs, Page 120 – This section needs to include information relating to policy and procedures, orientation and review of policies.

Departmental Policy Directives, Page 128 – Change the title to read as “Directives”. Correct wording and police rankings.

II. Approval of Policy Directives-The fourth sentence from the bottom, change to read “After the comment period closes, the Chief of Police shall finalize the policy, put it in proper format and submit the final version to the Public Safety Committee” and then to Council.

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Disciplinary Actions, - Page 131 –#B- Change to get review from the Administrator before disciplinary actions are taken. Explain in detail disciplinary actions for Level I and Level II,

Progressive Disciplinary System, Page 132 #G – Check with the neighboring enforcement agencies on the types of levels of progression.

Media Contact and Public Speaking Engagements, Page 137– Change wording to include the Mayor and Administrator.

Selection and Hiring Practices, Page 176– III. A- Re-word to include the Human Resources Director in the involvement of the hiring process.

Take-Home Vehicles, Page 187 –Mr. Goodwin stated that Attorney Charles Boykin had reviewed the policy. Mr. Goodwin distributed to Council Attorney Boykin’s recommendations. They are as follows:

Procedure III.

- A. Authorized Users and Vehicle Assignment –
Specify that in order to be assigned a vehicle for take-home use, personnel must not reside more than thirty (30) miles from the city of Manning police office.
- B. Use of Vehicle-
 - 1) the patrol vehicle shall be used solely for official city of Manning police business, and for transportation of the officer directly to work at the beginning of his/her shift, and directly home at the end of his or her shift, unless article III section C paragraph three (3) of this policy dictates that the officer respond accordingly.
 - 2) Off-duty use of the patrol vehicle is prohibited, except during such time that the operating officer is traveling directly to/from work.
 - 3) Personal use of a city patrol vehicle is prohibited, regardless of whether the officer is on or off-duty.
 - 4) The patrol vehicle shall not be used to transport private persons (including but not limited to family members, friends, etc.) Unless the presence of such persons is necessary for the officer to fulfill his/her duties as a police officer with the city of Manning.

Mr. Goodwin stated his concern was that the city’s fleet insurance policy, S.C.M.I.R.F (S.C. Carolina Municipal Insurance Risk Financing Fund), through the Municipal Association, does not allow any non–employee person to ride in city owned vehicles except for police officers transporting prisoners. In addition, Mr. Goodwin stated that should a city vehicle be involved in an accident with an un-insured motorist, our insurance would only cover up to \$25,000 per person and \$50,000 maximum occurrence.

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If an employee is involved in the accident, the city's Worker's Compensation Policy would cover them for the accident.

Then, Mr. Goodwin stated that S.C.M.I.R.F. strongly recommends that the city not allow private persons to ride in the vehicles. Council discussed their concern about the vehicle policy and the Mayor's ability to transport other public officials on official city business. After much discussion, Council recommended looking at changing the policy and asked Mr. Goodwin to check with other municipalities to see how they cover other passengers.

III. Adjournment:

The workshop adjourned at 9:41 p.m.

Respectfully submitted,

Daun Davis
Administrative Services Coordinator/Clerk