

BE IT REMEMBERED THAT THERE WAS BEGUN AND HELD THE REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI ON AUGUST 19, 2008 IN THE BOARDROOM OF SAID CITY.

THOSE PRESENT	MAYOR CARL L SCOTT
CITY ATTORNEY	THOMAS W TYNER
ALDERMEN	DAVID CLAYTON KAY FAIRLEY JAMES MOORE STEVE STRINGER LIESA WEAVER
OTHERS	CARL JOHNSTON ANN/FRANK CLARKE NETTIE/HARRY FARRIS GAIL/E L PORTER

THE MAYOR DECLARED A QUORUM PRESENT AND DECLARED THE CITY COUNCIL IN SESSION.

THE INVOCATION WAS OFFERED BY CHARLES KENDRICK.

THE PLEDGE OF ALLEGIANCE WAS RECITED.

WHEREAS, MAYOR SCOTT PRESENTED THE AGENDA WITH THE FOLLOWING CHANGES:

- IX. GENERAL BUSINESS
21. REQUEST TO NAME THE HATTIESBURG CLINIC ROAD "PARKWAY LANE" PER TENTATIVE APPROVAL GIVEN BY THE EOC.
 22. REQUEST TO ACCEPT THE RESIGNATION OF JONATHAN WILDMAN EFFECTIVE SEPTEMBER 1, 2008.
 23. REQUEST TO REMOVE THE 90 DAY PROBATIONARY PERIOD FROM CHARLES KENDRICK AND JANICE ROBINSON OF THE PLANNING COMMISSION.

THEREFORE, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE AGENDA WITH THE FOREGOING CHANGES. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE MINUTES OF THE REGULAR MEETING OF AUGUST 5, 2008.

THEREUPON, ALDERMAN MOORE MADE A MOTION TO ACCEPT THE MINUTES OF THE REGULAR MEETING OF AUGUST 5, 2008. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT CALLED FOR PUBLIC COMMENTS. THERE WAS NONE.

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO ACKNOWLEDGE RECEIPT OF WARRANTY BOND FOR TYNER AND BRINKER ROAD.

SEE EXHIBIT "A"

WARRANTY BOND

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE ACKNOWLEDGE RECEIPT OF \$10,000.00 WARRANTY BOND FOR TYNER AND BRINKER ROAD. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO APPOINT A PETAL REPRESENTATIVE TO THE PINE BELT REGIONAL SOLID WASTE MANAGEMENT AUTHORITY BOARD.

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO APPOINT DALE NUTTING, SANITATION SUPERVISOR, TO THE PINE BELT REGIONAL SOLID WASTE MANAGEMENT AUTHORITY BOARD EFFECTIVE IMMEDIATELY. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

ALDERMAN FAIRLEY LEFT THE ROOM.

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO ACCEPT THE FINAL PLAT FOR STONEBROOK SUBDIVISION CONTINGENT ON THE COMPLETION OF THE DEFICIENCIES AS NOTED IN THE RECOMMENDATION OF SHOWS, DEARMAN, & WAITS, INC. AND ALSO SUBJECT TO SIDEWALKS.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE FINAL PLAT FOR STONEBROOK SUBDIVISION CONTINGENT ON THE COMPLETION OF THE DEFICIENCIES AS NOTED IN THE RECOMMENDATION OF SHOWS, DEARMAN, & WAITS, INC AND ALSO SUBJECT TO SIDEWALKS. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

ALDERMAN FAIRLEY RE-ENTERED THE ROOM.

WHEREAS, MAYOR SCOTT PRESENTED INVOICE #15305 FROM SHOWS, DEARMAN & WAITS, INC IN THE AMOUNT OF \$15,479.78 FOR CASTLE MANOR SEWER CONSTRUCTION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY INVOICE #15305 TO SHOWS, DEARMAN, & WAITS, INC IN THE AMOUNT OF

\$15,479.78 FOR CASTLE MANOR SEWER CONSTRUCTION. ALDERMAN CLAYTON
SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED INVOICE #15310 FROM SHOWS, DEARMAN &
WAITS, INC IN THE AMOUNT OF \$5,000.00 FOR LIFT STATION REHABILITATION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY
CLERK TO PAY INVOICE #15310 TO SHOWS, DEARMAN, & WAITS, INC IN THE AMOUNT OF
\$5,000.00 FOR LIFT STATION REHABILITATION. ALDERMAN CLAYTON SECONDED THE
MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED INVOICE #15309 FROM SHOWS, DEARMAN &
WAITS, INC IN THE AMOUNT OF \$19,259.00 FOR DESIGN ENGINEERING SERVICES FOR
AUTUMN RIDGE SEWER.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY
CLERK TO PAY INVOICE #15309 TO SHOWS, DEARMAN, & WAITS, INC IN THE AMOUNT OF
\$19,259.00 FOR DESIGN ENGINEERING SERVICES FOR AUTUMN RIDGE SEWER. ALDERMAN
CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED INVOICE #15308 FROM SHOWS, DEARMAN &
WAITS, INC IN THE AMOUNT OF \$1,407.50 FOR EASEMENT PREPARATION FOR 8TH AVENUE
& SOUTH GEORGE STREET.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY
CLERK TO PAY INVOICE #15308 TO SHOWS, DEARMAN, & WAITS, INC IN THE AMOUNT OF
\$1,407.50 FOR EASEMENT PREPARATION FOR 8TH AVENUE AND SOUTH GEORGE STREET.
ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED INVOICE #15306 FROM SHOWS, DEARMAN & WAITS, INC IN THE AMOUNT OF \$1,897.50 FOR POST-CONSTRUCTION SERVICES FOR REHABILITATION OF SEWER.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY INVOICE #15306 TO SHOWS, DEARMAN, & WAITS, INC IN THE AMOUNT OF \$1,897.50 FOR POST-CONSTRUCTION SERVICES FOR REHABILITATION OF SEWER. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED ESTIMATE #2 FROM GREENBRIAR CONTRACTORS IN THE AMOUNT OF \$68,428.32 FOR THE SEWER SYSTEM IN CASTLE MANOR.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY ESTIMATE #2 TO GREENBRIAR CONTRACTORS IN THE AMOUNT OF \$68,428.32 FOR THE SEWER SYSTEM IN CASTLE MANOR. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED ESTIMATE #3 FROM GREENBRIAR CONTRACTORS IN THE AMOUNT OF \$92,616.05 FOR THE SEWER SYSTEM IN CASTLE MANOR.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY ESTIMATE #3 TO GREENBRIAR CONTRACTORS IN THE AMOUNT OF \$92,616.05 FOR THE SEWER SYSTEM IN CASTLE MANOR. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING PROOFS OF PUBLICATION:

- A. PUBLIC NOTICE
- B. RESOLUTION

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ACCEPT THE FOREGOING PROOFS OF PUBLICATION FOR FILING. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY

ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO TRANSFER CAT 416C BACKHOE SERIAL #4ZN22725 FROM THE STREET DEPARTMENT TO THE WATER DEPARTMENT.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO AUTHORIZE THE CITY CLERK TO TRANSFER THE CAT 416C BACKHOE SERIAL #4ZN22725 FROM THE STREET DEPARTMENT TO THE WATER DEPARTMENT. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FROM POLICE CHIEF LEE SHELBOURN TO REMOVE FROM INVENTORY OF THE POLICE DEPARTMENT A CANON FAX MACHINE SERIAL #WJ13894 DUE TO LIGHTNING DAMAGE.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO AUTHORIZE THE CITY CLERK TO REMOVE FROM POLICE INVENTORY CANON FAX MACHING SERIAL #WJ13894 DUE TO LIGHTNING DAMAGE. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING ORDINANCE FOR COTTAGE OVERLAY.

SEE EXHIBIT "B"

ORDINANCE 1979 (42-A289)

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ADOPT THE FOREGOING ORDINANCE. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE RECOMMENDATION OF THE PLANNING COMMISSION FOR SITE PLAN FOR SPLASH & DASH CAR WASH LOCATED ON RIDGEWOOD DRIVE.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION FOR THE SITE PLAN FOR SPLASH & DASH CAR WASH LOCATED ON RIDGEWOOD DRIVE. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE RESIGNATION OF BRAD SMITH IN THE POLICE DEPARTMENT.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE RESIGNATION OF BRAD SMITH IN THE POLICE DEPARTMENT EFFECTIVE AUGUST 19, 2008. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE RESIGNATION OF CHRIS SEAL IN THE POLICE DEPARTMENT.

THEREUPON, ALDERMAN MOORE MADE A MOTION TO ACCEPT THE RESIGNATION OF CHRIS SEAL IN THE POLICE DEPARTMENT EFFECTIVE AUGUST 21, 2008. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE RESIGNATION OF DONNA WARNER IN THE POLICE DEPARTMENT.

THEREUPON, ALDERMAN MOORE MADE A MOTION TO ACCEPT THE RESIGNATION OF DONNA WARNER IN THE POLICE DEPARTMENT EFFECTIVE AUGUST 19, 2008. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE STANDARD OPERATING PROCEDURES (SOP) FOR THE POLICE DEPARTMENT.

SEE EXHIBIT "C"

STANDARD OPERATING PROCEDURES

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE STANDARD OPERATING PROCEDURES (SOP) FOR THE POLICE DEPARTMENT EFFECTIVE SEPTEMBER 15, 2008. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FROM TOM HARDGES, RECREATION SUPERVISOR, TO PAY THE SANCTION OF EIGHT ADULT SOFTBALL TEAMS TO MSUSSA IN THE AMOUNT OF \$160.00.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY INVOICE TO MSUSSA IN THE AMOUNT OF \$160.00 TO SANCTION EIGHT ADULT SOFTBALL TEAMS. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO NAME HATTIESBURG CLINIC SERVICE ROAD "PARKWAY LANE" PER TENTATIVE APPROVAL GIVEN BY EOC.

THEREUPON, ALDERMAN MOORE MADE A MOTION TO NAME THE HATTIESBURG CLINIC SERVICE ROAD "PARKWAY LANE" PER TENTATIVE APPROVAL GIVEN BY EOC. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE RESIGNATION OF JONATHAN WILDMAN IN THE POLICE DEPARTMENT.

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO ACCEPT THE RESIGNATION OF JONATHAN WILDMAN IN THE POLICE DEPARTMENT EFFECTIVE SEPTEMBER 1, 2008. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER

ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO REMOVE THE NINETY DAY PROBATIONARY PERIOD FROM NEWLY APPOINTED PLANNING COMMISSION MEMBERS.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO REMOVE THE NINETY DAY PROBATIONARY PERIOD FROM JANICE ROBINSON AND CHARLES KENDRICK OF THE PLANNING COMMISSION TO EXTEND TO JULY 2013. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FOR MAYOR SCOTT AND ALDERMEN TO ATTEND THE 2008 MML LEGISLATIVE MEETING ON SEPTEMBER 10, 2008 IN HATTIESBURG, MS.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE MAYOR SCOTT AND THE ALDERMEN TO ATTEND THE 2008 MML LEGISLATIVE MEETING ON SEPTEMBER 10, 2008 IN HATTIESBURG, MS. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING ORDER IN HIRING A LABORER IN THE SANITATION DEPARTMENT.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO HIRE A LABORER IN THE SANITATION DEPARTMENT.

IT IS HEREBY ORDERED THAT TROY EASLEY BE HIRED AS A LABORER IN THE SANITATION DEPARTMENT AT A RATE OF \$8.00 PER HOUR EFFECTIVE AUGUST 20, 2008.

SO ORDERED ON THIS THE 19TH DAY OF AUGUST, 2008.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ADOPT THE FOREGOING ORDER. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING ORDER IN HIRING LABORER IN THE STREET DEPARTMENT.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO HIRE A LABORER IN THE STREET DEPARTMENT.

IT IS HEREBY ORDERED THAT KENNETH ABERCROMBIE BE HIRED IN THE STREET DEPARTMENT AS A LABORER AT A RATE OF \$10.00 PER HOUR EFFECTIVE AUGUST 20, 2008.

SO ORDERED ON THIS THE 19TH DAY OF AUGUST, 2008.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE FOREGOING ORDER. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING ORDER IN INCREASING THE PAY OF SHAUNA HARVEY.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO INCREASE THE PAY OF DISPATCHER, UPON THE RECOMMENDATION OF POLICE CHIEF LEE SHELBOURN.

IT IS HEREBY ORDERED THAT SHAUNA HARVEY PAY BE INCREASED TO \$10.29 PER HOUR EFFECTIVE AUGUST 20, 2008.

SO ORDERED ON THIS THE 19TH DAY OF AUGUST, 2008.

THEREUPON, ALDERMAN MOORE MADE A MOTION TO ADOPT THE FOREGOING ORDER. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING RESOLUTION.

SEE EXHIBIT "D"

RESOLUTION
GRANT AGREEMENT MDA

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO ADOPT THE FOREGOING RESOLUTION. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT CALLED FOR AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO CLEAR THE ROOM IN ORDER TO DETERMINE IF AN EXECUTIVE SESSION IS NEEDED. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT REOPENED THE MEETING.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ENTER INTO AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADJOURN THE EXECUTIVE SESSION. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

NO OFFICIAL ACTION WAS TAKEN IN EXECUTIVE SESSION.

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO MOVE THE WORK SESSION TO 4:00 P.M. ON MONDAY, AUGUST 25, 2008.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO HOLD WORK SESSION AT 4:00 P.M. ON MONDAY, AUGUST 25, 2008. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO ADJOURN. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN KAY FAIRLEY
ALDERMAN JAMES MOORE
ALDERMAN STEVE STRINGER
ALDERMAN LEISA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

THEREBEING NO FURTHER BUSINESS, THE REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMAN WAS ADJOURNED ON THIS THE 19TH DAY OF AUGUST, 2008.


CARL SCOTT, MAYOR

(SEAL)

ATTEST:


JEAN ISHIE, CITY CLERK

EXHIBIT "A"

Warranty Bond
for Tyner &
Brinker Rd.

EXHIBIT "B"

Cottage Overlay
Ordinance
1979 (42-A289)

Petal Police Department

COMMUNICATIONS
STANDARD OPERATING PROCEDURES

EXHIBIT C

General Procedures
The radio is a police officer's primary source of communication with the dispatcher and other officers. Uniform radio procedures and the proper utilization of communications equipment are necessary to ensure maximum effectiveness and safety. Each officer will have radio communications accessible to them at all times and shall promptly notify dispatch when initiating any enforcement action. These actions include, but are not limited to vehicle traffic stops, building checks/ searches, and situations that may require assistance from another officer or another response service.

- Dispatcher should use the following guidelines when speaking on the radio:
- Speak in a clear normal voice. Normal conversation volume
 - Avoid unnecessary background noise when "keyed up"
 - Control emotions. Do not reflect irritation, sarcasm, etc. on the radio
 - Keep all broadcasts brief and with purpose
 - Remain impersonal. Avoid "I"
 - Acknowledge all transmissions promptly
 - Avoid names of complainants in initial broadcast
 - Abide by all FCC regulations and guidelines

POLICY

It is the policy of the Petal Police Department Communications Center to maintain flow of the information essential to the functions of the department and the community it serves. The communications element must ensure that the communications system facilitates the operations of all other components of the Department.

The communications procedures of the Petal Police Department are an important part of the support mechanisms necessary for the effective and safe conduct of department business. Department communications involved the use of telephones, computer terminals, and radio. The department has established a number of procedures to insure that communications will operate in an orderly and effective fashion.

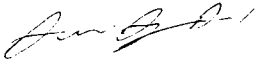
What is a Public Safety Telecommunicator?

The APCO Institute defines this as a term used to describe those communications professionals who perform call taking and dispatching duties. Telecommunications is commonly referred to within the department as dispatch.

Successful telecommunicators have respect for themselves and their profession. They have a genuine interest in serving the needs of others, as well as the ability to work well as part of a team. They demonstrate a positive attitude towards the public, response units and department administration and represent the organization to other agencies and citizens with a courteous, helpful and business-like attitude in all radio, telephone and personal contact. They retain emotional control, honesty and productivity, even when under pressure (APCO Institute, Public Safety Telecommunicator 1, pg. 1-2).

Responsibilities include, but are not limited to the following:

- Radio Communications
- Telephone Communications (Emergency and Non-Emergency Lines)
- Interactions with the Public
- Automated Data Communications
- CAD
- Call Classification/ Procedures
- Various Administrative/ Clerical Duties
- Holding Cell Monitoring



A.) Identifications

- 1.) All officers will identify themselves by their assigned "P" number before their transmissions.
- 2.) Dispatch shall be referred to as "Petal."

B.) Transmission

- 1.) If time allows, plan broadcast prior to transmission
- 2.) Make sure another transmission is not being interrupted
- 3.) Press 1 of the 3 transmit buttons, wait for repeater, then speak
- 4.) Identify officer by their "P" number and wait for their response
- 5.) Responses to officers should always include a "P" number.
 - Ex: "Go Ahead P1", "10-4 P1", "P1, your license comes back..."
- 6.) Avoid lengthy initial broadcast. Further information may be provided while officers are enroute to call.

****When transmitting to Petal Fire, select Petal Fire with the green "select call" button on the console. Then hold the red "Alert 3" button for about 3 seconds. Begin your broadcast with "Petal PD to Petal FIRE". At the end of your transmission, re-select Petal Primary Channel.**

C.) Phonetic Alphabet and 10 codes

The standard phonetic alphabet shall be used to clarify spelling or when transmitting messages containing letters, such as vehicle registrations.

A-ADAM	H-HENRY	O-OCEAN	V-VICTOR
B-BOY	I-IDA	P-PAUL	W-WILLIAM
C-CHARLES	J-JOHN	Q-QUEEN	X-XRAY
D-DAVID	K-KING	R-ROBERT	Y-YOUNG
E-EDWARD	L-LINCOLN	S-SAM	Z-ZEBRA
F-FRANK	M-MARY	T-TOM	
G-GEORGE	N-NORA	U-UNION	

****See attached copy of Petal Police Departments 10 codes**

D.) Pursuits

When an officer notifies dispatch that he/she is in a pursuit (1094), an immediate response is necessary. Make sure a location and as much vehicle/person description is obtained. Be prepared to notify other agencies when officers are crossing into another jurisdiction.

****The echo procedure is helpful when officers are in pursuit. This procedure simply means the dispatcher will "echo" the locations the officer calls out. This will help other officers joining the pursuit as well as other agencies monitoring the channel.**

**EX. Officer: "P1 petal passing Main and Central"
Dispatch: "10-4 P1 passing Main and Central"**

D.) Unit Checks

The #1 responsibility of the dispatcher is officer safety. The main method of achieving this is by using unit checks. If after so many minutes if there is no radio traffic, the dispatcher should establish communication with the officer on scene via unit check. The time limit varies depending on nature of the call. The initial unit check should occur between 1 min 30 sec and 2 min. This should continue throughout the call varying the length of time between each check.

**EX: Dispatch: "P1 code 4?"
Officer: "Code 4"**

**In some cases, officers will advise dispatch that they no longer need a unit check.
EX. Dispatch: "P1 code 4?"
Officer: "Code 4, No Need"**

- | | |
|--------------------------------|-------------------------------------|
| 10-01 SIGNAL WEAK | 10-57 DIRECT TRAFFIC |
| 10-02 SIGNAL GOOD | 10-58 IMPROPERLY PARKED VEHICLE |
| 10-03 STOP TRANSMITTING | 10-59 ESCORT |
| 10-04 AFFIRMATIVE | 10-60 NOISE/NUISANCE |
| 10-05 RELAY TO | 10-61 PREPARE TO COPY |
| 10-06 BUSY | 10-62 BOLO OR TELETYPE |
| 10-07 OUT OF SERVICE | 10-63 DETAINING SUBJECT RUSH REPLY |
| 10-08 BACK IN SERVICE | 10-64 RADAR DETAIL |
| 10-09 REPEAT | 10-65 VANDALISM, MALICIOUS MISCHIEF |
| 10-10 NEGATIVE | 10-66 CANCEL BOLO OR MESSAGE |
| 10-11 HIV POSITIVE | 10-67 PUBLIC ASSIST |
| 10-12 STAND BY | 10-68 WELFARE CHECK |
| 10-13 OFFICER AST. NON EMERG | 10-69 DRUGS |
| 10-14 CIVIL STANDBY | 10-70 BURGLARY |
| 10-15 MESSAGE DELIVERED | 10-71 FIRE |
| 10-16 AGENCY ASSIST | 10-72 SUICIDE OR ATTEMPTED |
| 10-17 ENROUTE | 10-73 BOMB THREAT |
| 10-18 URGENT | 10-74 RAPE OR ATTEMPTED |
| 10-19 VEHICLE MAINTANANCE | 10-75 ARMED ROBBERY |
| 10-20 LOCATION | 10-76 MURDER |
| 10-21 PHONE CALL | 10-77 SHOOTING |
| 10-22 DISREGARD | 10-78 UNKNOWN TROUBLE |
| 10-23 ARRIVED ON SCENE | 10-79 DECEASED SUBJECT |
| 10-24 ASSIGNMENT COMPLETE | 10-80 STABBING |
| 10-25 MEET UNIT AT | 10-81 ESCAPE |
| 10-26 MEDICAL CALL | 10-82 SUSPICIOUS PERSON OR VEHICLE |
| 10-27 DRIVER LICENSE | 10-83 TRAFFIC STOP |
| 10-28 TAG | 10-84 STOLEN VEHICLE |
| 10-29 WARRANT | 10-85 THEFT OR SHOPLIFTING |
| 10-30 DANGER/CAUTION | 10-86 MISSING PERSON |
| 10-31 PICK UP | 10-87 PAYCHECKS OUT |
| 10-32 ASSAULT | 10-88 RECKLESS DRIVING |
| 10-33 OFFICER IN TROUBLE | 10-89 RADIO CHECK |
| 10-34 CURRENT TIME | 10-90 IMPROPER RADIO TRAFFIC |
| 10-35 CONFIDENTIAL INFORMATION | 10-91 CIVIL DISTURBANCE |
| 10-36 BUILDING CHECK | 10-92 MENTAL SUBJECT |
| 10-37 ADD TO RADIO LOG | 10-93 OBSERVE |
| 10-38 STATION | 10-94 CHASE / ON FOOT OR VEHICLE |
| 10-39 VISITOR PRESENT | 10-95 TRANSPORTING PRISONERS |
| 10-40 EMERGENCY TRAFFIC | 10-96 FOLLOW UP |
| 10-41 TROUBLE AT STATION | 10-97 STOLEN OR RECOVERED BICYCLES |
| 10-42 CRIME IN PROGRESS | 10-98 RETURN TO STANDARD OPERATION |
| 10-43 SUBJECT WITH WEAPON | 10-99 ANIMAL CALL |
| 10-44 FIGHT | J1 FOOD |
| 10-45 SHOTS FIRED | J2 REPORT |
| 10-46 ALARM | |
| 10-47 DISTURBANCE | CODE1/ NO LIGHTS, NO SIRENS |
| 10-48 PROWLER | CODE2/ LIGHTS, NO SIRENS |
| 10-49 MEET COMPLAINANT | CODE3/ LIGHTS, SIRENS |
| 10-50 ACCIDENT | CODE 4 / NO OTHER ASSISTANCE |
| 10-51 WRECKER NEEDED | NEEDED |
| 10-52 AMBULANCE NEEDED | *CODE 6 / OFFICER EMERGENCY |
| 10-53 ROAD BLOCKED | HOSTAGE SITUATION |
| 10-54 LIVESTOCK IN ROAD | |
| 10-55 INTOXICATED DRIVER | |
| 10-56 INTOXICATED SUBJECT | |

EXHIBIT "C"

If after calling an officer twice, the dispatcher receives no answer, other officers should be dispatched to their location while continuing to call the officer on the radio. Dispatch should also attempt to call their cell phone. If Petal units are unable to respond, FCSO should be notified and asked for assistance.

E.) Response of Other Emergency Services

Some calls that come in will require other emergency services. Vehicle accidents, structure fires, and medicals are few that will require multiple agencies to be dispatched. The primary service that will handle the call should be dispatched primarily.

EX: Police should be dispatched to vehicle accidents first. Then Fire and EMS should be notified if needed. In cases of Fire or Medicals, PFD and/or AAA should be dispatched first, and then police units should be notified.

****Preliminary Dispatch should be used when dispatching Fire/Rescue. This means information should be kept to a minimum due in part to personnel rushing to vehicles, rring into protective gear, starting vehicles, etc.**

Standby

If the dispatcher finds it necessary to put an officer on standby for any reason (emergency telephone calls), he/she must first establish that the officer is not in any hamm. Once this is established then the dispatcher may advise "P1, standby on 911." It is the responsibility of the dispatcher to re-establish communication with the officer as soon as possible.

TELEPHONE COMMUNICATIONS

General Procedures

Efficient telephone communication is essential to the operation of the department. 90% of the calls for service come via telephone, rather it be administrative lines or 911. Always remember dispatch is the 1st impression the caller gets of the police department.

Dispatchers should use the following guidelines when on the telephone

- Answer the call promptly
- Display professionalism and courtesy (even when the caller is not)
- Gather as much information as possible
- Gather reporting party information
- End the call positively and politely

A.) General Information Calls

Dispatch receives many calls for general information. If available, these calls will be answered by the front desk clerk. No matter the nature of the call, operators should be courteous and attending. Attempt to answer every question to the best of your knowledge. If a transfer is necessary, obtain the

appropriate agency should be pressed. Wait for the other agency to pick up and a response from the caller before disconnecting.

- If the caller needs medical assistance that warrants Petal Fire to be notified, obtain nature of call, then immediately transfer the caller to AAA. Tone out Petal Fire, and notify PD units.

****Petal Police Department is not an Emergency Medical Dispatch Center. Get basic information only, then transfer to AAA.**

- Callers should not be placed on hold for any unreasonable length of time. If there is going to be an extended delay, advise the caller so. Emergency calls should only be placed on hold when another emergency line is ringing.

INTERACTIONS WITH THE PUBLIC

General Procedures

Public interactions with dispatchers can occur frequently. Dispatchers are required to use the same professionalism in person, as they do on the phone. The same information must also be obtained when a person enters the police department to speak with an officer. Professionalism and courtesy will always be projected no matter how the reporting party is behaving.

A.) Active Listening

Active Listening Involves demonstrating an interest and understanding in what is being said by staying focused, asking questions, listening for the main point, and listening for the rationale behind what is being said. As with any skill, active listening is learned through the recognition and application of certain basic techniques. The basic techniques for active listening are nonverbal attending, open-ended questions, paraphrasing and reflecting feelings.

- Nonverbal Attending- physically signaling that you are listening
 - maintain eye contact
 - smiling
 - nodding
 - write down key points
- Open-ended Questions- questions that cannot be answered with yes or no
 - allows the person to expand of the subject at their pace
 - loosens up the atmosphere
 - this includes "W" questions
- Paraphrasing- brief rephrasing of information provided by person.
 - this will ensure that your interpretation is correct

callers name. When the extension being transferred to picks the line up, advise them who is on the line.

B.) Calls for Service

When taking a call for service, the dispatcher must obtain as much information as possible. Using the 5 W's is a helpful tool used when gathering information.

- 1.) **WHERE**- location of the incident, direction of travel, secondary locations
- 2.) **WHAT**- what type of incident has occurred
- 3.) **WHEN**- is it progress? If not, how long ago did it occur?
- 4.) **WHO**- obtain all descriptive information of all persons or vehicles involved
- 5.) **WEAPONS**- always find out if any weapons were used or threatened. If so, what type of weapon?

****If you can get only one piece of information, make sure it is "where"?**

When speaking with a caller, especially an emergency caller, pay close attention to demeanor and background noises.

During emergency calls, the dispatcher should obtain the basic information and then, keeping the caller on the line, dispatch the officers to the location, filling in additional information gathered as they are enroute. Always use the Mute function on 911 when providing further information. In some cases, hearing the radio causes some callers to panic causing them to forget vital information.

If a 911 open line comes into the department, the dispatcher should pay close attention to all background noises. The dispatcher should then select the TDD function and send the "911 Where is your emergency?" message in case the caller is hearing impaired. Immediately dispatch a police unit to the location if it can be obtained.

C.) Call Mistakes

In the event that a caller mistakenly reaches this department, the following should be done:

-911 calls-

- All misdialed, accidental and hang ups from a land line require a police unit to be dispatched to the location of the caller. This will be done regardless if contact is made. Hang ups should receive an immediate call back. Use discretion on cell phone hang ups.
- Callers from another jurisdiction should be told to stay on the twice, the mute button should be pressed, then the transfer button of the

-will also ensure the person that you are listening

- Reflective Feelings-repeating in short declarative statements the emotions or feelings that the person is communicating
 - use words like "I understand", "I'll stay on the line with you until help arrives", etc.

B.) Appearance

Dispatchers must keep a clean appearance at all times while on duty. Uniform shirts will be worn with appropriate pants, either blue jeans or slacks. Jeans must be neat, no holes or fraying. Hair must be neat and in order. Make-up must be neat and neutral. Facial Hair must be trimmed. Any facial piercing must be removed while on duty.

AUTOMATED DATA COMMUNICATIONS

General Procedures

Police and communications personnel have immediate access to several automated data communications systems. The TAC officer shall ensure that access is strictly limited to authorized personnel only and is used for proper police functions. He/she shall ensure that individuals accessing the systems do so in accordance with the proper procedures as specified in the respective operation manuals.

A.) The Mississippi Justice Information Center (MJIC)- Mississippi computerized record system for law enforcement agencies. The records are stored in several files. Through this state system, users have access to FBI National Crime Information Center. (NCIC)

- | | |
|---------------------|----------------------|
| 1.) Stolen Vehicles | 5.) Driver's License |
| 2.) Wanted Persons | 6.) Article Files |
| 3.) Missing Persons | 7.) Gun Files |
| 4.) License Plates | 8.) Boat Files |

B.) National Crime Information Center (NCIC)- Stores records for Mississippi as well as every other participation state and the US Territories. This gives the department access to an abundance of information from a variety of sources.

****See the NCIC Operating Manual
See the PPD NCIC Training Guide

C.) National Law Enforcement Telecommunications System (NLETS)- Users are capable of communicating with other state systems via NLETS. NLETS is a computerized, high speed message switching system created for and dedicated to the criminal justice community. Its purpose is to take messages from one state, prepare it for its destination, and send it to its destination.

EXHIBIT "C"

****See the NLETS User Guide**

- Operators will be given a certification exam within 2 months of receiving a login name.
- Due to NCIC regulations, all exterior doors to the Police Department must be closed and locked, or key card entry only.
- Sworn personnel only are allowed in the dispatch room.

CAD

Computer Aided Dispatch is used to organize and simplify dispatching. Calls will automatically be classified according to priority. Unit numbers and 10 codes are used when entering a call. It is necessary to listen to your corresponding unit while using CAD. When the unit calls enroute or on scene, it must be logged so in the call notes. Units calling in service and out of service must also be logged in CAD.

****See the CAD User's Guide for further.**

CALL CLASSIFICATION/ PROCEDURES

General Procedures

The Petal Police Department is considered to be the primary Public Safety Answering Point for the city. This means most calls for service, whether it is police, fire or medical, with come through the department. It is the responsibility of the dispatcher to classify each call separately and follow normal procedures specific to that type of call. Public safety communications requires split-second decision making, knowledge of available resources and response unit availability, and detailed understanding or procedures.

A.) Time Lapse

- **In Progress**-calls with imminent threat to life or property and require immediate dispatch
- **Just Occurred**- no immediate threat to life or property
- **Delayed**- the time of occurrence is unknown and the incident requires a report or investigation

B.) Calls with special procedures

- **Violent Crimes**
Violent Crimes that come in to dispatch require an immediate dispatch from Police, Fire/Rescue, and EMT. It is normal for the Sgt. on duty to inform dispatch to page the detective on call. It is necessary for the dispatcher to obtain all information from the reporting party and stay on the line with them until the first unit calls on scene. The dispatcher should also pay close attention to background noises. It is important for the dispatcher to advise the reporting party to secure the crime

scene. This means NO one other than emergency personnel should be near the area in question, even if this means shutting the business down for the day. This includes employees as well.

- **Accident/ Collision with injuries**
Vehicle Accidents with injuries require an immediate dispatch to police units. Fire should be toned out 2nd. AAA should be informed by land line. If the caller is involved in the accident and is injured, stay on the line until first responders arrive on scene. This will allow you to monitor their level of injury.
If the accident is a result of a Hit and Run, attempt to get direction of travel and vehicle description from the reporting party.
- **Alarms**
It is policy of the police department to respond to all alarm calls, even if told to disregard. If an alarm company advises a commercial alarm, the dispatcher should dispatch the call, and then attempt to make contact with a key holder. Residential alarms require immediate response. The reporting alarm company will advise key holder information. The alarm co may call back and cancel the dispatch, however, officers should still respond.
During business hours the dispatcher should follow the "Roy Moore Policy" adopted by the police department if a bank alarm is activated. The dispatcher should call the bank and say "This is the American Banking Association. Is Mr. Roy Moore there?" If an actual robbery is occurring, the person who answers the phone will advise "Mr. Moore is out at the moment but should be back in (10 minutes for 1 suspect, 20 min for 2 suspects, etc.) If the alarm is false, the dispatcher should obtain a physical description of the person answering the phone and that employee should prepare to exit the premises to meet with the responding unit.
- **Disturbance/Fight**
Disturbance calls generally involve one of two situations. The first is any type of disturbance between unrelated individuals who may or may not know each other. The second is a disturbance between family members. The dispatcher should remain on the line with the reporting party so that he/ she may report to the responding unit if any changes occur.
- **Traffic Stops**
When an officer calls out with a traffic stop, the first thing that the dispatcher should do is to run the vehicle registration plate through NCIC. This should be done before the officer approaches the vehicle. This procedure will advise the description, owner information, and whether the vehicle is

stolen or flagged for involvement in a crime. The latter information should be told to the officer prior to approaching the stopped vehicle. When an officer identifies the driver or passenger by driver's license, social security number, or name, the dispatcher should check the name in our system for active warrants and previous history that may help the officer with the stop.

- **Fire/Medicals**
In any call involving fire, smoke, or fire alarms, Petal Fire should be dispatched immediately. Petal Fire should be dispatched to medicals involving the following situations:
-Any medical, no matter the severity, at Petal Schools
-Calls involving the elderly
-Any person unresponsive
-Lifting assistance
-AAA requesting assistance
-Vehicle accidents with injuries

****Refer other inquiries on call classification to the APCO Institute manual.**

DEPUTY COURT CLERK

All dispatchers will be sworn in by the municipal court judge. Dispatchers must sign off on all tickets, affidavits and post arrests that officers have sworn to. Dispatchers must also collect fine amounts, write out receipts and enter arrests in the docket.

Dispatchers may also at times need to serve warrants in our Records Management System. If checking a name in our system results in the discovery of an active warrant, the dispatcher must immediately inform the inquiring officer and advise them of the attempt to locate the hard copy. Once the hard copy is located, advise the officer that the warrant is valid. Do not remove the hard copy from the book until the subject is in the station. Immediately serve the warrant in RMS. If the officer opts not to serve the warrant, notate in CAD the reason.

HOLDING CELL MONITORING

Dispatch is equipped with a 4 screen monitoring television. It is the responsibility of the dispatcher to monitor the booking area while a prisoner is in custody. It is especially important to monitor the intoxilyzer room. This room is where DUI arrests are processed. Due to a malfunction on the machine, the arresting officer's radio must be turned off to prevent errors in the readings. With their radios off, an officer will be unable to call for help if it is needed.

TRAINING

The normal training period for the communications division is between 10-15 twelve hour shifts. During this time period, the trainee should become familiar with most situations that one can encounter while working in this profession. However, it cannot be predicted when a violent crime or crime in progress will occur. It is imperative that while

training, the trainee takes in as much knowledge of the departments procedures and asks questions when confusion occurs. A test will be given on the 99 ten codes as well as the phonetic alphabet.

RIDE-A-LONG

Dispatchers must complete 8 hours of ride-a-long time with an officer at the department to be compliant with state certifications. This allows the dispatcher to become familiar with the streets and common activities of a patrolman. It allows the dispatcher to see the "other side" of the radio transmission. Dispatchers must be fully trained and have been working with the department 1 month prior to a ride-a-long.

CHAIN OF COMMAND

- 1.) Dispatch Supervisor
- 2.) Civilian Supervisor
- 3.) Lieutenant
- 4.) Chief

****Included is a copy of the Petal Police Department's disciplinary action levels and an example of the department's counseling form.**

Standard Operating Procedures derived from *Public Safety Telecommunicator 1 Sixth Edition, APCO Institute for Telecommunicators.*

The Petal Police Communication Department's Standard Operating Procedures will be available in dispatch at all times. Updates will be added periodically if situations present a need for an SOP

**PETAL POLICE DISCIPLINARY ACTION
LEVELS**

EXHIBIT "C"

**CITY OF PETAL
DEPARTMENT OF POLICE
COUNSELING FORM**

- Level 1 An oral interview. Documenting that a conversation took place. Continued violations could lead to more stringent actions.
- Level 2 Receive a letter of reprimand. Continued violation could lead to more stringent actions.
- Level 3 At the discretion of the Chief of Police or his/her designee employee may receive one (1) to six (6) working days off without pay and a letter of reprimand placed in the personnel file. Continued violations could lead to more stringent actions.
- 4 At the discretion of the Chief of Police or his/her designee employee may receive a ten (10) day suspension without pay, a letter of reprimand placed in their personnel file, and be placed on six (6) months probation. Subsequent violations involving the same or related infractions during the probationary period could be cause for dismissal.
- Level 5 At the discretion of the Chief of Police or his/her designee employee may receive a thirty (30) day suspension without pay, a letter of reprimand placed in their personal file, and be placed on probation from six (6) months to one (1) year, and be reduced in rank by one pay grade. Subsequent violation involving the same or related infraction during the probation period could be cause for dismissal.
- Level 6 A member shall, at the discretion of the Chief of Police or his/her designee be presented to the Board of Alderman for dismissal for causes as outlined in the Department SOP and or City Policies and Procedures of the City of Petal.
- Level 3-6 Will be presented to the Mayor and Board of Alderman of the City of Petal for approval.

FROM: _____
 TO: _____

1. The purpose of this memorandum is to administratively acknowledge to you that an official counseling session has taken place as follows:
 A. Level 1: _____ Level 2: _____ Level 3: _____
2. NAME OF OFFICER COUNSELED: _____
3. NAME OF COUNSELOR: _____
4. PLACE OF COUNSELING: _____
5. DATE AND TIME OF COUNSELING: _____
6. Reason for counseling: _____

7. Description of action taken and further comments: _____

8. Recommendations: _____

9. Officer comments: _____

10. By affixing your signature below you are not admitting any guilt or wrong doing. Your signature only acknowledges that you have been counseled. If you refuse to sign the statement, a witness will sign to verify that you have been counseled.

COUNSLER

PERSON COUNSELED

WITNESS

**PETAL POLICE DEPARTMENT STANDARD OPERATING
PROCEDURES**

**Petal Police Department
Communications**

Adoption Date

Approved By

[Signature]
Chief Lee Shelbourn

Supervisor Gavin Guy

7/30/08
Date

Date

This is not necessary since the required Post return.

I, _____ have received a copy of the Petal Police Departments Standard Operating Procedures for Dispatch. I certify that I have read it in its entirety and understand it fully. I understand that I am responsible for being aware of these procedures and that I am liable if I do not comply.

Signature

Date

CITY OF PETAL
RESOLUTION OF AUTHORIZATION

CITY OF PETAL 136
MINUTE BOOK 99
This action contemplated by the resolution and upon execution, each of the documents and certificates shall be legal, valid, and binding obligations of the Municipality enforceable in accordance to the terms of each.

The Mayor and Board of Aldermen (the "Governing Body") acting for and on behalf of the City of Petal, Mississippi, (the "Municipality") took up for consideration the matter of authorizing and approving a grant on behalf of the Municipality from the Mississippi Development Authority (the "MDA") for the purpose of expansion of recreational facilities related to, and thus enhancing economic development through the creation of jobs.

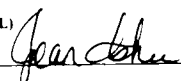
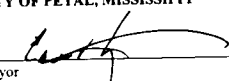
EXHIBIT "D" Resolution and after the same had been read and considered section by section and put to a roll call vote, the results was as follows:

Thereupon Alderman Fairley offered and moved the adoption of the following resolution:

Alderman Clayton seconded the motion to adopt the foregoing Resolution and after the same had been read and considered section by section and put to a roll call vote, the results was as follows:
Alderman David Clayton voted Aye
Alderman Kay Fairley voted Aye
Alderman James Moore voted Aye
Alderman Steve Stringer voted Aye
Alderman Liesa Weaver voted Aye

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI, TO AUTHORIZE AND APPROVE THE MAYOR, ON BEHALF OF THE CITY, ENTERING INTO A GRANT AGREEMENT WITH THE MISSISSIPPI DEVELOPMENT AUTHORITY IN ORDER TO RECEIVE A GRANT ON BEHALF OF THE CITY FROM THE MISSISSIPPI DEVELOPMENT AUTHORITY IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS (\$100,000) FOR THE PURPOSE OF DEVELOPING A SPRAY PARK TO BE LOCATED AT RELAY PARK RELATED TO THE EXPANSION OF LOCAL RECREATIONAL FACILITIES AND THUS ENHANCING ECONOMIC DEVELOPMENT THROUGH THE CREATION OF JOBS.

The motion having received the foregoing vote of the Governing Body, the Mayor declared the motion carried and the Resolution adopted, on this the 19th day of August, 2008.

CITY OF PETAL, MISSISSIPPI
(SEAL)  Clerk
 Mayor

WHEREAS, the Advantage Mississippi Initiative Senate Bill 2002, 2nd Extraordinary Session 2000 created a special fund in the State Treasury called the "Small Municipalities and Limited Population Counties Fund." The Mississippi Development Authority ("MDA") has established a grant program for grants to small municipalities and limited population counties or natural gas districts created by law and contained therein to assist in completing projects, and

WHEREAS, pursuant to Section 57-1-18 of the MS Code of 1972 (the "Act") the Small Municipalities and Limited Population Counties Program, MDA is authorized to make a grant to the County for the purpose of developing a spray park to be located at Relay Park related to the expansion of local recreational facilities and thus enhancing economic development through the creation of jobs; and ultimately enhancing the quality of life in order to attract additional industry and

WHEREAS, pursuant to the Act and the guidelines adopted by MDA, the Municipality has filed an application with MDA for a grant to develop a spray park to be located at Relay Park related to the expansion of local recreational facilities, and

WHEREAS, based on the application, the Act and the guidelines, MDA has agreed to provide a grant to the Municipality for the purposes set forth, and

WHEREAS, before the grant can be processed, a Grant Agreement must be entered into by the Municipality and MDA, setting out the terms and conditions of the grant.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE MUNICIPALITY, AS FOLLOWS:

Section 1. That all of the findings of fact made and set forth in the preamble to this resolution shall be and the same are hereby found, declared, and adjudicated to be true and correct.

Section 2. That the Mayor and Board of Aldermen of the City of Petal, Mississippi, is now fully authorized and empowered under the provisions of Sections 57-1-18 of the Mississippi Code of 1972, to proceed with the execution of the Grant Agreement with the Department.

Section 3. That the Mayor and Clerk of the Board are hereby authorized and directed to execute any and all documents and certificates as may be necessary in order to consummate the