

Ordinance 38
Regulations and Requirements for
Police Chief, Code Enforcer Officer and Animal Control Officer

PREAMBLE

The City of Lake City will implement regulations and requirements for the Code Enforcer Officer and Animal Control Officer to follow.

ORDAINING CLAUSE

BE IT ORDAINED BY THE CITY COUNCIL OF LAKE CITY, TEXAS

SECTION I

AUTHORIZATION

The mayor or his/her designee(s) is hereby authorized and directed to implement the applicable provisions of this ordinance upon his/her determination that the requirements for each of these positions have not been met accordingly the position will be deemed vacant until filled.

SECTION II

APPLICATION

This ordinance was created to have some guidelines in place as to what each position will be asked to perform, and qualifications needed. All positions will serve a 90-day probation period in which the applicants will be monitored throughout that timeline. If an applicant resigns his/her position before the 90 days is exhausted the person will have to repay the City any funding that was provided for schooling, food, and lodging. When the 90-day ends if a person decides to terminate the position assigned the repayment of any money due the city will be calculated as follows:

The 9 months remaining on the required year of holding that position will be prorated by the total amount the city has paid for schooling, food, and lodging.

Example:

Total dollars the city paid was \$600.00 divided by 9 months = \$66.66 for each month remaining on the one-year requirement from the completion date of the schooling. The repayment will need to be repaid in full no later than 30 days from termination date.

See Exhibit A – Police Chief

See Exhibit B – Code Enforcer Officer

See Exhibit C – Animal Control Officer (Note to be added at a later date)

SECTION III

EFFECTIVE DATE

This Ordinance shall become effective immediately upon its passage and publication as required by law.

SECTION IV

SEVERABILITY

If at anytime the applicants have failed to meet all or some of the requirements deemed necessary to perform the duties set forth in the exhibits they signed the Mayor or his/her designee(s) have the right to terminate the applicant immediately.

SECTION V

PENALTY

If the applicant fails to surpass the 90-day probation period, the pay back will be determined at the time of his/her termination pending reasoning. Once the applicants has served his/her position(s) for one year the pay back rule for schooling, food, and lodging will cease.

CONCLUSION

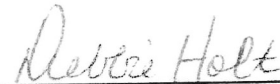
READ, APPROVED, AND PASSED ON THIS 18th DAY OF October, 2022.



SHANNAN SMITH
Mayor of Lake City

ATTEST

I, Debbie Holt, City Secretary of Lake City, Texas, do hereby certify that the foregoing is a true and correct copy of Ordinance 38, passed and approved by the City Council of Lake City, Texas, at a meeting held on the 18th day of October, 2022.



Debbie Holt
City Secretary

1st Reading 9/26/22
2nd Reading 10/18/22
Revised 10/18/22

In the fiscal year ending August 31, 2021, the City of Lake City began a project to convert pertinent ordinances in the format recommended by the Texas Municipal League. Ordinance 38 is one of those ordinances.

Exhibit A

City of Lake City

Job Description: Chief of Police

The Chief of Police is the top-ranking law enforcement officer for the City of Lake City, who is expected to perform administrative, managerial, and technical functions associated with overseeing the activities of the Police Department, including enforcing, and supervising the enforcement of all City statutes/ordinances, county, and state laws/regulations for which the Police Department is accountable. Duties and responsibilities include developing policies and procedures for the department, planning, coordinating, and directing all aspects of department operations; responding to and directing major calls/occurrences; formulating orders/regulations; supervising all department employees; and providing information and assistance to the public. The Chief of Police will design various community and department programs to prevent crime, make it easier to report crime and increase officer involvement within the community. The Chief of Police will protect the community and its property by striving to promote compliance to laws and ordinances using enforcement, public education, and role modeling. The Chief of Police will provide the services that fulfill the mission statement, core values and specific purposes of the Police Department and the City of Lake City.

Major Duties and Responsibilities

- Enforce ordinances, and county and state laws
- Manage your department which includes hiring, assessing, disciplining, and firing your personnel. Also, conduct training of your police officers whenever necessary.
- Establishment and maintenance of a healthy working environment for all personnel.
- Develop policies and procedures but they should be in line with the guidelines set by the City Council.
- Lead the day-to-day operations of your department by preparing reports, conducting investigations (e.g., complaints) and maintaining peace and order all over the city.
- Interpret codes, laws, and ordinances and always uphold them.
- Submission of clear and complete materials such as policies, procedures, and reports. You must also be able to present them publicly as needed.
- Work closely with the mayor for planning the budget of the Police Department and other duties that may be asked.
- Perform all duties and responsibilities stated in the ordinances of your city.
- Inventory
- Develop programs that will prevent criminal activities within your scope of jurisdiction.
- Perform public relations duties and submit a monthly report and attend the council meeting once a month.
- Reports directly to the mayor

Knowledge, Skills, and Abilities

- Able to answer any questions for the City Council.
- Strong oral and written communication skills.
- Budgeting and inventory.
- Able to conduct training of police officers.
- Able to use a computer.
- Able to plan, organize, and administer a comprehensive police service program.
- High-level of critical and analytical thinking skills.
- Knowledge of police methods, administration, and practices.
- Knowledge of state, County and City codes, policies, protocols, ordinances, statutes, etc.
- Knowledge and expert level of skill in using firearms and other marshal equipment.

By signing below, I acknowledge I have received a copy of the job description and agree that must be willing to perform the essential functions and requirements of this position as set forth in the job description.

Employee Signature and Print Name

Date

Exhibit B

City of Lake City

Job Description: Code Enforcement Officer

Purpose of Position:

The Code Enforcement Officer is a volunteer and highly responsible position involving various City ordinances and codes that affect the health, safety, and welfare of the public and has a 90-day probationary period. The code enforcement officer may carry a firearm, and a taser. The code enforcement officer will wear a body cam and body armor while on duty for his/her protection and the protection of the city. Code Enforcement Officer must supply all certificates of training to the city secretary and must requalify annually with firearm. The code enforcement officer investigates code violations, abatement, violation warnings, and patrols the city looking for violations (must not enter private property). The code enforcement officer must have a broad knowledge of the various codes and inspection procedures and exercise a significant degree of initiative and independent judgement. Work is performed under the direction of the chief of police and is reviewed through the mayor, reports submitted. Will work Tuesday and Thursday from 8am to 12pm.

Major Duties and Responsibilities

- Enforce ordinances, specific state law sections and county and state laws.
- Respond to citizen's complaints of code violations.
- Inspects and investigates potential violations of city codes and ordinances which have been reported to determine if a violation has occurred.
- Proactively patrols and survey's locations for code violations during duties.
- Research land ownership records, permitting records and past or current violations.
- Photographs and prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case preparation.
- Compose and issue courtesy notices and notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.
- Re-inspects violations for compliance, issues notices to appear, and prepares reports as necessary for mayor and chief of police.
- Maintains files and records related to citations and violations.
- Prepares a written monthly report for the mayor, chief of police and city council.
- Appears in court to submit evidence and case summaries for the enforcement/prosecution of criminal infractions of codes and ordinances for the city.
- Works with chief of police in code compliance task. Maintains communications for establishing coordination relevant to code enforcement activities.
- Coordinate with Police Department the removal of abandoned and illegally parked motorized vehicles.
- Performs data entry in computer as necessary.

- Track enforcement issues over time.
- Assist the mayor and chief of police in drafting and implementing programs and procedures directly related to code enforcement.
- Assist the City in the preparation for and aftermath of a major emergency.

Knowledge, Skills, and Abilities

- Strong organizational skills.
- Ability to communicate clearly verbally and in writing.
- Ability to enforce municipal regulations with firmness and tact and handle complaints in a courteous and effective manner.
- Good work ethics.
- Detail oriented.
- Ability to prioritize and perform multiple task.
- Ability to track code enforcement issues overtime and follow up as needed.
- Knowledge of state, county and city codes and ordinances as apply to code enforcement issues.
- Knowledge of legal requirements for lien filing.
- Ability to read, understand, interpret, and apply various City codes and ordinances.
- Ability to identify code violations during the inspection of dwellings, premises, vacant lots, signs, etc.
- Ability to prepare reports and standard form letters.
- Ability to locate, read, and interpret legal descriptions and ownership records.
- Ability to maintain detailed files and records.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be willing to perform the essential functions and requirements of this position as set forth in the job description.

Employee Signature and Print Name

Date