

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the March 1, 2016 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: “Clayton County Recognizes Centenarian Eudis Conner As A Woman Making History”. (Presented by Commissioner Shana M. Rooks)
7. PRESENTATION: “Clayton County Emergency Management Preparedness Application”. (Presented by Fire Chief / EMA Director Landry Merkison)
8. Consider requests of Debra Brewer, Director of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
 - 1) **Recommendation for the Purchase of VMWare Production Support/Subscription with SHI: SWC #2016-07 utilizing Statewide Contract #SWC99999-SPD-SPD0000060-03.** (\$64,164.35 / SHI International Corporation, located in Somerset, New Jersey. Funding is available through the FYE 2016 Information Technology Other Contract Service Fees). As requested by the Department of Information Technology. Pursuant to Section 2-136 (7) of the Clayton County Code of Ordinances, General Purchasing Methods; Central Services must determine if other products or service providers can satisfy the procurement requirements before making a determination of sole source procurement. Sound procurement practice requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The Purchasing Agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

purchases will be clearly defined when presented to the Clayton County Board of Commissioners.

2) **Recommendation for Award: RFP #15-41 Multi-Jurisdictional Hazard Mitigation Plan for Clayton County, Georgia (Fire/EMA).** (\$24,962.00 / Plans & More, LLP, located in Pleasant View, Tennessee. Funding is available through the Georgia Emergency Management Agency (GEMA) Grant). As requested by the Department of Fire and Emergency Services. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

3) **Recommendation for Award: RFB #15-51 Concrete Construction Services for the Clayton County Transportation and Development Department – Annual Contract.** (C & C Lovejoy, LLC, located in Lovejoy, Georgia. Funding is available through various sources to include Federal, State and SPLOST 2004, 2009, and 2015 Funds). As requested by the Department of Transportation and Development. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

4) **Recommendation for First Contract Amendment: RFB #15-13 Parking Lot Maintenance for Clayton County, Georgia (Transportation and Development).** (\$103,802.00 / Wildcat Striping and Sealing, located in Decatur, Georgia. Funding is available through Transportation and Development Department's R&M Building Account). As requested by the Department of Transportation and Development. Pursuant to Section 2-136 (1) of the

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

9. Consider requests of Ramona Bivins, Chief Financial Officer.
 - 1) Budget Amendment #2-31/State Narcotic Condemnation Fund/FYE 6-30-16 - To increase the budget to provide additional funds for office supplies for District Attorney, in the amount of \$6,000.
 - 2) Budget Amendment #4-70/2009 Reimposition SPLOST/FYE 6-30-16 - To amend the budget for payment of road repair and maintenance work by Transportation and Development based on the Service Delivery Agreement with the cities, in the amount of \$312,622.

10. Consider a request of Renee Bright, Human Resources Director.
 - 1) A reorganization request from the Police Department.
 - ~ Eliminate 3 Police Officer III (grade 21) positions and create 3 Tactical Flight Officer (grade 24) positions.
 - ~ Eliminate a Principal Secretary (grade 13) position and create an Administrative Assistant (grade 16) position.
 - ~ Eliminate Police Services Clerk (grade 12) position and create GCIC Terminal Agency Coordinator (grade 18) position.
 - ~ Eliminate Police Training Instructor III (grade 28) position that is vacant.
 - ~ Create Police Crime Analyst (grade 18) position.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

Changes result in a savings of \$31,389.

11. Resolution 2016-49 - A Resolution authorizing Clayton County to enter into a Memorandum of Agreement with the City of Lovejoy on behalf of the Clayton County UGA Extension for the implementation of a Mobile Farmer's Market.

Synopsis: Clayton County UGA Extension and the City of Lovejoy wish to partner using Clayton Fresh and Lovejoy Farm Fresh to implement a Farmer's Market to provide healthy and nutritious food options to areas within Clayton County.

12. Resolution 2016-50 - A Resolution authorizing Clayton County to enter into a Grant Award Agreement with the Georgia Criminal Justice Coordinating Council and accept grant funds to be used in connection with the S.T.O.P. Violence Against Women Act Grant Program to support the District Attorney's Crimes Against Women Unit.

Synopsis: This Resolution allows the District Attorney's Office to accept grant funds from Georgia Criminal Justice Coordinating Council in the amount of \$70,000.00 with a local match of \$23,333.00 for a total of \$93,333.00 to be used in connection with the District Attorney's Crimes Against Women Unit from January 1, 2016 thru December 31, 2016.

13. Resolution 2016-51 - A Resolution to enter into a License Agreement with Lake Spivey Community, Inc. to host the "Lake Spivey Community Festival" at the Upper Field area at Clayton County International Park.

Synopsis: This Resolution allows the County to enter into a License Agreement with Lake Spivey Community, Inc. to utilize the Upper Field area at the International Park to host the "Lake Spivey Community Festival" on May 14, 2016 from 8:00 a.m. until 11:00 p.m. with the purpose of providing citizens a place to be entertained in a family-friendly atmosphere.

14. Resolution 2016-52 - A Resolution authorizing the acceptance of one condemned vehicle to be assigned to the Police Department fleet in a manner as will be in the best interest of the County.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

Synopsis: *This Resolution authorizes the County to accept title to a 2007 Volkswagen Jetta, VIN 3VWEF71K57M163566; to assign to the Police Drug Task Force vehicle fleet.*

15. Resolution 2016-53 - A Resolution authorizing Clayton County to enter into a Subgrant Agreement with the Atlanta Regional Commission providing for the terms and conditions under which the County will receive grant funds to update the County's Comprehensive Transportation Plan.

Synopsis: *This Resolution authorizes the County to accept grant funds from the Atlanta Regional Commission in the amount of \$625,000.00 with the Federal funds accounting for 80% or up to \$500,000.00 with a local match of 20% or \$125,000.00; any amount over \$625,000.00 would require the County to fund at 100%.*

16. Resolution 2016-54 - A Resolution to enter into a License Agreement with the American Bully Kennel Club to host the "Multi Breed Dog Show" event at Clayton County International Park.

Synopsis: *This Resolution allows the County to enter into a License Agreement with the American Bully Kennel Club to host the "Multi Breed Dog Show" on June 4, 2016 from 10:00 a.m. until 8:00 p.m. at the Clayton County International Park.*

17. Resolution 2016-55 - A Resolution to authorize Clayton County to enter into an agreement with the United States Secret Service, Financial Crimes Task Force, to accept grant funds in the amount of \$850.00 with no matching County funds required.

Synopsis: *This Resolution authorizes the County to accept grant funds from the United States Secret Service, Financial Crimes Task Force in the amount of \$850.00 to be used for equipment and training for members of the Organized Fraud Task Force.*

18. Resolution 2016-56 - A Resolution authorizing Clayton County to grant a Special Facility Use request and enter into a License Agreement with Saving Our Society, Inc. to sponsor and host a 5K fundraiser race at Clayton County International Park.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

***Synopsis:** This Resolution grants a Special Facility Use request and enters into a License Agreement with Saving Our Society, Inc. to sponsor and host a 5K fundraiser race on August 30, 2016 from 6:00 a.m. until 5:00 p.m. at the Clayton County International Park.*

19. Resolution 2016-57 - A Resolution to provide for a change in the name of the public road right-of-way of Lake Forest Trace to Al Cooper Trace.

***Synopsis:** This Resolution will allow Clayton County to rename the public road right-of-way of Lake Forest Trace to Al Cooper Trace.*

20. Resolution 2016-58 - A Resolution to enter into a License Agreement with Greg Street Productions, Inc. to host a Car and Bike Show at the Clayton County International Park.

***Synopsis:** This Resolution allows the County to enter into a License Agreement with Greg Street Productions to host a car and bike show entitled "Bik-Nik Presents: Food Trucks @ the Beach" on May 22, 2016 from 2:00 p.m. until 10:00 p.m. at the Clayton County International Park.*

21. Resolution 2016-59 - A Resolution authorizing Clayton County to enter into a contract for services and lease agreement with the Southern Crescent Sexual Assault and Child Advocacy Center, Inc. a non-profit corporation providing charitable services in Clayton County.

***Synopsis:** This Resolution allows the County to enter into a contract for services and lease agreement with the Southern Crescent Sexual Assault and Child Advocacy Center, Inc. to provide services to victims of sexual assault and counseling to children within the County.*

22. Resolution 2016-60 - A Resolution authorizing Clayton County to enter into a contract for services and lease agreement with the Hope Shelter, Inc. a non-profit corporation providing charitable services in Clayton County.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

***Synopsis:** This Resolution allows the County to enter into a contract for services and lease agreement with the Hope Shelter, Inc. to provide a homeless shelter and support services to citizens in need within the County.*

23. Resolution 2016-61 - A Resolution authorizing Clayton County to apply, and if selected, accept a grant award from the Bureau of Justice Assistance to be used in connection with the Clayton County Treatment Court.

***Synopsis:** This Resolution allows the County to submit a concept paper to the United States Department of Justice, Bureau of Justice Assistance to lead to future grant opportunities for the Clayton County Treatment Court.*

24. Resolution 2016-62 - A Resolution authorizing Clayton County to apply, and if selected, accept a grant award from the Bureau of Justice Assistance to be used in connection with the Clayton County Treatment Court.

***Synopsis:** This Resolution allows the County to accept a grant award sponsored by the United States Department of Justice, Bureau of Justice Assistance to support the Clayton County Treatment Court with the intention of reducing prison populations and creating safer communities.*

25. Resolution 2016-63 - A Resolution to establish the rate of compensation for hearing officers considering tax appeals as set forth in O.C.G.A. § 48-5-311(E.1)(10).

***Synopsis:** This Resolution allows each hearing officer to be compensated by the County for time expended in considering tax appeals at a rate of not less than \$75.00 per hour for the first hour and not less than \$25.00 per hour for each hour thereafter.*

26. Request of the Community Development Department for board consideration and approval to grant SunGard Public Sector access to County data to configure TraKit system.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

Our participation in the configuration of TraKit will give us technical edge in service delivery to our customers consistent with the presentation we made to the Board of Commissioners. Our participation would allow us to push functionalities favorable to our permit and licensing system. This exercise will be at no cost to the County. In return for our participation SunGard will substantially discount our acquisition of TraKit if the County chooses. Our cost will be limited to Training costs only; currently maintains our system.

27. Appointment to the Department of Behavioral Health and Developmental Disabilities Region 3 Advisory Council to fill the expiring term of Dianna Williams. The term is three years expiring on April 2, 2019. (Full Board Appointment) *(Held from the March 1, 2016 Meeting)*
28. Appointment to the Land Bank Board to fill the expiring term of Latrevia Kates. The term is four years expiring on April 15, 2020. (Full Board Appointment)
29. Appointment to the Tourism Authority to fill the expiring term of Tom Maples. The term is four years expiring on April 30, 2020. (Full Board Appointment)
30. ZONING PETITION: **PHYLLIS RENAE SWINT/ CUP-16/01-22**

The Applicant, *Phyllis Renae Swint*, is requesting a conditional use permit (CUP) from Article 3.11 Multiple Family Residential District (RM) to allow for a food/baking business. The subject property is located at **6121 Camden Forrest Cove, Riverdale, GA 30296** and otherwise known as parcel number 13-122A-B084. The subject property contains approximately 0.1009 acres of land and it is currently zoned Multiple Family Residential (RM).

Commissioner District 2 – Gail Hambrick

The Zoning Advisory Group Recommended APPROVAL

31. ZONING PETITION: **ADAM RICHARDS/ RECZ-16/01-27**

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 15, 2016

A G E N D A

The Applicant, *Adam Richards*, on behalf of Tradeport Office Partners, LLC is requesting a rezoning from Article 3.28 Regional Mixed Use (RMX) District to Article 3.29 Light Industrial (LI) District. The subject property is located at **3980 Tradeport Boulevard, Atlanta, Georgia**, and otherwise as known as parcel number 13-012A-G009. The subject property, contains approximately 8.92 +/-acres of land and is currently zoned Regional Mixed Use (RMX).

Commissioner District 2 – Gail Hambrick

The Zoning Advisory Group Recommended APPROVAL

EXECUTIVE SESSION –

32. Consider any action(s) necessary based on decision(s) made in the Executive Session.

FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-31

DATE: March 3, 2006

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - State Narcotic Condemnation Fund

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

State/CT Condemned Shared Monies	221-2601-3420	\$	6,000
----------------------------------	---------------	----	-------

INCREASE EXPENSE:

Office Supplies	221-2601-4390	\$	6,000
-----------------	---------------	----	-------

Reason: To increase the budget to provide additional funds for office supplies for District Attorney.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

sl

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: February 24, 2016
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

City of Forest Park - SDA	307-4001-3270-10000-6FP40	\$ 70,487
City of Jonesboro - SDA	307-4001-3270-10000-6JN40	56,972
City of Lake City - SDA	307-4001-3270-10000-6LC40	918
City of Lovejoy - SDA	307-4001-3270-10000-6LJ40	67,063
City of Morrow - SDA	307-4001-3270-10000-6MR40	107,232
City of Riverdale - SDA	307-4001-3270-10000-6RV40	9,950
		\$ 312,622

INCREASE EXPENSE:

Other Contract Service Fees	307-4001-4140-10000-7Y140	\$ 9,950
R&M Roads - Work Orders	307-4001-4855-10000-7Y10A	55,987
R&M Roads - Work Orders	307-4001-4855-10000-7Y12A	15,418
R&M Roads - Work Orders	307-4001-4855-10000-7Y14A	67,063
R&M Roads - Work Orders	307-4001-4855-10000-7Y15A	164,204
		\$ 312,622

Reason: To amend the budget for payment of road repair and maintenance work by Transportation and Development based on the Service Delivery Agreement with the cities.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Sandra Davis, Clerk of Commission

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



Board of Commissioners Approval Process System

New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (*) are required.

Department: Police Department

Phone:
(770) 477-3601
Example: (000) 000-0000

E-mail:
michael.register@claytoncountyga.gov
Example: john.doe@claytoncountyga.gov

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: Select Agenda Meeting Date:
FYE16 2016-03-09T14:00:00

Request Type:
Reorganization within Department

Purpose:

To request a reorganization of the Police Department that will produce a savings of \$31,389.19.

Rationale:

The attached paper explains the rationale for this reorganization in detail.

Facts:

This reorganization will delete six existing positions while creating six new positions. It will also provide a needed salary increase for the secretary in our Property and Evidence Unit. No employee will suffer job loss or reduction in pay from this reorganization.

Impact:

There will be a net salary savings \$31,389.19

*Documents must be submitted in PDF format.
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation:

White paper explaining rationale and logistics for the reorganization.pdf
Position Classification for the two new jobs being created with reorganization.pdf

Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name: Alternate Contact Phone:

Ken Green

(770) 477-3644
Example: (000) 000-0000

Alternate Contact Email:
ken.green@co.clayton.ga.us
Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

2/26/2016
3:21:03 PM

Initiated By:
Tifani Booker

*Michael Register, Chief of Police**Commitment, Honor, Integrity, Transparency and Professionalism*

Inter-Office Memo

DATE: February 22, 2016
TO: Director Renee Bright, Department of Human Resources
FROM: Chief Michael Register 
SUBJECT: Clayton County Police Department Reorganization

BACKGROUND

This reorganization is budget neutral and will produce a savings of \$31,000.00.

The purpose of the reorganization is to create new positions within CCPD that will correct job classification issues and increase the department's ability to target crime related issues and more effectively focus resources. The positions that I am requesting be created are; one (1) Civilian Crime Analyst; one (1) GCIC Terminal Agency Coordinator; one (1) Administrative Secretary; three (3) Tactical Flight Officers for Aviation Unit; and increase salary step for the Property and Evidence Unit Secretary

POSITIONS TO BE ADDED

Tactical Flight Officer Position

Each helicopter flight is staffed by two officers, a Pilot and Observer. Each Observer is currently classified as a Police Officer III (POIII). Historically, the Observer was only expected to operate the night vision equipment, police radio and computer, conduct visual search for suspects or other ground targets, and help the Pilot navigate the aircraft to support police ground operations.

We recognized that in the event the Pilot became incapacitated in the air and unable to control the aircraft, there would exist the possibility that the aircraft would be in jeopardy of flight failure, which could jeopardize the safety of the Pilot and Observer, the community, and severely damage the aircraft.

A course was developed to train our Observers in how to gain control and safely land the aircraft in the event the Pilot became incapacitated for any reason. The Observers were required by the Chief to complete the course and demonstrate proficiency in landing the aircraft. They must demonstrate this proficiency annually.

We have raised the bar for our Observers, requiring them to obtain training and certification far beyond the requirements of their job classification of PO III. Our Department worked with the Department of Human Resources to draft a position classification (Job Description) to be called "Tactical Flight Officer" (attached to this correspondence).

In addition to their duties as Observers, the Tactical Flight Officers are now trained and certified to safely land the aircraft, valued at over \$3 million, in the event the pilot becomes incapacitated. With this required training the Observers now have the specialized skill to land the aircraft, with the safety of the Pilot, community and aircraft being their responsibility if Pilot incapacitation occurs.

These employees need to be compensated above their existing pay grade for acquiring and having to maintain this specialized skill..

The Department is asking that their three (3) current POIII positions be deleted and the position of Tactical Flight Officer be created at Pay Grade 24, in order to adequately compensate these officers for the additional training they are required to receive, and the certification they are required to maintain.

GCIC Terminal Agency Coordinator

The Georgia Bureau of Investigation operates Georgia's Crime Information Center (GCIC). The Police Department participates in GCIC so that our officers can conduct computerized wanted checks for suspects or property. Our Department is a Terminal Agency under GCIC rules and we operate within these rules to maintain the integrity and security of this information.

We are required by GCIC rules to have a Terminal Agency Coordinator (TAC). This person is responsible for the integrity and security of data transmitted from our Department to GCIC, and also ensures that we are in compliance with all applicable rules.

Our TAC is a bridge between GCIC and our personnel to keep the information flowing consistent with GCIC rules. This is a vital and critical function.

In addition to these important duties, our TAC prepares our Uniform Crime Reports (UCR) for submission to the GBI and FBI for the national crime reporting system.

Currently a Police Service Clerk (PSC) is fulfilling the required duties of a TAC. This is not only having the person work outside their job classification status, but also is not commensurate to the expected job duties and function. The duties and responsibilities of a TAC far exceeds the job classification of a PSC. For that reason, our Department has worked with the Department of Human Resources to develop a new position classification (Job Description) for a GCIC Terminal Agency Coordinator position to be paid at Pay Grade 18.

Administrative Secretary

The administrative needs of the Police Department, as the largest Department in County government, are enormous. The Chief of Police must have an Administrative Secretary who can manage the flow of documents, emails, phone calls and appointments to maximize the Chief's time and to be certain that each request from our Commissioners, citizens and employees is handled timely and appropriately.

There is no administrative support position in the Department as demanding as this role. Indeed, as the Administrative Secretary for the County's largest department, this employee faces challenges few other employees can appreciate. Currently, the Chief's secretary is paid as a principle secretary, which is the salary paid to employees who have a fraction of the duties and responsibilities of this position.

The reorganization will create an Administrative Secretary position at Pay Grade 16 to fill this role. The salary is commensurate with the demands of this job.

Police Crime Analyst

With diminishing resources caused by budget constraints, we must work smarter to maximize our available resources. One methodology to accomplish this goal is called Intelligence Driven Policing. This strategy will use every bit of historical data measured against current crime, to predict future crime trends so that we can have the best chance of impacting crime with our limited resources.

To be successful we must have employees with analytical skills who can operate in a rapidly evolving environment with data that is ever changing. A successful Analyst must become comfortable with our software, methodology, task driven goals, and accumulate a working knowledge of our County's geography, people and the many unique qualities of our community. Developing a successful Analyst takes time and training and we need to retain these valuable personnel assets.

The reorganization will create one Police Crime Analyst at Pay Grade 18.

Secretary for Property and Evidence Unit

Our Property and Evidence unit houses all of the property seized or taken in by the Police Department. Record keeping is essential for the proper safeguarding and disposition of this property.

The unit Secretary maintains data bases, prepares notices to owners, helps the commander process Court Orders and other administrative paperwork that is needed to dispose of the property. This position is vital to the operation of the unit and would have to be staffed by a police officer if the secretary was not available.

Although not a new position as indicated, there will be a substantial salary savings by staffing this post with an employee at step 7 vs. the previous employee who was at step 32. The overall savings will be \$12,603.87.

POSITIONS TO BE DELETED

The reorganization will delete seven positions to fund the seven new positions described above.

Three (3) Police Officer III positions will be deleted for a savings of \$193,724.45.

One (1) Police Training Instructor III will be deleted for a savings of \$106,723.15.

One (1) Police Service Clerk position will be deleted for a savings of \$41,398.06.

One (1) Principal Secretary position will be deleted for a savings of \$42,226.49.

One (1) Secretary position staffed with a lower step employee for a savings of \$12,603.87.

The total savings of salary and benefits for these six deletions and one position staffed with a lower step employee is \$439,751.73.

POSITIONS TO BE ADDED

The reorganization will add the six (6) positions below:

Three (3) Flight Officers will be added.

One (1) Police Crime Analyst will be added.

One (1) GCIC Terminal Agency Coordinator will be added.

One (1) Administrative Secretary will be added.

*** One (1) Secretary will be at a lower step than previous employee

The total cost for salary and benefits for these seven additions is \$408,362.55.

The net savings to the budget with this reorganization is \$31,389.19.

Attachments

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: POLICE TACTICAL FLIGHT OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all county statutes, ordinances, laws, and regulations of state and federal government, to provide aerial surveillance and support to ground units, and to perform medical evacuations, special details, and specific assignments within an assigned unit. The Tactical Flight Officer will operate the aircraft's FLIR camera system, Aerocomputers moving map GPS system, search light, police radios, interpret the LoJack stolen vehicle tracking system, assist the pilot with navigation and must be able to safely land the aircraft if the pilot becomes incapacitated and unable to fly the aircraft.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all county and state codes, ordinances, laws and regulations, in order to protect life and property and to prevent crime and promote security.

Operates tactical aircraft systems and equipment including but not limited to: the aircraft's FLIR camera system, Aerocomputers moving map GPS system, search light, and police radios. Additionally, interprets the LoJack stolen vehicle tracking system, and assists the pilot with navigation.

Assists pilot in pre-flight preparation of aircraft; operates radios, cameras and other aircraft equipment to fulfill mission needs, assists in post-flight inspection of aircraft including refueling the aircraft; helps to maintain appearance and condition of police units and equipment; helps to ensure aircraft readiness at all times; assist with physical loading and mission of aircraft.

Monitors police frequency and assists the pilot with the aircraft's response to dispatched calls for aircraft services to support ground units during searches, surveillance, traffic control, and pursuits; and supports the aircraft's response for emergency/medical evacuation and EMS.

Performs crew and passenger briefings as directed by the pilot; communicates effectively and coherently over police/fire radio channels while initiating and responding to radio communications.

Completes the Clayton County Police Tactical Flight Officer's course and demonstrates ability to safely land the aircraft should the pilot become incapacitated during flight.

Assists with routine hangar and ramp maintenance as needed.

Performs routine police patrol duties and ground activities including investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, effecting arrests, backing fellow officers, and transporting prisoners.

Documents case information; assists in the prosecution of offenders; appears in court to present evidence and testimony.

Clayton County, Georgia • Police Tactical Flight Officer

Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Attends shift meetings, seminars, and specialized/update training sessions as required to maintain knowledge of flight operations, departmental and county operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws; continually updates and training.

Completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives.

ADDITIONAL FUNCTIONS

Inspects ramp area for debris; acts as ground landing zone security officer as necessary; assists with take-offs and landings in congested areas .

Cleans and disinfects aircraft after medical evacuation flights; maintains hangar and offices; maintains weapons and equipment in functional and presentable condition.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Substitutes for co-workers in temporary absence of same; performs other administrative tasks as assigned.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED and any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license. Must meet all eligibility requirements. Must pass and maintain current Peace Officer Standards and Training (POST) certification requirements as a law enforcement officer and have three years of road experience. Must obtain and maintain certification in Cardiopulmonary Resuscitation (CPR). Must be qualified to operate a firearm. Must complete the Clayton County Police Tactical Flight Officer's course and demonstrate the ability to safely land the aircraft within one hundred eighty (180) days following assignment to the Aviation Unit. May be required to attain and maintain additional certifications specific to assigned unit.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds). (May have to lift/carry human being, push/pull motor vehicle, do sustained physical combat.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Clayton County, Georgia • Police Tactical Flight Officer

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: POLICE TERMINAL AGENCY COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate the Clayton County Police Department's Georgia Crime Information Center (GCIC) Operations. This includes ensuring that the Department adheres to all applicable GCIC rules and regulations, GCIC, and the Clayton County Criminal Justice Information System (CJIS) Network Operations Manual.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Serves as a liaison between the Department head and the Georgia Crime Information Center (GCIC) for GCIC operational matters.

Serves as liaison between the Department and Clayton County CJIS network related matters.

Reviews daily incident reports to ensure that all GCIC entries are correct. Corrections are immediately submitted to the watch officer for correction. Obtains data from the incident reports to be submitted to GCIC and the UCR.

Ensure that GCIC user agreements are signed with the agencies that Clayton County Police Department supports.

Compiles, reviews, and validates monthly reports from GCIC. Validations are done on the following items: articles, securities, persons, vehicles, vehicle parts, boat, boat parts, identity theft, license plates, and guns. Validations are done for the Clayton County Police Department and any agencies that the Department supports.

Conduct GCIC Certification Training for all employees and ensure that certifications are kept current and maintain necessary documentation pertaining to the training.

Fields questions from the watch officer concerning GCIC entries.

Prepares paperwork for the GCIC and FBI audit.

Reviews Departmental Policy that pertains to CJIS Networks to ensure up to date compliance.

Clayton County, Georgia ~ Police Terminal Agency Coordinator

Notifies the GCIC Assistant Deputy Director of GCIC for Security Operations when a new Department head is appointed and arranges for the signing of new agreements.

Assists officers in obtaining access to information to programs available on utilizing computer based training such as LEMS.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by supplemented by five months of clerical and/or customer service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, or visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.