

ORDINANCE NO. 1886

AN ORDINANCE AMENDING ORDINANCE NO. 1845, ORDINANCE NO. 1869 AND ORDINANCE NO. 1870 ESTABLISHING THE CITY OF TALLADEGA’S EMPLOYEE CLASSIFICATION PLAN AND AMENDING ORDINANCE 1835 TO PROVIDE FOR A TRANSFER OF A POSITION IN THE OFFICE OF THE CITY MANAGER TO THE POLICE DEPARTMENT, AND TO AMEND A JOB DESCRIPTION FOR THE POLICE DEPARTMENT

WHEREAS, it has become necessary to remove the Code Enforcement Officer position from the City Manager’s Office and place said position under the direction of the Talladega Police Department, and said action requires amendment of the City’s Classification Plan; and,

WHEREAS, it is further necessary to amend the job description for the position of Code Enforcement Officer and Sergeant-Administrative;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Talladega, Alabama as follows:

SECTION 1. Section 2, City Manager’s Office, of Ordinance 1835, and Section 2 of Ordinance 1869 is hereby amended to read as follows:

A. The following positions are established under the City’s Classification Plan under the direct supervision of the City Manager:

- Executive Assistant – City Manager
- City Planner
- Building Inspector
- City Clerk
- Administrative Assistant – City Clerk
- Chief Court Clerk – Municipal Court
- Magistrate – Municipal Court

SECTION 2. Section 2, Department of Municipal Services of Ordinance 1835 is abolished.

SECTION 3. Section 2, Police Department, of Ordinance 1835, and Section 2 of Ordinance 1870 are hereby amended to read as follows:

A. The following positions are established under the City’s Classification Plan under the direct supervision of the Police Department:

- Chief
- Administrative Assistant
- Captain-Investigations
- Captain-operators
- Code Enforcement
- Lieutenant-Patrol
- Lieutenant-Training
- Police Officer
- Police Recruit
- Receptionist
- Sergeant-Administrative
- Sergeant-Patrol
- System Administration/Grant Coordinator
- Task Force Agent
- Warrants Clerk

SECTION 4. Section 1, Grade 7 and Grade 8, of Ordinance 1845 are hereby amended to read as follows:

	Job Title	Department
Grade 7		
	Manager	Animal Facility
	Code Enforcement Officer	Police Department
	Community Appearance Supervisor	Community Appearance
	Revenue Officer	Finance
	Sergeant	Fire Department
	Business Manager	Library
	Programs Manager	Parks & Recreation
	Athletics Coordinator	Parks & Recreation
	Center & Nutrition Manager	Parts & Recreation
	Detective	Police Department
	Sergeant-Administration	Police Department
	Sergeant-Patrol	Police Department
	Task Force Agent	Police Department
	Public Works Supervisor	Public Works
	Customer Service Supervisor	Water & Sewer
	Construction & Maintenance Supervisor	Water & Sewer

	Wastewater Treatment Operator III	Water & Sewer
	Water Treatment Operator IV	Water & Sewer
Grade 8		
	Building Inspector	City Manager
	Lieutenant	Fire Department
	Lieutenant-Detective	Police Department
	Lieutenant-Patrol	Police Department
	Lieutenant-Training	Police Department
	Wastewater Treatment Supervisor	Water & Sewer
	Water Treatment Supervisor	Water & Sewer

SECTION 5. The revised Job Description for the position of Sergeant-Administrative is as follows:

Job Title: Sergeant - Administrative

Department: Police Department

FLSA: Non – Exempt Grade: 7

Safety Sensitive Job: Yes

Security Sensitive Job: No

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Lieutenant - Training

Subordinate Staff: Code Enforcement Officer

Other Internal Contacts: All City Departments

External Contacts: General Public; Commission for Accreditation of Law Enforcement Agencies (CALEA); Alabama Law Enforcement Agency (ALEA); Alabama Police Officer Standards and Training Commission (APOSTC); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; County Jail; Schools; Colleges; Department of Human Resources (DHR); Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; District Attorney; Municipal, District, and Circuit Courts; Hospitals; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); Drug Enforcement Administration (DEA); Bureau of Alcohol Tobacco Firearms and Explosives (ATF); Immigration and Customs Enforcement (ICE); FBI; Railroads; Police Academies; Civic Organizations; and E-911

Job Summary

Under the supervision of the Lieutenant - Training, the employee serves as a first-line supervisor that oversees administrative activities for the Department. The employee functions as the primary point of contact and coordinator for Departmental accreditation with the Commission for Accreditation of Law Enforcement Agencies (CALEA). The employee prepares, conducts, and reviews background checks, and assists with departmental administrative activities. Provides supervision to assigned officers and other employees. The employee also participates in training activities and preparation for candidates to attend APOSTC training. The employee may address community groups regarding crime prevention and traffic safety. Work is usually performed in accordance with well-defined procedures. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Department Operations and Administration. The employee provides leadership and direction to the Code Enforcement Officer and to personnel conducting warrant issue. The employee is also responsible for administrative tasks required by the Department.

1. Observes officers during shift.
2. Monitors Code Enforcement Officer's day to day activities

3. Assists Code Enforcement Officer in developing plans to address identified problems.
4. Serves as shift supervisor (Sergeant - Patrol) in the absence of the shift supervisor.
5. Monitors officers on special details such as funeral escorts, sporting events, security duties, etc.
6. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicle.
7. Checks completed paperwork of officers ensuring accurate and appropriate information is reported.
8. Conducts quarterly developmental counseling with assigned personnel.
9. Performs background checks as required.
10. Reviews applications for officer candidates applying for APOSTC training.
11. Conducts the APOSTC physical abilities and agility test for candidates prior to attending APOSTC training.
12. Conducts performance evaluations on assigned personnel.
13. Reviews appraisal with employee to develop and improve their capabilities, following prescribed procedures.
14. Monitors police officer candidates during their preparation to attend training.
15. Monitors the general level of morale and job satisfaction.
16. Receives complaints on officers; conducts initial investigation.
17. Assists with tracking Departmental training; schedules supplemental certifications and training as needed.
18. Monitors Department vehicle fleet maintenance; schedules vehicles for required maintenance.
19. Monitors inmates working throughout City Hall.

ESSENTIAL FUNCTION: Patrol Operations and Service Calls. The employee performs duties as a patrol officer when additional/supplemental manning is required. Patrols community and ensures all state and local laws are enforced within the community.

1. Reports to patrol supervisor for assigned area and instructions.
2. Patrols City businesses, schools, churches, private residences and other special areas as directed by supervisor and conducts building searches of anything found open or disturbed.
3. Makes notes during patrol of any situation that does not appear normal for the areas, time of day, weather conditions, volume of traffic, assemblage of persons, etc.
4. Varies patrol route to prevent establishing a predictable pattern.
5. Responds to and investigates any complaint received; prepares a written report for each investigation.
6. Initiates investigation of complaints; informs supervisor and investigator of known facts, suspects and situation.
7. Provides backup support for other law enforcement officers, including those from other agencies as required.
8. Uses a variety of measuring devices to apprehend speeders.
9. Responds to traffic accidents and conducts investigations for accidents on public and private property; interviews victims and witnesses.
10. Issues Uniform Traffic Citations (UTCs) for violations of traffic laws.
11. Establishes traffic control and police protection at incidents which may cause or attract crowds.
12. Performs crowd and traffic control at parades, funeral processions, and sporting events.
13. Reports defective street lights, signs, road surfaces, or other facilities which service the public.
14. Assists in conducting traffic surveys to determine problem areas.
15. Assists in removing disabled vehicles and obstructions from roadways.
16. Assists stranded motorists; keeps traffic moving smoothly and safely; watches for traffic violations; directs traffic as required; assists with or provides escorts for funeral processions; performs emergency relays such as blood transports as required.
17. Assists in medical emergencies as needed by rendering first aid or assisting medical personnel.
18. Operates two-way radio in accordance with approved procedures; maintains radio contact with dispatcher; provides point-to-point communication with multi-agency responses requiring separate frequency utilization, such as state troopers, county sheriff departments, emergency management, ambulance services, etc.
19. Notifies supervisor of unusual problems or complaints encountered.
20. Enforces all laws of the State of Alabama and City.
21. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
22. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected DUI related cases; performs tests for other agencies as directed; maintains Department of Public Health and court related documents and evidence information as required.
23. Responds to reports of chemical accidents and exposure to hazardous materials; identifies the material by shipping paper, placard, four-digit ID number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuate and secures as necessary; contacts communications and supervisor.
24. Maintains and investigates crime scenes, when necessary; may collect fingerprints, take photographs, make sketches, and collect other evidence.
25. Accompanies Department of Human Resources personnel to check on cases of possible abuse, as necessary.
26. Checks with area businesses to determine problem areas.
27. Answers residential and business burglar alarms.

ESSENTIAL FUNCTION: Civil and Criminal Process. The employee follows through with court issued papers and follows departmental procedures when dealing with arrestees and the community.

1. Assigns Warrant Officers to serve various types of court issued papers in accordance with established procedures; provides general information to Warrant Officers as to their responsibility of response or action.
2. Makes written execution upon service of court issued papers including date of service, place of service and person receiving process.

3. Presents and executes warrants of arrest upon persons identified by appropriate issuing authority; ensures exactness in identity of arrestee; provides all identification information necessary for incarceration to appropriate corrections staff or transfer agency.
4. Provides appropriate direction pertaining to applicable criminal laws to victims or persons involved; advises as to options and give concise information as to procedure for obtaining warrants from jurisdictional magistrate or court clerk.
5. Testifies in court as required; answers questions.
6. Executes evictions upon persons as directed; makes arrangements for necessary labor and transportation to accommodate physical removal of persons or property from described premises; makes required written return to the issuing authority describing actions taken and condition of property.
7. Locates and serves described persons for mental health evaluation as directed by the probate court; utilizes necessary tactics to ensure safety of the public, the detainee and the officer; transports as required and makes written reports to the court, the department file and any mental health treatment facility staff as directed.
8. Follows up on warrant process after arrest.
9. Advises victims of numbers of agencies they can call on for assistance.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district.
2. Promotes good public relations by answering citizens' questions and complaints.
3. Assists in school and community functions.
4. Assists stranded motorists; may unlock vehicles as requested.
5. Escort employees with money deposits from businesses to banks.
6. Refers citizens to appropriate agencies for inquiries regarding civil matters.
7. Assumes responsibility for assigned vehicle; performs daily check and monthly inspection and arranges for routine and special maintenance.
8. Maintains videotapes, digital cameras, VCRs, and other surveillance equipment according to requirements; stores equipment as needed.
9. Conducts inspection of police equipment to include weapons, hand-held radios, Tasers, handcuffs, and other assigned items.
10. Provides support to other jurisdictions as needed.
11. Attends training and development programs necessary to maintain personal and departmental requirements.
12. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
13. Participates in safety and educational classes.
14. Maintains physical condition required for performance of duties.
15. Wears required safety and protective devices and equipment.
16. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and Department rules, regulations, policies, and procedures.
2. *Knowledge of the City, its buildings, and road system.
3. *Knowledge of City codes and ordinances.
4. Knowledge of disaster and emergency procedures.
5. Knowledge of City, state, and federal law and court procedures.
6. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
7. Knowledge of modern law enforcement procedures and techniques.
8. Knowledge of all forms and other paperwork required for Department.
9. Knowledge of evidence preservation/collection including fingerprinting.
10. Knowledge of instruction methods and techniques.
11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
12. Reading skills to read and understand department rules, regulations, policies, and procedures.
13. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Listening skills to receive radio calls, take complaints, and interview witnesses.
16. Driving skills to safely and effectively operate department vehicle under adverse conditions.
17. Skills to properly maintain and use all types of weapons required to carry out job duties described in this job description.
18. Ability to supervise others.
19. Ability to pursue and detain a fleeing or belligerent individual.
20. Ability to use a computer as needed for data entry, word processing, reports, and investigative strategies.
21. Ability to deal firmly and tactfully with the public.
22. Ability to maintain composure in stressful situations.
23. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
24. Ability to work independently without close supervision.
25. Ability to multi-task.
26. Ability to organize files and work assignments.

27. Ability to obtain information through interview and interrogation.
28. Ability to speak clearly and factually in court and other situations.
29. Ability to work outdoors under adverse conditions.
30. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
31. Ability to use a two-way radio.
32. Ability to wear personal protective equipment (PPE).
33. Ability to drive a vehicle under adverse/emergency conditions.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess APOSTC certification and ability to maintain.
3. Three (3) years of law enforcement experience with the Talladega Police Department.
4. Possess firearm, NCIC, Draeger, Taser and CPR certifications and ability to maintain certification(s).
5. Possess a current and valid driver's license and be insurable.
6. Ability to work non-standard hours.
7. Ability to travel.
8. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

SECTION 6. The revised Job Description for the position of Code Enforcement Officer is as follows:

Job Title: Code Enforcement Officer

Department: Police Department

FLSA: Non – Exempt Grade: 7

Safety Sensitive Job: Yes

Security Sensitive Job: No

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Administrative Sergeant

Subordinate Staff: None

Other Internal Contacts: Public Works; Community Appearance; Municipal Court; Revenue Department, City Manager's Office

External Contacts: General Public; Car and Truck Towing and Storage Companies; Lawn Care Companies

Job Summary

Under the supervision of the Administrative Sergeant, the employee is responsible for the enforcement of City Codes. The employee identifies ordinance violations, investigates violations, provides legal notices, and documents all violations. The employee assists in the maintenance and cleanliness of the City by observing public locations, informing the appropriate resources and engaging services. Customer service is performed through communicating with the general public, addressing calls and questions, and solving problems. This employee is given some latitude to make decisions and uses initiative in carrying out assignments. Work is usually performed in accordance with well-defined procedures. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Code Enforcement. Identifies and investigates City codes to ensure codes are enforced, document violations, and provide legal notices.

1. Enforces City codes as identified through approved ordinances.
2. Receives and responds to complaints and reports of problems.
3. Drives throughout the City to identify ordinance violations.
4. Investigates code violations such as over-grown weeds and yards, unkempt properties, trash, junk cars and vehicles, and illegal dumping.
5. Assists the Revenue Department with business license enforcement.
6. Contacts owners and residents of properties.
7. Issues legal notices of violations to owners and residents.
8. Issues citations.
9. Maintains records, reports, and documents.

ESSENTIAL FUNCTION: Keep the City Clean. Assists in the maintenance of a clean city by making observations, informing the appropriate parties, and enlisting services to ensure prompt actions are taken.

1. Observes public locations throughout the City for cleanliness and compliance with codes and ordinances.
2. Informs appropriate resources to take corrective actions if the owners/residents don't comply as a result of discussions and legal notices.
3. Consults with the Public Works Department and Community Appearance Departments to remedy problem areas.
4. Engages services of the City or designated companies to deal with weed abatement, towing of junk vehicles, and clearing of dumps, along with other violations of codes or ordinances.
5. Ensures property owners or residents are submitted with an invoice to pay for the services necessary to remedy the violation.

ESSENTIAL FUNCTION: Communications. Actively represents the City performing customer service to include addressing phone calls, composing letters, attending meetings and solving problems.

1. Communicates with the general public regarding codes and ordinances.
2. Represents the City and department in a positive and professional manner.
3. Receives phone calls and complaints regarding violations.
4. Composes letters and correspondence.
5. Provides preventive measures through informing and educating the public.
6. Discusses code violations with offenders.
7. Presents information at City Council, and other, meetings as requested.
8. Meets with community groups regarding code enforcement matters.
9. Solves general and usual problems; refers complex or unusual problems to the Administrative Sergeant
10. Maintains communication with supervisor regarding problem situations.
11. Attends meetings and training programs.
12. Maintains knowledge of current codes and ordinances.

Essential Function: Department Operations. Provides support to ensure effective and efficient operations of the department.

1. Assists with Building Inspection operations as needed.
2. Assists with development and implementation of projects and special events.
3. Assists with implementation of risk management and safety program.
4. Performs other related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of City property locations.
3. *Knowledge of City codes and ordinances.
4. *Knowledge of city, state, and federal laws.
5. Knowledge of procedures and processes associated with code enforcement.
6. Knowledge of safety rules including accident causation and prevention.
7. Reading skills to comprehend operator manuals, directives, procedures and instructions.
8. Verbal skills to communicate clearly and effectively with supervisor, officials, colleagues, and the general public.
9. Ability to explain codes and ordinances in a clear and logical manner.
10. Writing skills to clearly and neatly complete forms, write reports, and records.
11. Math skills to perform basic calculations (add, subtract, multiply, divide).
12. Skills in using special equipment and devices such as measuring devices.
13. Skills in organizing, prioritizing and sequencing projects and tasks.
14. Ability to effectively use computers, office productivity software, and other standard office equipment.
15. Ability to interact with anxious and angry individuals in a calm, professional manner and to maintain composure.

16. Ability to evaluate situations and solve problems.
17. Ability to work independently with minimal supervision.
18. Ability to attain and maintain continuing education requirements, and certifications as appropriate and designated by the director.
19. Ability to work outside, standing and walking for extended periods, and on a variety of surfaces.
20. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; an associate's degree in public administration, business, construction, or a related field, from an accredited college, is preferred.
2. Possess APOSTC certification and ability to maintain.
3. Three (3) years of law enforcement experience; a non-probationary Patrol Officer with the City of Talladega Police Department.
4. Must maintain Firearms certification.
5. Previous work experience in code enforcement or similar skill set and working with the public is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
6. Possess a current and valid driver's license and be insurable.
7. Ability to work non-standard hours.
8. Ability to travel overnight to attend meetings and training programs.
9. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SECTION 7. All sections of this ordinance are hereby declared to be severable, and if any word, phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or invalid by the judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining words, phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 8. All parts of Ordinances 1835, 1845 and 1869 not amended as above provided shall remain in full force and effect.

SECTION 9. . Any part of any ordinances or resolutions inconsistent with this Ordinance are hereby repealed.

SECTION 10. This ordinance shall take effect from and after the date of its adoption and publication, as provided by law.

ADOPTED and APPROVED this the 1st day of March, 2021.

Council President Trae Williams
Councilman Horace Patterson
Council Member Vickey Hall
Councilman Joseph K. Power, Jr.
Council Member Spratlin
Interim City Manager Kelsey Gallahar
Attested to: Joanna Medlen, City Clerk