

# **CITY OF PARIS, TENNESSEE**

## **PERSONNEL RULES & REGULATIONS**



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**July, 2016**



## City of Paris, Tennessee

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### Title VI Assurance

The City of Paris, Tennessee assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

The City of Paris, Tennessee further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

In the event the City of Paris, Tennessee distributes Federal Assistance to a consultant, contractor or subcontractor and other participants, the City of Paris, Tennessee will include Title VI language in all written agreements and will monitor the consultant, contractor or sub-contractor and other participants for compliance. The City of Paris, Tennessee Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 CFR 200 and 49 CFR 21.

As required by the contractual agreement, the City of Paris, Tennessee will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation (TDOT).

Kim Foster  
Administrative Head

3-11-16  
Date

M.A. Hancock  
Title VI Coordinator

3-11-16  
Date

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CITY OF PARIS, TENNESSEE  
PERSONNEL RULES AND REGULATIONS

I. INTRODUCTION

A. Statement of Purpose & Policies

Pursuant to Section 1-503. of the Paris Personnel Ordinance, the purpose of these rules is to provide employees and their supervisors with a basis from which to establish fair and consistent personnel administration. In order to provide a framework for the establishment and implementation of these personnel procedures, the following policies are established.

1. Employment in the City government shall be based on merit without regard to race, religion, national origin, political affiliation, sex, disability, or age.
2. Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the municipal government.
3. Positions having similar duties and responsibilities shall be classified and compensated for on the city's compensation plan.
4. Appointments, promotions and other personnel actions requiring the application of the merit principle shall be based on systematic tests and evaluation.
5. Every effort shall be made to stimulate high morale by fair administration of these rules and by every consideration of the rights and interests of employees, consistent with the best interests of the public and the City.
6. Tenure of employees covered by this ordinance shall be subject to good behavior, satisfactory performance of work, necessity for the performance of work, and availability of funds.
7. Employees shall have the right to work in an environment free from intimidation or harassment whether physical or verbal related to sex, race, age, religion, disability or ethnic origin. Violations of this policy will be prohibited.

B. Coverage

These rules and regulations shall cover all full-time positions in the City service except as follows:

1. All elected officials and persons appointed to fill vacancies in elective offices.
  2. The City Manager.
  3. Members of appointed boards, commissions or committees.
4. Persons engaged under contract to supply expert professional, technical or other services.
5. Volunteer personnel appointed to serve without compensation.
  6. City Attorney, City Judge.
7. Emergency employees who are hired to meet immediate requirements of an emergency condition, such as extraordinary fire, flood or earthquake which threatens life or property.
8. Seasonal employees who work less than six months in the year, or who are expected to and do work part-time for less than 1,000 hours in a year.

C. Employee Handbook

All full-time employees shall be furnished with an employee handbook which will outline general personnel rules and procedures. It is understood that it is virtually impossible to cover in writing every aspect of personnel administration or be able to anticipate all exceptions to each rule or all situations that may arise. Additionally, employees may fall under other procedure manuals or departmental rules and regulations which are not covered in the employee handbook. The employee handbook is only a summary of the personnel rules and regulations and has no legal force and effect. For this reason employees should check with their immediate supervisor, Department Head, or personnel office if there is a question concerning any aspect of personnel regulations.

D. Personnel Records

Employee personnel files will be maintained at the City Business Office, 100 North Caldwell, Paris, Tennessee. All employee records, unless otherwise specified by state law, are considered confidential and will be made available only to:

1. Department Heads, Supervisors or personnel employees having a bona fide need to access information;
2. Third parties at the direction of a court of competent jurisdiction; or
3. Any party upon written authorization of the employee.

E. Personnel Director

The City Manager is responsible for all personnel matters of the City of Paris. The City Manager may employ a personnel director and empower the personnel director with any

or all personnel responsibilities outlined in this manual. In that event the term City Manager may be substituted with the term personnel director unless specifically noted otherwise.

F. Employee Suggestions

Employee input in the administration of personnel matters is welcomed and encouraged. Any employee who has a suggestion which in their opinion would improve these rules and regulations should submit that suggestion to the City Manager in writing. The City Manager shall give due consideration to the suggestion and inform the employee as to the decision.

G. Statement of No Contract

It is understood that these rules are management guidelines which may be changed from time to time and do not constitute a contract between the City of Paris and the employee. It is further understood that City employees are employees at will and the term of their employment is for no definite period of time. The employment relationship may be discontinued at any time by the employee or the City.

II. POSITION CLASSIFICATION

A. Purpose

The purpose of the position classification plan is to ensure that employees holding the same status within the organization will be compensated fairly and treated equally. Employees shall be classified by employment status and job description.

1. Employee Classification – Employees shall be classified as follows:

a. Full-time – Employees shall be classified as full-time when they customarily work the full number of hours per pay period assigned to their job classification and cannot be considered temporary. Full-time employees are often referred to as regular or permanent; however, the term permanent cannot be construed to mean that the position or employee cannot be separated from the City service.

b. Part-time – Employees engaged to work less than the customary number of hours in a work period for their job classification or in any event who work less than 40 hours per week shall be classified as part-time employees. Part-time employees are often referred to as permanent; however, the term permanent cannot be construed to mean that the position or employee cannot be separated from the City service.

c. Temporary – Employees are classified as temporary if they are expected to work less than 1,000 hours per year and,

1. Work in a seasonal position; or

2. Perform the duties of a full-time or part-time employee on leave of absence; or
3. Work in any other employment arrangement that is anticipated to be short lived.

2. Job Classification – Positions will be classified by job title with an accompanying job description. The job description shall spell out in as much detail as possible the nature and duties of the work to be performed. It is understood that no job description can detail all the duties that may be required to be performed under the job title. Department Heads and Supervisors shall have the right to modify specific duties so long as those duties are generally consistent with the job description. Job descriptions are found in Appendix B to this manual.

3. Job Reclassification – In the event that an employee, Supervisor, or Department Head believes that a job should be reclassified, a job description modified, or a new job created, a written request to the City Manager shall be submitted with the reasons for the requested action.

#### B. Staffing Levels

The number of positions available under any job classification shall be established in the annual fiscal budget. Modification to the staffing levels may be implemented by the City Manager during the fiscal year provided that a need exists for the modification and funding is available.

### III. APPOINTMENTS / PROMOTIONS / TRANSFER

#### A. Intent

It is the intent of the City of Paris to employ the best-qualified individuals available so as to provide for the most efficient and effective delivery of service to the citizens of Paris.

#### B. Appointment Process

1. Recruitment – In order to enable City employees to have the first opportunity to fill entry level positions, announcements specifying the job title, duties, minimum qualifications and application deadline will be posted in all departments. If it is or becomes apparent that there is an insufficient pool of existing employees desiring transfer or promotion, the City of Paris will simultaneously or subsequently advertise all position vacancies at least one day in a local newspaper of general circulation. Additional advertisement in regional or national publications will be determined by the City Manager based on the position to be filled.

2. Applications – Applicants, except for professional and Department Head level positions, must complete an application form as prescribed by the City Manager. Applications will be accepted at the time a position is open and will not be held for further consideration after the selection process has been completed and the position is filled. (Res. #1142, 09/07/89).

3. Selection – The City Manager shall establish criteria for the evaluation and selection of applicants which may vary according to the position to be filled. Selection criteria may include, but should not be limited to, the following: education; testing; interview; demonstrated experience; residence; and physical ability as related to the duties to be performed. The City Manager may immediately reject applicants when it has been determined that: the application was not filed within the period specified in the job opening announcement; not filed on the prescribed form; the applicant does not possess the minimum qualifications; the applicant has established an unsatisfactory employment or personnel record of such a nature as to demonstrate unsuitability for employment; or the application is materially incomplete. The City Manager may select for employment the applicant whose qualifications most closely fit the present and future needs of the position. Selection will be based on quantifiable data to the greatest extent possible.

4. Physical Examination – Applicants selected for employment must submit to a physical examination by a licensed medical doctor to be selected or approved by the City Manager. The physician shall report to the City Manager the results of the examination on forms prescribed by the City Manager. The City Manager shall require all applicants to undergo a drug and alcohol test upon the offer of employment and prior to their final appointment, pursuant to the provisions of the drug testing program as specified in Appendix E. (Res. #1206, 05/06/93).

5. Psychological Examination – The City Manager may determine that specific job classifications will require a psychological examination in addition to other evaluation criteria. In all cases, entry-level police and fire personnel shall be required to pass a psychological examination.

6. Nepotism / Hiring of Relatives – The City of Paris will not allow immediate relatives to be employed in the same department, nor for any relative to have immediate supervisory responsibility for a relative. No person shall be hired or transferred so as to create such a conflict. Immediate relative shall include parents, spouse, children, brothers, sisters, in-laws, or any other member of the employee's household (Res. #1268, 04/01/97).

7. Age Requirements – The City of Paris will not discriminate with regard to age except that in no event will applicants be selected for employment who are under 21 years of age for Police and Fire positions, 18 years of age for civilian full-time positions, or under 16 years of age for temporary and part-time positions.

8. Eligibility Lists – The City does not maintain an eligibility list of qualified applicants for specific positions to fill vacancies as they occur. Applicants must complete all phases of the selection process for the specific job classification and be determined suitable for employment by the City Manager as positions become available. Applicants will be ranked numerically and selected for employment based on that ranking.

9. Probationary Period – All employees entering the City’s service shall be appointed on a probationary basis for a period of not less than six months or not less than twelve months in the case of police and fire personnel. During the probationary period Supervisors and Department Heads shall closely evaluate the employee to determine suitability for continuing City employment. Department Heads, with approval of the City Manager, may extend the employee’s probation for one additional six month period. During the probationary period employees may be discharged for any reason.

10. Temporary Part-Time Employees – Those employees classified in II.A.1.b. and c. may be hired by the City Manager without the necessity of complying with the provisions of III.B.1-5 if the Board of Commissioners or the City Manager determines that the regular employment application process should not be followed. The Board of Commissioners or the City Manager shall base such a determination on the immediate need for such employees and the temporary nature of their employment such that it would not be in the best interest of the City of Paris to suffer the delay in hiring that the regular application process would require. (Res. #1156, 03/14/91, Res. #1163, 03/14/91).

11. Residence Requirement

a. City employees are encouraged to reside within the corporate limits of the City of Paris.

b. Effective April 15, 2012, all employees hired by the City of Paris must establish their domicile in Henry County before the end of their probationary period.

c. Failure to establish domicile as specified hereinabove shall result in immediate termination.

d. Any employee who moves their domicile out of Henry County shall be considered to have resigned as a City employee and the employee shall be terminated.

e. No employee shall be allowed to use a temporary or part-time residence in Henry County as a subterfuge to circumvent the requirements and intent of this regulation.

f. Any current employee who is domiciled outside Henry County as of April 5, 2012 may continue said domicile, provided, however, if at any time such employee establishes domicile in Henry County, such employee shall thereafter be subject to this regulation. (Res. # 1500, 04/05/12).

C. Promotions

1. Definition – Promotion shall be defined as an upward move in the ranks within one occupation or a move from a non-supervisory to a supervisory position within the same department.

2. Notice – Notice for vacancies in job classifications above entry level shall be posted on departmental bulletin boards. The notice shall specify the job title, the minimum qualifications, the selection criteria including the time and place of any tests to be given and the deadline for filing applications.

3. Application – All applicants for promotion shall complete and submit by the deadline their application for promotion on forms prescribed by the City Manager.

4. Selection – A selection committee composed of a minimum of the City Manager or his designee and the Department Head shall evaluate the applicants based upon the criteria set forth in the notice. Criteria may include but shall not be limited to the following: education; testing; interview; experience and training; seniority; residence; and physical ability as it relates to the duties to be performed. The selection will be based on quantifiable data to the greatest extent possible.

5. Outside Recruitment – If there are no applicants for promotion or if the selection process reveals that the existing applicants are not qualified, then the City Manager may recruit applicants for the position from outside the City service. Recruitment shall follow the procedures set forth in Section III: Sub-Section (b) APPOINTMENT PROCESS.

#### D. Transfers and Downgrades

1. Employee Request – Any non-probationary employee may request transfer to the same, a similar or downgraded position within their current department or in a different department. Any employee desiring to be transferred should make their request known in a letter to the City Manager. As vacancies occur in other departments to which the employee would be eligible, the employee's name will be submitted to the Department Head for consideration. The transfer may be completed if the current Department Head, the prospective Department Head and the City Manager agree that the transfer would be in the best interest of the City of Paris. All transferred or demoted employees will be subject to the probationary period requirements of Section III.B.9.

2. Notice – If there are no existing employees desiring transfer or if the existing pool of employee(s) requesting transfer are determined to be unsuitable for transfer by the City Manager, then a notice of the vacancy will be posted in accordance with Section III.B.1.

3. Emergency Transfers – The City Manager may direct transfers of employees to fill critical positions when necessary to promote the efficient operation of the City or when required to maintain the public health, safety, and welfare. The emergency transfer will remain in effect until a replacement for the critical position can be recruited through normal procedures or the transferred employee agrees to accept the transfer on a permanent basis. Employees transferred in an emergency will not suffer a reduction in pay, seniority or benefits.

4. Pay Adjustments, Benefits, Seniority – Transferred and Downgraded Employees:

a. Pay Adjustments – Transferred or downgraded employees will enter their new position at a pay rate determined as follows:

1. If the employee is currently receiving a pay rate less than or equal to the entry level pay rate for the new position, the employee will receive the entry level pay rate for the new position;

2. If the employee is currently receiving a pay rate greater than the entry level or less than the maximum pay rate for the new position, the employee's pay rate will remain at the existing level;

3. If the employee is currently receiving a pay rate greater than the maximum pay rate for the new position, the employee's pay rate will be reduced to the maximum pay rate for the new position.

b. Benefits – Employees transferring to a position with a lower pay rate will receive differential pay for their accrued vacation leave at the time of transfer. The lump sum payment will be calculated by using the difference between their old and new pay rates multiplied by the hourly equivalent of the maximum number of accrued vacation leave available to the employee. All other benefit levels will remain intact.

c. Seniority – City wide seniority for determining vacation accruals, Christmas bonuses and retirement will remain unaffected by transfer or downgrade. Departmental seniority used in inter-departmental matters such as promotion will begin to accrue as of the date of transfer.

E Final Authority

The City Manager shall retain final authority to accept or reject applicants for appointment, promotion or transfer.

IV. COMPENSATION & BENEFITS

A. Compensation Plan

In order to assure a high quality workforce and equitable compensation for comparable work, the City Manager shall establish a compensation plan which will take into account the responsibility of the work, the level and difficulty of the work, the compensation needed to compete in the labor market and the compensation required to compare favorably with other governmental agencies. The compensation plan shall establish minimum (entry level) and maximum pay rates for all job classifications with the exception of Department Head level and professional positions. The pay rates shall correspond to the city's compensation plan. Individual employee pay rates will be set according to probationary status and pay ranges for each job classification will be

established annually based on the City's fiscal budget. From time to time the City Manager will make comparative studies of all factors affecting the level of salary ranges and will make appropriate changes as appear to be in order.

B. Taxable Income

Cash Awards

Any cash or monetary award, gift card, or similar award given to employees or awards which may be utilized in a fashion as cash shall be taxable. This rule is intended to comply with the Internal Revenue Service Regulation 1.132-6(a) governing the taxability of fringe benefits. Furthermore, any future interpretations of the IRS regulations or changes in the regulations shall govern the interpretation of this rule. (Res. # 1502, 05/03/12).

Use of City Vehicle for Commuting

Certain City vehicle use privileges shall be taxable in accordance with Internal Revenue Service Regulation 1.247-5 and any future interpretation or modification of IRS regulations governing personal use of City owned vehicles shall be deemed applicable to this Rule and be enforced accordingly. (Res. # 1502, 05-03-12)

C. Christmas/Longevity Bonuses

Christmas/Longevity bonuses will be paid each December subject to the following schedule and annual appropriation by the City Commission.

<u>Years of Service</u>	<u>Amount</u>
0 to 1 year	\$50.00
and \$25.00 per each year of service thereafter	

D. Merit Pay Increases (Reserved)

E. Work Period

The work period for non-exempt personnel shall be as follows:

1. Civilian Employees – Seven Days.
2. Sworn Police Personnel – Fourteen Days.
3. Fire Personnel – Twenty-Eight Days.

F. Overtime

1. Authorization – Overtime must be authorized in advance by the City Manager, Department Head, or Supervisor acting on behalf of a Department Head except in cases of emergency. Employees may be required to work additional hours

beyond their normal work schedule if the safety and welfare of the residents is at stake or if the overtime is necessary to the efficient functioning of city government.

2. Rate – Non-exempt employees will receive overtime pay at the rate of 1-1/2 times the regular hourly rate for each hour worked in excess of the following work period limits:

- a. Civilian employees – 40 hours.
- b. Police personnel – 86 hours.
- c. Fire personnel – 212 hours.

3. Exempt Employees – Employees categorized under the following Fair Labor Standards Act exemptions will be exempt from receiving overtime compensation.

a. Executive Employees – Finance Director, Police Chief, Assistant Police Chief, Fire Chief, Garage Superintendent, Landfill Superintendent, Public Works Director, Street Maintenance Superintendent, Parks Maintenance Superintendent, and Sanitation Superintendent.

b. Administrative Employees – Administrative Assistant to City Manager, Assistant Finance Director, Community Development Director/Administrative Secretary, Fire Marshal, Building Inspector, Code Enforcement Officer, Police Detectives, Police Lieutenant.

c. Seasonal Employees – All employees at the City Swimming Pool.

4. Callouts, Court Time and Fire Calls – Off duty employees who are called to work by their supervisors, report to fire calls, or report for court appearances will receive a minimum of two hours work credit with the associated compensation to be calculated under general overtime provisions.

#### G. Compensatory Time

##### 1. Employees Working 40 Hour Weeks

Employees eligible for overtime pay may be allowed to accrue compensatory time in lieu of overtime pay when the employee has worked more than forty hours during the work week. However, it is at the election of the City, depending on the circumstances, as to whether an employee is allowed to accrue compensatory time.

An employee desiring to accrue compensatory time must execute an election form approved by the City Manager and may change his/her election during the first three days of each calendar quarter.

Employees will accrue compensatory time at the rate of one and one-half hours for each hour worked. No employee may claim compensatory time unless approved in advance by his/her supervisor, Department Head or the City Manager. In the event of an

emergency, the employee must report a claim for compensatory time on the next working day after the compensatory event.

Exempt employees may be allowed to accrue compensatory time at a rate of hour for hour. However, any claim for compensatory time must be approved by the appropriate Department Head or City Manager.

Each Department Head will maintain a record, on a form approved by the Finance Director, of the accrued compensatory time of each employee which shall be subject to inspection by the Finance Director upon request. The form shall stipulate when the compensatory time was worked, amount accrued, and when taken. No employee may accrue in excess of 120 hours.

## 2. Fire and Police

Members of the Fire Department or Police Department may elect to receive compensatory based on time worked beyond their normal shift.

Fire Department personnel who are non-exempt and are assigned to shift work may request at the time they are required to work overtime, not a part of their regularly scheduled overtime, to receive compensatory time either within the current pay period or beyond the current pay period. The Fire Chief may grant the request based on staffing requirements existing at the time. Compensatory time taken within the pay period will be hour for hour. Compensatory time taken beyond the pay period will be compensable at a rate of one and one-half hours per each hour worked. Fire Department personnel may accrue up to a maximum of 156 hours.

Police Department personnel who are non-exempt may request to receive compensatory time for time worked in excess of 80 hours within the pay period. Compensatory time so accrued will be compensable at a rate of one and one-half hours per each hour worked. Police Department personnel may accrue up to a maximum of 128 hours.

The same record keeping provisions apply as in (1.) of this section, and exempt employees may be allowed to accrue compensatory time if approved by the Police Chief, Fire Chief or City Manager.

## 3. General Provisions

Department Heads shall attempt to avoid the accumulation of compensatory time by allowing flexibility in work schedule when practical.

Under no circumstances should any request for compensatory time be honored if not properly documented and approved by the appropriate Department Head or City Manager. Violations of this policy shall be grounds for disciplinary action or dismissal.

Employees will be paid for compensatory time properly earned upon retirement or termination, but in no case shall such compensation exceed the stated maximum accrual hours. (Res. #1315, 2/06/01).

#### H. Break, Rest, Sleep, Meal Periods

Policies regulating break periods, rest periods, sleep periods, and meal periods will be established in each department. Policies will be established taking into consideration the welfare of the employee along with the necessity to provide efficient service to the public.

#### I. Payroll Deductions

The City will make the following mandatory and voluntary deductions from employee paychecks. All voluntary deductions will require written pre-authorization from the employee.

##### 1. Mandatory Deductions

a. Federal Income Tax Withholding – To be determined according to current U. S. Treasury Department Circular E instructions.

b. Social Security – To be determined according to current U. S. Treasury Department Circular E instructions.

c. Tennessee Consolidated Retirement – To be determined according to current State law (presently 5% for Group 1 and 5.5% for Group 2).

d. Garnishments – To be determined by court order.

##### 2. Voluntary Deductions

a. Family Health insurance – Currently \$ \_\_\_\_\_ per month deducted on the first two pay dates of each calendar month.

b. Credit Union – Determined by employee authorization.

c. Metropolitan Life Insurance – Determined by employee authorization.

d. American Family Life Cancer & Intensive Care – Determined by employee authorization.

e. PEBSCO – Deferred Compensation – Determined by employee authorization.

#### J. Pay Periods/Pay Checks

1. The City of Paris will maintain a bi-weekly pay period. Pay checks will be dated the Friday following the close of the payroll period or earlier if necessary to avoid coincidence with recognized holidays.

2. Pay periods will cover two work periods for civilian employees, one work period for police personnel and ½ work period for fire personnel.

3. Employees are not entitled to receive paychecks prior to the check date, however, Department Heads may request departmental checks, if available, up to one day in advance of the check date in order to accommodate special circumstances.

K. Minimum Wage

The City of Paris will comply with the minimum wage provisions of the Fair Labor Standards Act as they apply to State and local governments.

L. Vacation (Personal) Leave

1. Vacation leave shall accrue at the rate of eight (8) hours per month for full-time employees with less than 10 years' service, twelve (12) hours per month for employees with 10 but less than 20 consecutive years' service, and sixteen (16) hours per month for employees with 20 or more consecutive years' service. Upon employment or separation, partial month's service will be rounded to the nearest ½ month and ½ days' vacation for each ½ month.

2. Vacation leave may not be used during employee's first six months of service.

3. After the first year of full-time employment, employees may accumulate no more than ½ of their annual vacation accrual. The remainder must be used as vacation or forfeited. Employees with less than 10 years' service may accumulate a maximum of 192 vacation hours and employees with 10 years or more consecutive service may accumulate a maximum of 288 vacation hours.

As of the date of adoption of these rules, employees having more vacation leave than the preceding maximums will be allowed to retain their accumulated balance. This balance may be reduced by actually taking vacation days in excess of those accrued during the year and may also receive cash payments for up to ½ of their annual vacation accrual, subject to the cash payment provisions under the subsections (4) and (5) below. Employees will not be allowed to accumulate additional hours until their existing balance has been reduced below the maximums of 192 and 288, as set out above.

4. After the close of each fiscal year or upon separation of the employee during the year, employees who have accumulated vacation leave in excess of their maximum allowable accumulation balance will receive pay for their unused vacation hours accrued at the end of the year or up to the point of separation. The pay received will be limited to 50% of the actual hours accrued during the year and will be based on the rate

of pay in effect on the last day of the fiscal year or their last day of employment. In the case of separation, the pay received will be in addition to the pay provided for in Subsection (5) below.

5. Employees will be entitled to receive pay for their accumulated vacation hours upon separation from City service subject to the following limitations:

Employees may receive pay for up to a maximum of 192 hours (for employees with less than 10 years service) or 288 hours (for employees with 10 years or more consecutive service).

6. Vacation may be used in one (1) hour increments, with the exception of fire personnel, who are required to use 16 hours vacation for each 24 hour work shift or 8 hours for each half shift.

7. Vacation leave may be used only upon sufficient notice to and approval of the Department Head. Sufficient notice shall generally mean two weeks notice, however, the Department Head or City Manager shall have the authority to accept a shorter notice in special circumstances. Vacation requests will be processed on a first come, first served basis and employees will be afforded every consideration possible in scheduling their requested leave. However, Department Heads and the City Manager will have the authority to disapprove, postpone, or cancel vacation requests when necessary to provide adequate personnel for the purpose of maintaining efficiency or public safety and welfare.

8. Part-time and temporary employees shall not be entitled to vacation leave except when approved by the City Manager.

M. Sick Leave

1. Full time employees with less than 20 years consecutive service shall accrue sick leave at the rate of eight (8) hours for each completed month of service. Full time employees with 20 or more years' consecutive service shall accrue sick leave at the rate of twelve (12) hours for each completed month of service. Partial months' service will be rounded to the nearest 1/2 month and 1/2 day. Sick leave will accrue for each 1/2 month.
2. Employees may accumulate up to a maximum of 720 hours sick leave.
3. Sick leave may not be used during an employee's first six months of service.
4. Sick leave may be used for an employee's personal illness or physical incapacity resulting from causes beyond the employee's control.
5. Up to 3 days sick leave per fiscal year may be used when absolutely necessary for the illness of a member of the employee's immediate family

that requires the employee's personal care or attention. Immediate family shall be limited to the employee's spouse, children, grandchildren, daughter-in-law or son-in-law, the employee or spouse's parents or brothers and sisters, and any other member of the employee's immediate household.

6. Sick leave may be used for the enforced quarantine of the employee in accordance with community health regulations or to keep a doctor or doctor appointment that cannot be scheduled on off hours.
7. Sick leave shall not be considered as a right which an employee may use at his discretion; but rather as a privilege which should be used with discretion to prevent disruptions in income which would result from absences caused by accident or illness.
8. Sick Leave may be used in one (1) hour increments. The preceding requirements will be doubled with respect to the fire department personnel who are required to use sixteen (16) hours for each work shift.
9. In order to be granted sick leave with pay the following conditions must be met:
  - a. Employees must notify their immediate Supervisor as to the nature of the absence not later than 1-1/2 hours after the beginning of the scheduled work day or within lesser limits if required by the Department Head.
  - b. Employees shall present, if required by the Department Head or City Manager, evidence that the employee's absence was necessary and as a result of illness or injury. Evidence may include but shall not be limited to a medical certificate signed by a licensed physician certifying that the employee has been incapacitated and that the employee was not able to work for the period of absence. The Department Head and/or City Manager shall have the authority to require evidence justifying the payment of sick leave on an individual case by case basis.
  - c. Employees must verify their reasons for and any other information pertaining to the sick leave by signing sick leave forms prescribed by the City Manager in the presence of their Department Head or Supervisor within 24 hours after the employee's return to duty.
10. Claiming sick leave when physically fit shall be grounds for discharge.
11. The Department Head and/or City Manager may require a statement from a licensed physician certifying that the employee is able to return to full duty after being on sick leave. The City of Paris is under no obligation to accept

or create jobs for employees returning from sick leave with physician imposed limited or light duty restrictions.

12. Part-Time and temporary employees are not entitled to accrue sick leave unless specifically approved by the City Manager.
13. Upon resignation, retirement, or termination, employees will not be compensated for accumulated sick leave.

#### M.1 Light Duty Policy

It shall be the policy of the City of Paris that employees may be assigned to light duty under certain circumstances. However, no right to be assigned to light duty exists for the employee, and it shall be at the discretion of management to apply the following conditions in the best interest of the City.

When an employee is subject to a medical condition, which prevents him/her from executing their normal functions, they may be granted light duty status under the following conditions:

1. Employee shall submit medical documentation from a licensed physician indicating their illness or physical limitations, specific limits on performance, and expected time limitation.
2. If in the opinion of the Department Head they can gainfully utilize the employee in a productive capacity within the assigned limitations then they may request permission from the City Manager to assign the individual to light duty. In doing so the Department Head should take into account the abilities of the individual to perform other types of work other than that which they regularly perform and the benefit to the City in utilizing the individual. Department Heads should not make an effort to create work or utilize employees in capacities considerably less significant than their normal duties.

Light duty assignments shall not be considered “open-ended” and shall be terminated when they cease to be of value and unproductive.

#### N. Maternity and Family Leave

In accordance with Tennessee Code Annotated 50-1-501 et seq. and the Family and Medical Leave Act of 1993 employees will be granted family and medical leave upon meeting all conditions as specified herein below:

1. Definitions:
  - a. Eligible Employee: Eligible employees are those who have been employed for at least 12 months and who have provided at least 1,250 hours of service during the 12 months before leave is requested.

b. Parent: Mother or Father of an employee, or an adult who had day to day responsibility for caring for the employee during his or her childhood years in place of the natural parents.

c. Son or Daughter/Child: Biological, adopted, or foster child, a stepchild, legal ward, or child of a person standing in loco parentis, who are under the age of 18 years. Children who are 18 years or older qualify, if he or she is incapable of self care because of mental or physical disability.

d. Serious Health Condition: An illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider. Examples of serious health conditions include but are not limited to heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, severe arthritis, etc.

## 2. Leave Provisions:

a. An eligible employee may take up to 12 weeks of unpaid leave in a 12 month period for the birth of a child or the placement of a child for adoption or foster care. Under the Tennessee Maternity Leave Act, a female employee may take an additional 4 weeks of unpaid leave if the 3 months advance notice has been complied with. Leave may also be taken to care for a child, spouse, or a parent who has a serious health condition.

b. The right to take leave applies equally to male and female employees who are eligible.

c. Unpaid leave for the purposes of care for a newborn child or a newly placed adopted or foster care child must be taken before the end of the first 12 months following the date of birth or placement.

d. An expectant mother may take unpaid medical leave upon the birth of the child, or prior to the birth of her child for necessary medical care and if her condition renders her unable to work. Similarly for adoption or foster care, leave may be taken upon the placement of the child or leave may begin prior to the placement if absence from work is required for the placement to proceed.

e. An employee may take unpaid leave to care for a parent or spouse of any age who, because of a serious mental or physical condition, is in the hospital or other health care facility. An employee may also take leave to care for a spouse or parent of any age who is unable to care for his or her own basic hygiene, nutritional needs, or safety. Examples include a parent or spouse whose daily living activities are impaired by such conditions as Alzheimer's disease, stroke, or who is recovering from major surgery, or who is in the final stages of terminal illness.

f. Eligible employees, who are unable to perform the functions of the position held because of a serious health condition, may request up to 12 weeks unpaid leave. The term serious health condition is intended to cover conditions or illnesses that affect an employee's health to the extent that he or she must be absent from work on a recurring basis or for more than a few days for treatment or recovery.

g. Employees requesting medical leave due to their own illness or injury may use any balance of sick leave, annual leave, floating holidays prior to unpaid leave beginning. The combination of sick leave, annual leave, floating holidays and unpaid leave may not exceed 12 weeks. Employees requesting family leave may use unpaid leave. The combination of annual leave, floating holidays and unpaid leave may not exceed 12 weeks.

h. During periods of unpaid leave, an employee will not accrue any additional seniority or similar employment benefits during the leave period.

i. If spouses are employed by the same employer and wish to take leave for the care of a new child or a sick parent, their aggregate leave is limited to 12 weeks. For example, if the father takes 8 weeks of leave to care for a child, the mother would be entitled to 4 weeks leave, for a total of 12 weeks leave.

### 3. Notification and Scheduling:

a. An eligible employee must provide the employer at least 30 days advance notice of the need for leave for birth, adoption or planned medical treatment, when the need for leave is foreseeable. This 30-day advance notice is not required in cases of medical emergency or other unforeseen events, such as premature birth, or sudden changes in a patient's condition that require a change in scheduled medical treatment.

b. Parents who are awaiting the adoption of a child and are given little notice of the availability of the child may also be exempt from this 30-day notice.

### 4. Certification:

a. The employer reserves the right to verify an employee's request for family/medical leave.

b. If an employee requests leave because of a serious health condition or to care for a family member with a serious health condition, the employer requires that the request be supported by certification issued by the health care provider of the eligible employee or the family member as appropriate. If the employer has reason to question the original certification, the employer may, at the employer's expense, require a second opinion from a different health care provider chosen by the employer. That health care provider may not be employed by the employer on a regular basis. If a resolution of the conflict cannot be obtained by a second opinion, a third

opinion may be obtained from another provider and that opinion will be final and binding.

c. This certification must contain the date on which the serious health condition began, its probable duration, and appropriate medical facts within the knowledge of the health care provider regarding the condition. The certification must also state the employee's need to care for the son, daughter, spouse, or parent and must include an estimate of the amount of time that the employee is needed to care for the family member.

d. Medical certifications given will be treated as confidential and privileged information.

e. An employee will be required to report periodically to the employer the status and the intention of the employee to return to work.

f. Employees who have taken unpaid leave under this policy must furnish the employer with a medical certification from the employee's health care provider that the employee is able to resume work before return is granted.

5. Maintenance of Health and COBRA Benefits During Unpaid Leave:

a. The employer will maintain health insurance benefits, paid by the employer for the employee, during periods of unpaid leave without interruption. Any payment for family coverage/s premiums, or other payroll deductible insurance policies, must be paid by the employee or the benefits may not be continued.

b. The employer has the right to recover from the employee all health insurance premiums paid during the unpaid leave period if the employee fails to return to work after leave. Employees who fail to return to work because they are unable to perform the functions of their job because of their own serious health condition or because of the continued necessity of caring for a seriously ill family member may be exempt from the recapture provision.

c. Leave taken under this policy does not constitute a qualifying event that entitles an employee to COBRA insurance coverage. However, the qualifying event triggering COBRA coverage may occur when it becomes clearly known that an employee will not be returning to work, and therefore ceases to be entitled to leave under this policy.

6. Reduced and Intermittent Leave:

a. Leave taken under this policy can be taken intermittently or on a reduced leave schedule when medically necessary as certified by the health care provider. Intermittent or reduced leave schedules for routine care of a new child can be taken only with approval of the employer. The schedule must be mutually agreed upon by the employee and the employer.

b. Employees on intermittent or reduced leave schedules may be temporarily transferred by the employer to an equivalent alternate position that may better accommodate the intermittent or reduced leave schedule.

c. Intermittent or reduced leave may be spread over a period of time longer than 12 weeks, but will not exceed the equivalent of 12 work weeks total leave in a one 12-month period.

7. Restoration:

a. Employees who are granted leave under this policy will be reinstated to an equivalent or the same position held prior to the commencement of their leave.

b. Certain highly compensated key employees, who are salaried and among the 10% highest paid employees, may be denied restoration. Restoration may be denied if (a) the employer shows that such denial is necessary to prevent substantial and grievous economic injury to the employer's operations, (b) the employer notifies the employee that it intends to deny restoration on such basis at the time the employer determines that such injury would occur, and (c) in any case in which the leave has commenced, the employee elects not to return to work within a reasonable period of time after receiving such notice.

8. The 12-month FMLA Period

The 12-month period during which an employee is entitled to 12 workweeks of FMLA leave is measured forward from the date the employee's first FMLA leave begins. An employee is entitled to 12 weeks of leave during the 12 month period after the leave begins. The next 12 month period will begin the first time the employee requests FMLA leave after the completion of the previous 12-month period.

O. Funeral Leave

Employees may use up to three consecutive calendar days following the death of a member of the employee's immediate family. Immediate family shall be limited to the employee's spouse, children or stepchildren, children's spouses, grandchildren, the employee's or spouse's parents, grandparents, brothers and sisters or any other member of the employee's immediate household.

P. Military Leave

Military Leave will be granted in accordance with Tennessee Code Annotated.

Q. Jury Duty

Employees called for jury duty will receive full pay for the period of jury duty provided that the employee notifies the Department Head immediately upon receiving notice of jury duty and reimburses the City for any money received by the employee from the court.

Reimbursement must be given to the Finance Department in the original check or draft as soon as possible after receipt by the employee.

R. Retirement

After six months of employment with the City, employees will be enrolled in the Tennessee Consolidated Retirement System. The Retirement System requires a payroll deduction in the amount of 5% of gross pay from all compensation paid to employees. The City in turn makes a contribution to the retirement fund on behalf of the employee in an amount established according to actuarial studies conducted by the Retirement System. Complete details concerning retirement benefits can be found in a separate handbook published by the Retirement System.

S. Holidays

Civilian and police personnel will be entitled to receive compensation for the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Fish Fry Grand Parade Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving and Christmas Day. In order to receive pay for the holiday, employees must work the day before and the day after the holiday unless an excused absence is obtained from the Department Head. Normally civilian employees will not be required to work on the day that the holiday is traditionally observed, but if civilian employees are required to work, non-exempt employees will receive overtime pay at the rate of 1-1/2 times the regular hourly rate for each hour worked. (Res. # 1443, 11/18/08)

However, Police Department employees, and in certain instances civilian employees, will be required to work their regularly assigned shifts even if they fall on holidays. When this occurs employees will be allowed to take the holiday on another day during the same or a subsequent pay period, or receive an extra shift's compensation at the end of the pay period. Fire personnel will receive five shifts off per year in lieu of holidays. The shifts may be taken off at a rate of no more than one per quarter and may not be accumulated or carried forward to the next calendar year. Prior approval of the shift Supervisor is required.

T. Health and Life Insurance

The City of Paris will offer health insurance to the employee and/or dependents based on coverage plan(s) selected by the City Commission and subject to annual appropriation. Such coverage shall become effective on the first day of the month following thirty-(30) days employment.

For all eligible employees, said coverage shall be available based on a number of options under the current plan or successor plans as adopted by the Commission. Any option selected by the employee which requires an employee contribution shall be deducted from the first two checks of each month, 50% of such contribution deducted from each check.

Health insurance benefit levels and the cost of premiums to employees may vary from year to year based upon what is deemed affordable to the City by the Commission and the City may revise plan, coverage, or benefit levels accordingly. Employees should consult their health insurance handbooks or the City Business Office for details concerning health insurance benefits.

The City shall also offer term life insurance to employees based on a plan approved by the Commission with all terms and conditions of the plan subject to annual appropriation. (Res. #1416, 8/2/07)

U. Workmen's Compensation-Occupational Injury Leave

1. Any employee who is injured on the job must report that injury to the Supervisor or Department Head immediately. It is the responsibility of the employee's immediate Supervisor or Department Head to fill out a Tennessee Employer's First Report of Work Injury form. The use of this form is required under the Tennessee Workmen's Compensation Law. The form should be filled out completely and accurately and delivered to the City Business Office no later than 9:00 a.m. the following workday. Any doctor or pharmacy bills should be forwarded along with this form. Copies of the form may be obtained at the City Business Office.

2. From the first day of employment, employees will be covered under the provisions of the Tennessee Workmen's Compensation Act.

3. Employees absent from duty because of an injury or illness sustained in the course of their employment and determined to be compensable under the provisions of the Workmen's Compensation Act shall be granted leave and receive such benefits in-lieu of pay as are provided for in the act .

4. Employees on occupational disability leave who have accrued sick leave may choose to receive full pay from the City and charge such disability leave against their accrued sick leave for any days the employee is absent from duty where benefits are not paid under the Worker's Compensation Act. (Res. #1249, 04/06/95)

5. In all cases of occupational disability, responsibility of determining character, degree of potential duration, and any corrective measures that may be necessary shall rest with the licensed practicing medical doctor designated by the City Manager.

6. An employee shall be required to return to work upon the approval of the medical doctor so designated by the City Manager and shall submit to the City a statement from the physician certifying the employee's ability to return to full duty.

7. Should an employee be unable to return to work within 12 months of the date of the beginning of the disability, employment may be terminated.

## V. Uniforms

1. General – Police, Fire, Public Works and Parks personnel will be provided uniforms or work clothes at the expense of the City subject to annual budgetary limitations. The Department Head, with approval of the City Manager, will prescribe all uniform styles, components and manner of dress. The term uniform shall include all clothing, hardware, equipment and other items furnished by the City. Ownership of the uniforms shall remain with the City and shall be returned to the department in the event that employment ceases. This provision will apply to plain clothes purchased by plain-clothes police officers. Uniforms and work clothes are provided for use at the workplace only. Employees are not to wear their uniforms at any other time without specific approval by their Supervisor or Department Head. Any employee engaged in drinking alcoholic beverages or other misconduct while in City uniform shall be subject to severe disciplinary action. All employees are expected to wear a clean and neat uniform to work each day. The expense of cleaning and maintenance of uniforms shall be borne by the employee except in the event of damage or soiling which occurs as a result of circumstances beyond the control of the employee. Employees are expected to respect and protect their uniforms from excessive abuse.

2. Police and Fire Uniforms – Each sworn police and fire employee will receive a clothing allowance to be established in the annual fiscal budget. It is the responsibility of the individual employee to utilize the clothing allowance in the most efficient manner possible to comply with the general provisions listed above. The Police and Fire Departments will establish policies which will dictate which individual articles of clothing are to be furnished by the City and chargeable to the employee's clothing allowance. In no case will protective clothing such as turnout suits, personal body armor, or riot gear be charged to the individual employee allowance unless the gear is damaged due to neglect or abuse. Police and Fire personnel should consult with their Supervisors or Chiefs for detailed requirements and policies concerning uniforms.

### 3. Public Works and Parks Personnel Uniforms:

a. Before any article of clothing is purchased employees must obtain an authorization slip from the Department Head or Department Clerk.

#### b. Initial Issue:

1. Shoes – Upon employment with the City each employee shall be required to wear safety shoes at all times. The type of shoe required shall be determined by the Department Head with the cost of the initial pair being borne by the

City with the maximum price to be determined by the City Manager. Employees may purchase more expensive shoes; however, the additional cost above the basic shoe shall be the responsibility of the employee.

2. Clothing – Three months from the date of full-time employment employees shall be entitled to and furnished with five complete sets of uniforms.

3. Accessories – Hard hats and rain suits shall be furnished at the time of employment.

c. Subsequent Issues:

1. Shoes – The City will pay one-half the cost of replacement of the basic shoe, as specified in 3.b. above, upon evidence satisfactory to the Department Head that replacement is warranted.

2. Clothing – Each fiscal year employees will be allowed to replace up to three sets of uniforms. Replacement will be based on need and must be approved by the Department Head. In cases of extreme wear or damage resulting from conditions or duties at the workplace, additional replacement may be authorized by the Department Head.

3. Accessories – Hard hats and rain suits shall be replaced on an as needed basis with approval of the Department Head.

4. Other personal protective equipment such as hearing protection, gas mask, air packs, and infectious disease protection equipment, (as mentioned in the infectious disease policy) will be made available to department personnel as needed. Supervisors shall maintain availability and see that equipment is maintained in an operable condition. Training on each piece of equipment shall be provided by appropriate trainers coordinated through the department training officer. Such training shall be annual and documented by the department training officer (Res. #1293, 06/01/99).

4. Administrative Personnel – City issued clothing for personnel in departments other than Police, Fire, Public Works, and Parks shall be considered an extra benefit to employment and shall be taxable in accord with applicable Internal Revenue Regulations. In order for clothing allowances to be non-taxable to the employee, the clothing must clearly identify the individual as a City employee, and must not be worn at other occasions. In the event of additional restrictions imposed by Internal Revenue Service regulations, management shall act to bring the City into compliance. (Res. #1480, 05/05/11)

## V. WORK RULES

## A. Rules of Conduct

The City of Paris has established the goal of providing the best professional service to the public possible. In order to reach this goal all City employees must exhibit the best conduct possible in all contacts with the public and fellow employees both on and off duty. Employees violating rules of conduct will be subject to disciplinary action including demotion, suspension, or dismissal. The following examples of prohibited conduct is by no means all inclusive. The employees are expected to use reasonable judgment before engaging in an activity which may represent conduct unbecoming a City of Paris employee:

1. Making false statements or claims either orally or in writing (including employment applications) to Supervisors, Department Heads, City Manager or the public.
2. Engaging in abusive or inconsiderable treatment of the public or fellow employees.
3. Conviction of a criminal charge which would reflect negatively on the City of Paris, impede work efficiency, or interfere with working relationships with fellow employees.
4. Willfully or negligently destroying or damaging City or private property.
5. Engaging in stealing or any other dishonest activity at the workplace.
6. Reporting to work under the influence of drugs or alcohol, possession and/or consumption of drugs or alcohol at the work place, or consumption of drugs and alcohol in violation of the provisions of the drug testing program of the City of Paris as provided more specifically in Appendix D. This provision shall not apply to employees on a special assignment under the direction of the City Manager or Chief of Police (Res. #1197, 10/01/92, Res. #1206, 05/06/93)
7. Excessive tardiness, absenteeism, or abuse of sick leave.
8. Leaving the workplace without permission.
9. Unsatisfactory Performance – Inability to perform assigned duties.
10. Insubordination – Refusal to follow legitimate orders of Supervisors or displaying an attitude of disrespect for Supervisors.
11. Engaging in indecent or immoral acts including sexual harassment of fellow employees or subordinates. The policy statement of the City of Paris concerning sexual harassment is stated in Appendix E to these Personnel Rules and Regulations and is adopted and incorporated herein by reference (Res. #1196, 10/01/92).
12. Engaging in harassment of fellow employees or subordinates based upon race, age, religion, color, or national origin.
13. Horseplay which may endanger personnel or property.
14. Violation of safety rules.
15. Failure to follow proper grievance procedures.
16. Abuse of privilege or position.
17. Failure to make reasonable provisions of just debts.
18. Loss of driver's license in positions requiring the operation of a motor vehicle.
19. Improper or negligent operation of a City owned vehicle.
20. Violation of any other rule, policy or provision of this document or those established in individual departments.

21. Deliberate violation or general disregard for City of Paris ordinances, regulations, or charter provisions.

B. Other Rules

1. Attendance – Employees, except when on approved leave, are expected to be present for every work shift assigned to them. Employees absent for two days without leave will be assumed to have voluntarily quit. Employees are expected to be at their assigned stations ready for work prior to the beginning of their shifts.

2. Dress Code – Non-uniformed City employees should dress in clothing which is appropriate for the performance of their duties. Individual Department Heads shall establish standards for the type of dress which will be acceptable in their departments. City employees should strive to dress in a manner that would portray a professional appearance to the public. In no event will City employees be allowed to wear unsafe, unkempt or lewd clothing at the workplace.

3. Personal Hygiene – All City employees shall report to work bathed with freshly cleaned clothes or uniforms. All employees shall maintain a well-groomed appearance not only at the start of the workday but throughout the workday as well. This requirement is mandatory for positions that require daily contact with the general public.

4. Conflict of Interest – City employees may not engage in any other employment or activity which interferes with the proper and effective job performance of the employee or which could be considered a conflict of interest. No City employee shall use their position to endorse any commodity or commercial enterprise.

5. Use of Time, Materials or Equipment – Except in minor incidental instances, Department Heads and employees shall not use their time while on duty or any material and/or equipment belonging to the City for personal use without authorization from the City Manager.

6. Accepting Gratuities – Employees may not accept any valuable gift, which could be considered as an attempt to influence or persuade the employee to take actions or render decisions favorable to the interests of the giver.

7. Political Activity – City employees are encouraged to exercise their rights as citizens to express their opinions and cast their votes. However, city employees may not use their authority or influence of their positions for the purpose of interfering with or affecting the result of any election other than in the exercise of their right as a citizen to run for office, express opinions, and cast a vote. Employees, as provided in T.C.A. 7-51-1501, may on their own time and not using the authority or influence of their position, become involved in City, County, State, and National issues and/or campaigns. As provided in T.C.A. 7-51-1503, any time off from work used by an employee of the City of Paris for participation in political activities shall be limited to earned days off, vacation

days, or by any other arrangement worked out between the employee and the city manager. (Res. #1458, 09/03/09)

8. Outside Employment – No full-time officer or employee of the City of Paris shall accept any outside employment without written authorization from the City Manager. The City Manager shall not grant such authorization if the work is likely to interfere with the satisfactory performance of the officer or employee's duties, is incompatible with municipal employment, or is likely to cast discredit upon or create embarrassment for the City. Employees shall not engage in any activity which relates to any other business or employment during City working hours. Employees will not be granted sick leave as a result of any injury or occupational illness sustained during secondary employment.

9. Telephone – Employees will at all times exhibit a courteous and pleasant disposition when using the telephone to deal with the public. Employees will be allowed incidental personal use of City telephones so long as the privilege is not abused and work efficiency is not diminished. Employees working at isolated locations away from telephones will only be allowed to receive calls in emergency situations. In no event shall employees use emergency lines or continuously occupy primary business lines for personal matters. Charging long distance calls to the City's account will be allowed only in emergencies and with approval of the immediate Supervisor or Department Head. Employees making City business long distance calls shall log information concerning the call on forms prescribed by the City Manager. Individual Department Heads may place greater restrictions on personal or business use of telephones in their departments.

10. Visitors – Employees will not be allowed to receive visitors at the workplace except in emergencies or when approved by the Supervisor or Department Head in isolated special cases.

12. City Vehicles – Employees with commuting privileges may be subject to taxation on the commute use of the vehicle in accordance with Internal Revenue Service Regulation 1.247-5. Any future interpretation or modification of this IRS Regulation shall be deemed to be applicable to this Rule and shall be enforced accordingly. (Res. # 1502, 05/03/12)

13. Safety Rules – Individual departments will provide training for employees in the safety rules established for that department. Employees are to at all times observe all safety rules and exhibit reasonably good judgment in entering into or engaging in any activity in which safety is a factor.

14. Strikes – Strikes of public employees in the State of Tennessee are illegal. Striking employees will be terminated.

15. Grievances – Employees wishing to make grievances shall follow the grievance procedure outlined in Section VIII: Sub-Section 3. MISCELLANEOUS PROVISIONS.

16. Current Employee Information – It shall be the responsibility of the employee to keep the City Business Office informed as to the employee's current status with regard to address, marriage and dependents, retirement and life insurance beneficiaries and any other information required by law or contractual agreement.

17. New Media – City employees may be called upon to issue news releases and participate in interviews conducted by the news media. When this occurs the following guidelines should be used:

a. A copy of all written releases will be provided to the City Manager prior to release to the media.

b. Prior to any interview of a City employee by the news media, the City Manager will be informed of the proposed nature of the interview and the names of the participants. If prior notification is not possible, the City Manager will be fully informed of the contents as soon as possible after the interview.

c. Department Heads are authorized to issue news releases and participate in interviews in matters relating to their departments. At the discretion of the Department Head, individual employees may participate when the best interest of communication will be served by including them in the interview. Department Heads may also give blanket authority to selected department employees to grant interviews or issue news releases in the absence of the Department Head. This blanket authority shall be granted in writing with a copy provided to the City Manager. In general, employees not having blanket authority should refer request for comment from the news media to the departmental spokesman, the Department Head or City Manager.

d. Items of critical significance or importance to the City shall be referred to the City Manager's office for comment to the news media.

18. Subsequent Medical Examinations – Whenever an employee's performance, attitude, apparent physical or mental fitness as a result of reasonable suspicion by supervisory personnel and/or based on observed behavioral or work performance changes abruptly or falls below an acceptable level, the City Manager may require the employee to submit to a medical examination to determine fitness for duty, including compliance with the drug testing program as provided for in Appendix D. Tests will be performed by a licensed medical doctor or psychologist selected by the City Manager with the expenses to be borne by the City. Tests required under the provisions of the drug testing program shall be conducted in accordance with the provisions of the drug testing program as stated more particularly in Appendix D. (Res. #1206, 05/06/93)

19. Cell Phone Policy - The purpose of this policy is to establish guidelines for the use of City issued and personal cellular phone in the workplace.

1. City issued telephones are intended for use for the prompt transmission of necessary City related information when communication by conventional telephone or radio is not available or is inappropriate by reason of time effectiveness or confidentiality. Use of City issued cellular phones for personal use is strictly prohibited. The City Finance Department shall monitor monthly cellular phone reports for compliance with this policy. Employees who use City issued cellular phones for personal calls may be subject to disciplinary action. (Res. # 1480, 05/05/11)

2. Issuance:

a. City provided cell phones will be issued to, or recalled from, any employee as required by the City Manager per a demonstrated need. Cell phones will not be issued as a matter of convenience.

b. Care of the issued equipment should be taken to ensure the safe and proper operation of the telephone.

c. Loss or damage to a telephone caused by misuse or negligence may result in disciplinary action.

3. Employees should consider cell phone usage as a distractive action similar to eating, or other activities that greatly distract the attention of a vehicle operator. Employees are encouraged to limit such distractions by driving the vehicle off the roadway, where the vehicle does not create a hazard to the employee, or to a third party, and bring the vehicle to a complete stop, prior to using the cellular phone. This policy is intended to control the manner and means under which any employee may utilize a cellular telephone for a telephonic conversation, whether such telephone is issued by the City of Paris or personally owned by the employee, during the time period when the employee is authorized and required to operate a licensed motor vehicle in order to perform work activities for the City of Paris.

4. The use of personal phones that directly interrupt work related activities may be cause for disciplinary action or barring of on-duty use.

5. This policy is intended to comply with existing federal, state, or local laws and regulations, which may control the usage of a cellular telephone. The City reserves the right to amend or modify this policy at any time to comply with any such federal, state, or local law or regulation which controls the usage of cellular telephones. (Res. #1382, 03/02/06)

## VI. DISCIPLINARY ACTIONS / DISMISSAL / APPEAL

### A. Disciplinary Actions

Whenever employee performance, attitude, work habits or personal conduct fall below a desirable level, Supervisors shall inform employees promptly and

specifically of such lapses and shall give them counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, however, a specific incident in and of itself may justify severe initial disciplinary action including dismissal. The following is a list of the types of disciplinary action that may be initiated by the Department Head in the preferred order of progression. However, the type of action to be taken depends upon consideration of the seriousness of the incident in conjunction with the employee's past performance and conduct:

1. Oral reprimand – Supervisors are to inform the employee promptly of the specific infraction and outline possible future actions which will result if the offense is repeated or similar misconduct occurs. Supervisors should keep notes concerning the date, time, and place of the meeting and the subject matter discussed with the employee.

2. Written reprimand – In situations where an oral warning has not resulted in expected improvement or when a more serious initial action is warranted, a written reprimand may be sent to the employee with a copy placed in the employee's personnel file.

3. Suspension – An employee may be suspended without pay by his Department Head with the approval of the City Manager. Suspension may be warranted for the violation of any of these personnel rules and regulations when other disciplinary actions are not considered appropriate. Department Heads may suspend employees for a period not to exceed 30 days in any 12-month period. Employees may be suspended for a longer period of time by the City Manager pending the outcome of any investigation or hearing related to the matter. Employees determined to be innocent of the charges against them shall be returned to duty with full pay for the period of suspension. Notwithstanding the above, Department Heads and Department Supervisors may relieve employees from duty when it is determined that such immediate action is necessary. This emergency relief from duty shall be effective until the next business day or for a longer period if approved by the City Manager.

4. Demotion – Employees may be demoted by the Department Head with approval of the City Manager. Demotion will be available only in rare instances where it is determined that the employee has a salvageable career with the City and the City can accommodate and will benefit by reassigning the employee to a lesser position. In certain instances the City Manager may seek to relocate the employee in other departments. Demoted employees will not suffer a reduction in accumulated leave, City-wide seniority or other benefits. Leave time used subsequent to the demotion will be paid at the pay rate for the employee's new job classification.

5. Dismissal – The City Manager or Department Head with approval of the City Manager shall have the authority to dismiss any employee for the good of the City service. Employees may be dismissed when it is apparent that previous disciplinary actions have failed to correct the employee's behavior pattern or in instances of such severity that continued employment with the City is inappropriate.

b. Mandatory Referral to an Employee Assistance Program – In an event wherein the City Manager believes that in lieu of termination referral to a certified Employee Assistance Program provider, is a viable option, the City Manager may require the employee to accept a mandatory referral as selected by the City Manager or the City's healthcare provider. The City Manager shall take into consideration the employee's participation in determining any additional discipline. (Res. # 1509, 10/04/12)

B. Appeals

Appeals – Any employee in the classified service shall have the right to appeal to the Personnel Board for review of disciplinary actions involving suspension, demotion, or dismissal. Appeals must be requested in writing and delivered to the City Manager's office no later than five calendar days after official notification of the disciplinary action. Upon receipt of the appeal the City Manager shall set a hearing within ten calendar days. During the hearing, the appealing employee and the City shall have the right to be heard, to be represented by counsel, and to present testimony and exhibits. During the appeal, the personnel board shall have the right to subpoena and to examine witnesses under oath. Technical rules of evidence shall not apply and the board shall attempt to conclude all appeals as expeditiously as possible. The personnel board may recommend to the City Manager that the disciplinary action be upheld, modified, or revoked. The City Manager shall have final authority in accepting or rejecting the recommendation of the personnel board. The personnel board shall be composed of the following: two disinterested employees, one selected by the City Manager and one selected by the appealing employee; two disinterested Department Heads, one selected by the City Manager and one selected by the appealing employee; and one citizen of Henry County, knowledgeable in personnel administration, to be appointed for a four year term by the City Commission. The citizen member shall act as chairman in all meetings or proceedings brought before the Board.

VII. SEPARATION OF EMPLOYMENT / LEAVE OF ABSENCE

A. Separation

Employees leaving the City's service for any reason will be entitled to receive compensation for their unused accumulated vacation leave. Employees will receive this pay as a lump sum payment in their final paycheck unless the City Recorder agrees, at the request of the employee, to distribute the settlement over a longer period of time. The final settlement will be subject to any just debts owing to the City and proper return of any City property including uniforms to the employee's Department Head. In cases of retirement of plain-clothes police officers, the Department Head may waive the return of certain articles of personal clothing. Separating employees shall be entitled to receive their paychecks at the place and time of normal distribution for their department. Separations will be noted on employee's personnel records as falling into one of the categories listed under voluntary or involuntary separation. Public inquiries

into employee separations will be answered only with regard to the type of separation without giving the reasons therefore.

1. Voluntary Separation

a. Resignation – Employees of the City of Paris are employees at will and therefore owe no contractual duty to give notice upon resignation. However, as a matter of custom and courtesy the City would request that employees give their Department Heads at least two weeks written notice prior to resignation. Additionally, giving notice will allow the employee sufficient time to return any City property and allow the City Personnel Staff to assist the employee in settling affairs such as securing retirement refunds and continuing insurance coverage. In any case resigning employees will be required to furnish their Department Head or City Manager a letter of resignation prior to receiving their final paycheck. A standard letter of resignation is available for employee use at the City Business Office. Employees resigning without notice will not be considered for re-employment.

b. Retirement – Employees meeting the conditions set forth in the Tennessee Consolidated Retirement System regulations may elect to retire and receive all benefits earned under the retirement plan. Employees are required to retire at age 70 except that employees may continue to work until the age of 75 with approval of the City Manager. This approval may be withdrawn at any time upon two weeks notice. The City Business Office will provide employees with assistance in completing the paperwork necessary in the retirement process.

2. Involuntary Separation

a. Disciplinary – Information relating to disciplinary dismissals is outlined in Section V: Sub-Section A.5.

b. Disability – Employees who are unable to perform their normal duties due to mental or physical disability may be terminated by the City Manager under the following circumstances:

1. Immediately upon notification from licensed physician or other evidence that the employee will not in all probability be able to return to full duty; or

2. After six months from the last date that the employee worked five consecutive days in the performance of their normal duties and responsibilities; or

3. After twelve months in the case of work related injuries from the date of the beginning of the disability.

Employees should inquire with the City Business Office with regard to their eligibility for disability retirement or insurance benefits.

c. Lay-Off – The Department Head, upon approval by the City Manager, may lay off employees in the classified service when it is deemed necessary by reason of a shortage of funds, a lack of available work, the abolition of the position, or any other material change which is related to reasons outside the employee's control which requires a reduction in personnel. The duties performed by an employee laid off may be reassigned to other qualified remaining employees. Temporary employees shall be laid off prior to probationary or full-time employees. The order of lay off shall be structured so as to retain qualified employees in the remaining positions. Lay offs within position classification shall be based upon seniority. Employee recalls will be based on seniority and the necessity to match available positions with qualified employees. Every attempt will be made to place recalled employees in their previous positions, however, the employee may be required to accept a position at a similar or lower rank or status. Laid off employees will retain their seniority as of the date of the lay off, however, all other paid benefits will cease to accrue. Upon recall, seniority and leave will begin to accrue and the current benefit package will be provided as soon as practical.

d. Death – Separation shall be effective as of the date of the death of the employee. All compensation due the employee shall be calculated and paid as under any other separation. The employee's final check will be paid to the administrator or executor on behalf of the estate upon presentation of proper documentation. The City Business Office will assist the employee's estate in completing the necessary paperwork to file application for any death benefits due. The City will not perform any additional work or enter into any litigation on behalf of the employee's estate to secure any benefits allegedly due the employee without approval of the City Manager.

#### B. Leave of Absence

Full-time employees may be granted a leave of absence without pay for a period not to exceed six months for temporary sickness, disability or any other justifiable reason, which is considered to be controlling. Such a leave shall require the approval of the Department Head and the City Manager. Leaves will be granted on an individual basis and will be determined based upon balancing the needs of the employee and the City. Employees on personal leave of absence will not be entitled to accrue sick leave, vacation leave or receive pay for holidays or any other paid benefit provided by the City. Employees requesting leave of absence in excess of thirty calendar days will not be guaranteed their previous position, however, the City will make every attempt to reinstate returning employees in a similar position for which they are qualified. Employees returning from leave of absence will be reinstated with the same seniority as they held on the date of departure and will be provided with the current benefit package as soon as practical.

### VIII. MISCELLANEOUS PROVISIONS

A. Grievance Procedure

It is the policy of the City of Paris to provide a procedure for hearing and adjusting points of misunderstanding, disagreement, or difference of opinion between employees and their Supervisors pertaining to:

1. Some aspect of employment or employment conditions;
2. Relationship between an employee and his Supervisor;
3. Relationship with other employees;
4. Application or interpretation of regulations or policies;
5. Management's decisions or orders affecting the employee's health, safety, physical facilities, equipment and/or material use; and other related items.

The procedure for discussing or resolving any such grievances may involve several steps beginning with the immediate supervisor and progressing to the Department Head. If the response of the Department Head is not satisfactory the employee may appeal to the City Manager for a final determination in the matter. The appeal should be in writing and briefly state the nature of the complaint and the name of the Supervisors and Department Head who have heard and rendered a decision concerning the grievance. The City Manager shall notify the employee within two weeks as to whether the City Manager will consider the grievance. The City Manager may take whatever steps deemed appropriate to investigate grievances including, but not limited to, interviews with employees or the public, examination of physical evidence and/or conducting formal hearings. In all matters considered by the City Manager, a written decision will be issued to the employee within two weeks after the conclusion of the investigation.

B. Performance Evaluations

Probationary employees will be evaluated at the end of their probationary period prior to being considered full-time or regular employees. Subsequent to that, all employees will be evaluated annually to record their performance for the preceding twelve-month period. Special evaluations may be conducted when deemed appropriate by the Department Head for purposes including, but not limited to, measuring an employee's performance in disciplinary matters or in considering the employee for promotion. The performance evaluation will be conducted by the immediate Supervisor and recorded on forms to be prescribed by the City Manager. The Supervisor will discuss the evaluation with the employee and forward it to the Department Head for review. The employee, immediate Supervisor and Department Head must sign the performance evaluation form.

C. Loss of Personal Items

Employees are encouraged not to wear expensive watches, rings, or other jewelry, eyeglasses, or any other article of clothing, which is not appropriate for the duties, and risk of loss involved in their jobs. Employees who are required to know the exact time in the course of executing their duties and who are likely to engage in physical activity should wear inexpensive watches. The City will reimburse employees for loss of personal items when it is evident that the item was necessary in the performance of their duties and the resulting damage or loss was no fault of the employee.

D. Travel Policy

Upon occasion City employees may be called upon to travel out of town at City expense while conducting official business representing the City at conferences, meetings or educational seminars. City employees are expected to exercise the same care in incurring expenses that they would if traveling on a personal basis. The City of Paris will reimburse employees for reasonable travel expenses subject to the conditions provided for in Paris Municipal Code 1-1101.

Meal allowance or meal reimbursement paid to employees where there is no overnight stay shall be considered an extra benefit to employment and shall be taxable in accord with applicable Internal Revenue Service Regulations. (Res. # 1480, 05/05/11)

E. Educational Assistance

In an effort to promote professional development of employees, the City of Paris will reimburse, subject to budgetary limitations, expenses for books and tuition for educational courses designed to improve knowledge or enhance performance relating to the duties and responsibilities of the employee's position. The City of Paris will not pay overtime nor compensate for travel expenses incurred in attending courses. Approval of the City Manager is required prior to enrollment.

F. Amendments

Amendments or revisions to these rules may be initiated by the City Manager or the City Commission. Amendments or revisions shall not become effective until after approval by the City Commission. This is not to prohibit the City Manager from establishing interim rules or interpreting the existing rules in situations requiring immediate action. Any interim rules so established shall be presented to the City Commission for action at their next regular meeting.

G. Saving Clause

If any rule, section, or sub section of these rules is held by any court to be invalid or unconstitutional, the same shall not invalidate or impair the validity,

force and effect of any other rule, section or sub-section of these rules unless it clearly appears that such other rule, section, or sub-section is wholly or necessarily dependent for its operation upon the rule, section or sub-section so held invalid or unconstitutional.

## APPENDIX B – JOB DESCRIPTIONS

### ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER

#### **Nature of Work**

Work performed under this title includes administrative and technical work on the management staff of the City Manager. The work is evaluated and supervised by the City Manager and receives general or specific instructions and advice, depending upon the nature of the assignment. Major emphasis is placed on an in-depth working knowledge of municipal government operation, general liability/auto liability administration.

May be responsible for administrating designated departments and/or departments historically associated with City Hall operation. Will act as staff to Alcoholic Beverage Control Board. Will act for the manager in administrative matters in the absence of the manager. The employee will exercise independence and initiative in fulfilling these responsibilities.

#### **Illustrative Examples of Work**

Acts as aide to the City Manager, Mayor and Board of Commissioners, composes correspondence and memorandums; arranges conferences; interprets administrative policies; relays instructions and policy and procedural revisions; acts for the city manager on routine matters; and may represent the city manager at conferences and meetings.

Organizes and plans job postings, plans testing and interview sessions.

Maintains all TDOT and Federal Motor Carrier drug testing information.

Maintains all records and conducts investigations of all worker's compensation, general and auto liability claims against the City.

Maintains all litigation files against the City. Attends benefit review hearings with City Attorney.

Studies departmental organization and procedures; investigates and reports to superior on inter-departmental questions of procedures or interpretation of responsibility.

Conducts assigned research, procedural and administrative studies and prepare reports and recommends alternative actions or solutions.

Develops an in-depth knowledge of federal and state assistance programs including revenue sharing, grants-man-ship and evaluation procedures.

In depth knowledge of all state and federal regulations governing housing programs administered by the City. Acts as City liaison to grant recipients.

Assist in the coordination of the daily operations and maintenance of the City Hall building.

Ability to work effectively with state regulatory agencies.

Conducts public awareness programs for the general public.

Considerable knowledge of word processing, business English, spelling, arithmetic, and vocabulary.

Thorough knowledge of City Codes, City Ordinances, State statutes, and the rules and regulations pursuant thereto affecting the operations and functions of the City.

Working knowledge of good office practices and machines.

Administers CDBG Programs as designated.

Assists City Manager in updating Affirmative Action Plan.

### **Desirable Knowledges & Abilities**

Knowledge of public administration in reference to municipal administration and management with an emphasis on Risk Management.

Knowledge of research analysis and of the sources of available information.

Knowledge of the organizational, procedural and functional make-up of local government.

Ability to apply good judgment in applying and interpreting policies and procedures.

Ability to express ideas effectively in writing and orally.

Considerable ability in analyzing a variety of administrative problems, to make sound recommendations as to their solution, and to prepare working procedures.

Ability to manage time and work schedule independently.

Ability to establish and maintain effective working relationships with other employees, and the general public.

Ability to communicate and work effectively with elected or appointed city, county and state officials.

### **Qualifications Desired**

Any combination of training and experience equivalent to:

Thorough in depth knowledge of municipal government administration.

Working knowledge of good office practices and machines.

Knowledge of supervision and ability to analyze accounts and budgeting principles and practices.

Experience in public relations or direct contact with people in business or professional relations.

Ability to speak effectively in public.

High School Graduate and related courses in field of public administration or related courses or any combination of experience and training approved by the City Manager.

## PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

### **Nature of Work**

Work performed under this title includes administrative and technical work under the direction of the City Manager. Is responsible for the administration of all city planning functions and zoning administration. Will work as staff to the Planning Commission and Zoning Board of Appeals.

### **Illustrative Examples of Work**

Processes all planning and zoning related requests from the public including assisting developers with site plans.

Serves as staff to the Planning Commission and Board of Zoning Appeals, including agenda preparation.

Develops recommendations on zoning requests for consideration by the Planning Commission.

Monitors federal/state grant funding sources, prepares applications and administers grants.

Accepts and processes citizen complaints related to the enforcement of zoning ordinances and health and sanitation ordinances.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of municipal administration with a strong emphasis on planning and zoning.

Thorough knowledge of City Codes, City Ordinances, State statutes, and the rules and regulations pursuant thereto affecting the operations and functions of the City.

Ability to read legal descriptions and prepare legal descriptions with a minimal technical content.

Working knowledge of good office practices and machines.

Knowledge of supervision and ability to analyze accounts and budgeting principles and practices.

Ability to apply good judgment in applying and interpreting policies and procedures.

Considerable ability in analyzing a variety of planning problems, to make sound recommendations as to their solution, and to prepare working procedures.

Ability to manage time and work schedule independently.

Ability to speak effectively in public.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to communicate and work effectively with elected or appointed city, county and state officials.

## **Desirable Training and Experience**

Any combination of training and experience equivalent to:

Experience in public relations or direct contact with people in business or professional relations.

College graduate with related courses in the field of planning and municipal administration or any combination of experience and training approved by the City Manager.

## FINANCE DIRECTOR

### **Nature of Work**

This is responsible administrative work in directing and participating in the performance of legally based duties and functions assigned to the Office of City Recorder.

Work involves responsibility for planning, organizing, directing, and participating in municipal finance administration, and official record-keeping duties. The employee of this class exercises administrative review over financial operations and performs official duties pertaining to the preparation and custody of official records. Work is performed under the general direction of the City Manager and is reviewed through conferences and reports.

### **Illustrative Examples of Work**

Exercises administrative review over municipal finance administration; confers with the City Manager in the formulation of financial policies and procedures and assists in the administration of approved policies.

Assists in the development of the City budget.

Prepares analysis or special reports as directed by the City Manager.

Directs the operation of the City's computer data processing operations.

Serves as custodian of the corporate seal and of the official records, ordinances, resolutions, and related materials and documents of the City.

Attends City Commission meetings; attests the signature of all officials signing official documents for the City; administers oaths.

Answers inquiries and interprets municipal policies; performs a variety of clerical tasks and assists the public as required.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of modern office procedures, practices, and equipment.

Thorough knowledge of the provisions of the City Charter and Ordinances.

Thorough knowledge of the organization and functions of city government.

Ability to plan, assign, and supervise the work of clerical subordinates.

Ability to exercise leadership and to establish and maintain effective working relationships with the City Manager and City Commission, other city officials and employees and the public.

Ability to speak and write effectively.

Knowledge of municipal finance procedures and practices.

Ability to understand and direct the City's computer operations.

### **Desirable Training and Experience**

Bachelor's Degree in accounting or related field supplemented by courses in public administration and Tennessee Municipal Law, and some experience in office management or related work, including supervisory experience.

#### NOTE:

IT IS THE INTENT OF THIS JOB DESCRIPTION THAT THE CITY OF PARIS SHALL ONLY HAVE ONE EMPLOYEE AT ANY ONE TIME TO PERFORM THE JOB FUNCTION OF FINANCE DIRECTOR / CITY RECORDER. SUCH FINANCE DIRECTOR SHALL BE ONE (1) EMPLOYEE WHO SHALL EITHER BE DESIGNATED AS FINANCE DIRECTOR / ASSISTANT CITY MANAGER OR FINANCE DIRECTOR AS EACH OF THESE POSITIONS ARE DEFINED IN THE PERSONNEL RULES AND REGULATIONS OF THE CITY OF PARIS. (Res. # 1537, 05/01/14)

## FINANCE DIRECTOR / ASSISTANT CITY MANAGER

### **Nature of Work**

In addition to the duties normally performed as the Finance Director and City Recorder, the Assistant City Manager shall assist with the daily operation of city government activities under the supervision of the City Manager.

### **Illustrative Examples of Work**

Assists with the overall operation of the city and monitors the performance of departments. Recommends corrective action when necessary.

Assists with the administration of the city budget, as well as the development of documents such as the capital budget plan, personnel policies and procedures, etc.

As assigned by the City Manager, consults and cooperates with Boards and community groups.

Prepares administrative directives and upon request of the City Manager, conducts analysis of administrative programs and projects of the city.

Assists in administering and coordinating federal and/or state grants applied for and received by the city; stays abreast of grant programs and opportunities for future funds.

Serves as City Manager in the absence of the City Manager temporarily (vacation, illness) or long-term (leave of absence, resignation).

Performs other duties as required by the City Manager.

### **Desirable Knowledge, Abilities, and Skills**

Comprehensive knowledge of the general operations of a city government.

Comprehensive knowledge of municipal budgetary principles and practices.

Ability to study municipal operations and make recommendations for improvements.

Ability to express ideas and information clearly, concisely, and convincingly both orally and in writing to staff, the governing body, and to the general public.

Ability to establish and maintain effective working relationships with the general public, employees, and elected officials.

### **Qualifications**

Graduation from an accredited college or university including or supplemented by accredited courses in accounting, business administration, political science, public administration, economics, or city management.

A minimum of three (3) years administrative experience in public administration or similar field; or a master's degree in public administration, and two (2) years experience in municipal government at a Department Head or comparable level.

NOTE:

IT IS THE INTENT OF THIS JOB DESCRIPTION THAT THE CITY OF PARIS SHALL ONLY HAVE ONE EMPLOYEE AT ANY ONE TIME TO PERFORM THE JOB FUNCTION OF FINANCE DIRECTOR/CITY RECORDER. SUCH DIRECTOR OF FINANCE SHALL BE ONE EMPLOYEE WHO SHALL BE EITHER DESIGNATED FINANCE DIRECTOR/ASSISTANT CITY MANAGER OR FINANCE DIRECTOR AS DEFINED IN THE PERSONNEL RULES AND REGULATIONS OF THE CITY OF PARIS. (Res. # 1537, 05/01/14)

## CHIEF ACCOUNT CLERK

### **Nature of Work**

This is responsible bookkeeping systems application work requiring knowledge of double entry bookkeeping and a high degree of accuracy.

Work involves the application of double entry bookkeeping knowledges and skills to a variety of bookkeeping tasks such as posting, preparing and checking entries, balancing accounts and collecting and disbursing monies. Work also involves review and evaluation of purchases for discovery of possible cost savings or detection of misappropriation. Work is performed independently within established policies, procedures, and regulations, and is reviewed by supervisor through conferences and reports.

### **Illustrative Examples of Work**

Maintains various central accounting records such as accounts receivable and accounts payable; tabulates and approves cash reports; posts and balances accounts receivable, accounts payable, and various other accounts; verifies payrolls.

Maintains various journals and ledgers either electronically or manually; posts cash receipts daily; posts deposits; disbursements, refunds, and adjustments; and performs bank reconciliations.

Classifies receipts and disbursements in accordance with established codes, maintains posting of charges and credits to accounts; and prepares summary sheets.

Provides for the collection and custody of receipts.

Maintains and adjusts all Landfill administrative data, billing and collection of receipts.

Operates computer input and output devices.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of basic double entry bookkeeping and sub-professional accounting principles and procedures.

Considerable knowledge of municipal revenue laws, requirements, and procedures.

Considerable knowledge of modern office practices, procedures, equipment, and standard clerical techniques.

Ability to apply bookkeeping principles to the maintenance of fiscal and accounting records.

Ability to make complex and varied arithmetical computations and tabulations rapidly and accurately.

Ability to understand and carry out complex oral and written instructions.

Ability to understand and operate computer hardware and application software.

Ability to establish and maintain effective working relationships with other employees and the public.

### **Desirable Training and Experience**

Graduation from high school, including or supplemented by courses in bookkeeping; considerable experience in bookkeeping and related specialized clerical work; or any equivalent combination of experience and training. (Res. # 1489, 10/06/11)

## ACCOUNT CLERK / HUMAN RESOURCES

### **Nature of Work**

This is bookkeeping and specialized clerical work in maintaining fiscal records and/or preparing and processing payrolls.

Work involves the application of fundamental bookkeeping knowledge and skills applied to various bookkeeping tasks such as posting, checking entries, and balancing accounts. Work of this class requires the operation of adding and other standard office machines. Work is performed according to established procedures, although the employee in this class is expected to perform standardized tasks with independence. Work is performed under general supervision and is subject to checks for accuracy through internal controls and independent audits.

Work also involves contact with the public under conditions requiring the use of tact and judgment.

### **Illustrative Examples of Work**

Posts to and maintains either electronically or manually a variety of ledgers; prepares and maintains personnel files on all city employees.

Classifies disbursements in accordance with established codes, referring questionable allocations to superiors; prepares payrolls and performs related payroll accounting, record keeping, and reporting tasks.

Compiles data, makes arithmetic computation and prepares reports as required or requested. Assists with the yearly budgeting process by providing all payroll and employee benefit costs to the Finance Director.

Meets and serves the public; directs persons to proper offices and officials; gives information and explains municipal policies and rules.

Operates several types of standard office equipment such as adding and calculating machines, small duplicating equipment, and other standard office appliances which can be learned on the job. Additionally, work may require the operation of computer input and output devices.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of basic double entry bookkeeping principles and practices, and of their application to accounting transactions.

Knowledge of business English, spelling, and arithmetic.

Some knowledge of modern office methods, procedures and equipment.

Ability to maintain financial records and to prepare periodic and special financial reports and statements.

Ability to operate various standard office machines.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand the operation of computer hardware and application software.

Ability to understand and follow oral and written instructions and to undertake responsibilities of increasing variety with some initiative and judgment.

Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.

Ability to make and verify arithmetical computations and tabulations accurately and with reasonable speed.

### **Desirable Training and Experience**

Graduation from high school including or supplemented by general business courses in bookkeeping and/or typing; some experience in double entry bookkeeping; or any equivalent general business combination of experience and training. (Res. # 1489, 10/06/11)

## ACCOUNT CLERK

### **Nature of Work**

This is a responsible bookkeeping position requiring considerable knowledge of general office practices and applications.

Work involves a variety of clerical assignments including typing, filing and data processing. Detailed instructions and relatively close supervision are received at the beginning of work and on new assignments, although regular assignments once learned are performed more independently. Work is performed with an increasing variety and complexity of duties, and some initiative and judgment is utilized as experience is gained. Work includes contact with the public under conditions requiring the use of tact and initiative. Work is subject to supervision while in progress or upon completion for accuracy and adherence to established standards and procedures.

### **Illustrative Examples of Work**

Receives cash payments; issues licenses; types and files miscellaneous letters and reports; answers inquiries and assists the public; and takes telephone messages. Is the first point of contact between the Finance Office and the public.

Assists with AP data entry; maintains records for cemeteries; performs some secretarial duties, assists in performance of a variety of clerical tasks as directed.

Sorts and files correspondence or other materials, numerically, alphabetically, or by other established classifications.

Operates computer input and output devices.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of modern office practices, procedures, equipment, and standard clerical techniques.

Some knowledge of business English, spelling and arithmetic.

Ability to apply understand and follow oral and written instructions and to undertake responsibilities of increasing variety with some initiative and judgment.

Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.

Ability to make arithmetical computations and tabulations accurately and with reasonable speed.

Ability to establish and maintain effective working relationships with other employees and the public.

## **Desirable Training and Experience**

Graduation from high school including or supplemented by general business courses in modern office tasks and processes; some experience in double entry bookkeeping helpful; or any equivalent general business combination of experience and training. (Res. # 1489, 10/06/11)

## CLERK TYPIST

### **Nature of Work**

This is general clerical, secretarial, and typewriting work involving duties which increase in complexity and variety as experience is gained.

Although typing is an essential duty of employees of this class, work includes a variety of other clerical assignments. Detailed instructions and relatively close supervision are received at the beginning of work and on new assignments, although regular assignments once learned are performed more independently. Work is performed with an increasing variety and complexity of duties and some initiative and judgment is utilized as experience is gained. Work includes contact with the public under conditions requiring the use of tact and initiative. Work is subject to supervision while in progress or upon completion for accuracy and adherence to established standards and procedures.

### **Illustrative Examples of Work**

Types articles, forms, letters, memoranda, reports, tabulations, and other material from copy, rough draft or dictating equipment.

Sorts and files correspondence, parking tickets, purchasing documents, index cards, or other materials, numerically, alphabetically, or by other established classifications; maintains police records, compiles data, and prepares reports.

Meets and serves the public; directs persons to proper offices and officials; gives information and explains municipal policies and rules; opens, sorts, and distributes mail; takes telephone messages; performs secretarial duties.

Performs clerical duties such as posting to records, keeping time cards and personnel records, issuing business licenses, and making arithmetical computations; processes parking tickets and purchasing requests.

Operates several types of standard office equipment such as adding and calculating machines, small duplicating equipment, and other standard office appliances which can be learned on the job.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Some knowledge of modern office practices, procedures, and equipment.

Some knowledge of business English, spelling and arithmetic.

Ability to understand and follow oral and written instructions and to undertake responsibilities of increasing variety with some initiative and judgment.

Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.

Ability to make arithmetical computations and tabulations accurately and with reasonable speed.

Skill in typing accurately from rough draft, plain copy, or dictating equipment at a reasonable working rate of speed.

**Desirable Training and Experience**

Graduation from high school including or supplemented by course work in business practices including typewriting; or any equivalent combination of experience and training.

## MAINTENANCE PERSON I – CITY HALL

### **Nature of Work**

Work involves responsibility for the efficient performance of a variety of custodial and maintenance tasks in the City Hall. Work generally is performed in accordance with established procedures, but specific instructions may be given on special jobs or problems. Work is subject to inspection by a superior for maintenance of established standards of cleanliness or compliance with instructions. Additionally, minor plumbing, electrical and HVAC maintenance is required.

Individual may occasionally be assigned to assist in Parks Maintenance on an as needed basis.

### **Illustrative Examples of Work**

Cleans counters, tables, windows, and ashtrays; cleans restrooms and replenishes supplies.

Checks and maintains heating, air conditioning, plumbing and related equipment.

Washes and empties wastebaskets; cleans and polishes furniture; replaces light bulbs and cleans light fixtures.

Secures doors; sweeps walks, picks up papers and debris.

Mops and waxes floors; washes walls.

Delivers supplies from inventories and files from storage to administrative offices.

Moves chairs and other office furniture as required.

Orders and picks up supplies as directed.

Performs related work as required.

Performs a variety of grounds maintenance work; plants, waters, sprays, and trims trees, greens, shrubbery and flowers; mows grass.

### **Desirable Knowledges, Abilities and Skills**

Ability to read, write, and perform basic arithmetic.

Ability to communicate effectively, both orally and in writing.

Knowledge of materials, methods, and equipment used in custodial work, and of equipment normally found in buildings.

Ability to understand and comply with oral and written instructions.

Ability to routinely lift up to 50 lbs. and amounts in excess of 50 lbs. on an occasional basis.

Ability to engage in other strenuous activities on a routine basis.

Ability to get along with other employees.

### **Desirable Training and Experience**

Education sufficient to develop basic reading, writing and mathematical skills.

Experience in the cleaning and care of buildings. Must be able to obtain a valid Tennessee Driver's License.

Some experience in working mechanical repairs or as a laborer or helper in varied maintenance and construction work; or any equivalent combination of experience and training.

## POLICE CHIEF

### **Nature of Work**

This is responsible administrative and technical police work in the direction of all employees and activities of the municipal police department.

This is an important administrative position involving responsibility for the protection of lives and property in the City through the supervision of all police functions. Work involves the efficient operation of the Police Department through the control of activities; the determination of departmental procedures; the planning of departmental work priorities and goals; the implementation of programs; and the training, assignment, supervision, and discipline of all department staff. The employee consults with the City Manager in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, he works independently in carrying on the police department functions. Work is reviewed through discussions on problems and review of program results.

### **Illustrative Examples of Work**

Formulates policies, regulations, organization goals, and program priorities of the Police Department in consultation with the City Manager and with the assistance of subordinate officers.

Directs the formulation of work methods and procedures to be followed by members of the Department; inspects and appraises departmental activities and personnel; takes necessary steps in modifying police operations to meet changing conditions.

Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection.

Plans and supervises the preparation of department budget and the control of expenditures.

Plans and directs in-service police training programs; supervises the development and maintenance of an effective program of personnel evaluation.

Cooperates with Federal, State, and other local officers in the apprehension and detention of wanted persons and with other agencies where activities of the Police Department are involved.

Plans and supervises a police community relations program; attends civic club meetings and other public gatherings to explain the activities of the Police Department and to establish favorable public relations.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Extensive knowledge of the principles, standards, and practices of modern police administration and police methods.

Extensive knowledge of the principles and accepted good practices and procedures as applied to patrol, traffic control, and criminal investigations, crime prevention, communications, and records management.

Considerable knowledge of the functions of Federal, State, and local jurisdictions and authorities as they relate to police work.

Ability to plan, lay out, and supervise the work of a large number of subordinates performing varied operations connected with police activities, to develop proper training and instructional procedures for those employees, and to maintain a high level of discipline and morale.

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to police activities, and to modify organizational procedures to meet changing conditions.

Ability to establish and maintain effective working relationships with City staff, State and Federal authorities, civic leaders, and the general public.

Ability to provide effective leadership for and maintain harmonious relationships in the Department.

Ability to prepare and present effective oral and written informative material related to the activities of the Police Department.

### **Desirable Training and Experience**

Graduation from a standard high school, supplemented by advanced courses in police administration along with extensive municipal police department experience which included significant command experience or an equivalent combination of training and experience.

## ASSISTANT CHIEF OF POLICE

### **Nature of Work**

This position is under the direct supervision of the Chief of Police. This is a full-time position working regular business hours with periods of shift work to stay in touch with the street officers. The employee is responsible for assisting the Chief of Police in planning, organizing and directing of all activities of the Police Department. The employee acts as Chief in absence of the Chief of Police. The employee is expected to perform his or her duties according to state laws, city ordinances and the policies and procedures of the police department. Instructions to the employee are somewhat general, but many aspects of the work follow standardized guidelines. However, the employee may be required to use independent judgment in order to complete tasks.

### **Illustrative Examples of Work**

- Implement and conduct an annual POST in-service training program.

- Schedules and conducts defensive driving training for all City employees; training schedule for dispatchers (in house in-service); Supervisor training; and making arrangements for out of town training.

- Supervise operations of computer system and records maintenance problems.

- Assists the chief in preparation of the department budget and control of expenditures.

- Establish and maintain a CID records hardcopy system.

- Maintain mug shot files and identification records.

- Maintain court dispositions of General Sessions and Circuit Courts.

- Attend meetings on new Police concepts in training, records, equipment, etc.

- Monitor and maintain all department certification for all personnel.

- Administration of E-911 communications operations.

- Delivers talks to civic and professional organizations.

- Schedules and conducts crime prevention programs for businesses and homeowners.

- Serves as information officer.

- Monitors new regulations and trends in labor relations. Monitors comments and feelings of department members and makes recommendations as to practices to increase morale within the department.

- Performs related duties as required.

### **Desirable Knowledges, Abilities and Skills**

The employee will operate a variety of equipment including firearms, stun guns, transcribing equipment, computer, 10 key calculator, cameras, tv/vcr, and other audio and video equipment, radio and E911 communications equipment, police vehicles, radar and fingerprinting and emergency equipment.

The demands of this position can be stressful both mentally and physically. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

Thorough knowledge of modern police methods and procedures and of the principles, practices, and techniques of criminal investigation and identification.

Considerable knowledge of pertinent federal and state laws, municipal ordinances, recent high court decisions, and of sources of information on legal matters.

Considerable knowledge of the principles and practices of police administration.

Ability to enforce laws and regulations firmly, tactfully, and impartially.

Ability to express ideas clearly and concisely, both orally and in writing.

### **Desirable Training and Experience**

Graduation from a standard high school, supplemented by specialized training in police administration, police science, or related subjects; and considerable supervisory police experience; or an equivalent combination of training and experience.

## **POLICE CAPTAIN**

### **Nature of Work**

This is administrative and technical police work in assisting in the direction of the municipal police department.

As senior officer under the Chief of the Department, the Police Captain is responsible not only for assigned functional responsibilities, but for assuming command of the Department when the Chief is not present. Work requires the application of advanced knowledges and abilities in leading Officers, appraising the effectiveness of police techniques, and interpreting department policies and procedures. Directions are received orally, electronically, or in writing from the Chief, who reviews work through observation, inspection, and evaluation of results achieved.

### **Illustrative Examples of Work**

The Patrol Division Captain is the supervisor of the Patrol Division and reports directly to the Chief of Police, which is responsible for the following functional areas:

- Police patrol coverage and scheduling
- Traffic control, direction, and enforcement
- Traffic accident investigation
- Major and special events
- Unusual and emergency operations
- Warrant and legal document service
- Uniforms and personal equipment
- Crime prevention and suppression
- Field Training Officers Program
- Specialized Patrol Units
- Police vehicle fleet
- Commands the department F.A.S.T. Team

The Operations Captain is the supervisor of the Criminal Investigation Division, the Records Department and the Parking Program, which is responsible for the following functional areas:

- Narcotic/Vice Investigations and Control
- Organized Crime Investigation and Control
- Criminal Intelligence and Crime Analysis
- Victim/Witness Assistance
- Informants, Undercover Operations

- Assist with the Drug Fund Management and Control
- Investigates all crimes against persons or property that occur within the City of Paris
- Is responsible for the processing of major crime scenes
- Department Records Program and the sale of public records
- Parking Ticket Program
- Department Evidence Program
- Department City Court Program
- Department In-service records and Salary Supplement records

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of modern police methods and procedures and of the principles, practices, and techniques of criminal investigation and identification.

Considerable knowledge of pertinent federal and state laws, municipal ordinances, recent high court decisions, and of sources of information on legal matters.

Considerable knowledge of principles and practices of police administration.

Considerable knowledge of the use of police records and their applications to the solution of police problems.

Ability to plan, assign, and supervise the work of subordinates in a manner conducive to good discipline and high morale.

Ability to enforce laws and regulations firmly, tactfully, and impartially.

Ability to express ideas clearly and concisely, both orally, and in writing.

Ability to establish and maintain effective working relationships with police officers of other jurisdictions and the public.

Skill in the use and care of firearms.

### **Desirable Training and Experience**

Graduation from a standard high school, supplemented by specialized training in police administration, police science, or related subjects; and considerable supervisory police experience; or an equivalent combination of training and experience.

## **POLICE LIEUTENANT**

### **Nature of Work**

This is supervisory or specialized police work performed in the field or at the station.

Work involves responsibility for supervising or conducting patrol, traffic, communications, or investigative services during an assigned shift. Work includes the application or judgment based on police experience and training in solving work problems and in interpreting departmental policies and regulations. Incumbents of this class are given specific instructions by a superior officer on new assignments, but work with considerable independence on regularly assigned duties. Work is reviewed by a supervisor through conferences, observation of results obtained, and evaluation of reports submitted.

### **Illustrative Examples of Work**

The Patrol Division Lieutenant is the supervisor of the Patrol Shift and reports directly to the Patrol Captain.

- Protection of life and property
- Apprehension and prosecution of offenders
- Enforcement of regulatory measures
- Patrols the city on an assigned shift observing, supervising, and instructing subordinate officers
- Responds to major police, fire and accident calls, assists and instructs subordinate officers
- Personnel training
- Improving working conditions for maximum efficiency and morale
- Recognizing outstanding performance
- Building maximum public confidence and support
- Proper use of City property and equipment

The C.I.D. Division Lieutenant is the lead Investigator. He/she shall recognize crime as an offense against the State and wherever feasible initiate prosecution. C.I.D. Lieutenant reports directly to the Operations Captain.

- Participates in investigations of all type of crimes
- Collects information
- Collects and preserves evidence
- Is placed on the on-call C.I.D. list to respond to serious crime after hours
- Checks sources of information and conducts searches
- Works with a large degree of independence

- Ability to react quickly and calmly in emergencies
- High knowledge of laws, ordinances and approved principles and practices of police work
- Maintains Drug Funds and all reports required for audit purposes
- Keep detailed records of investigations
- Prepare cases for court, testify, and prosecute cases

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of modern police methods and procedures and of the principles, practices, and techniques of police patrol, criminal investigation and identification.

Considerable knowledge of pertinent federal and state laws, and municipal ordinances.

Ability to plan, assign, and supervise the work of subordinates in a manner conducive to good discipline and high morale.

Ability to enforce laws and regulations firmly, tactfully, and impartially.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with police officers of other jurisdictions and the public.

Skill in the use and care of firearms.

### **Desirable Training and Experience**

Graduation from a standard high school or GED equivalent required with five years of patrol or C.I.D. experience; or any equivalent combination of education, training and experience which meets the approval of the Chief of Police.

Must meet P.O.S.T. standards and be certified as a Police Officer in the State of Tennessee.

Thorough knowledge of the geography of the City, important buildings, and the street system.

## **POLICE SERGEANT**

### **Nature of Work**

This is general duty police work in enforcing laws and ordinances. He/she shall conduct thorough investigations of all offenses within the assigned areas.

The Sergeant shall collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders, protection of life, and property.

Work involves an element of danger and may be performed either in uniform or plain clothes. The Sergeant is engaged in constant and varied contact with the public which requires the exercise of individual initiative.

In the absence of or at the direction of a higher ranking officer the Sergeant will assume supervisory responsibility for the shift.

### **Illustrative Examples of Work**

The Patrol Division Sergeant reports directly to the Patrol Lieutenant.

- Protection of life and property
- Apprehension and prosecution of offenders
- At the direction of a higher ranking officer will assume supervisory responsibility for the shift
- Patrols the city on an assigned shift and be responsible for the performance of duties in conformity with the policies of the Department
- Responds to major police, fire, and accident calls
- Building maximum public confidence and support
- Proper use of City property and equipment

The C.I.D. Division Sergeant reports directly to the C.I.D. Lieutenant.

- Participates in investigations of all type of crimes
- Intelligently and thoroughly investigates each case, initiating the investigation by prompt contact with the complainant
- Is placed on the on-call C.I.D. list to respond to serious crime after hours
- Collects and preserves evidence
- Conducts searches
- Checks sources of information
- Works with some degree of independence

- High knowledge of laws, ordinances and approved principles and practices of police work
- Keep detailed records of investigations
- Prepare cases for court, testify and prosecute cases, thoroughly investigate each case, initiating the investigation by prompt contact with the complainant.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of modern police methods and procedures and of the principles, practices, and techniques of police patrol, criminal investigation and identification.

Considerable knowledge of pertinent federal and state laws, municipal ordinances.

Ability to plan, assign, and supervise the work of subordinates in a manner conducive to good discipline and high morale.

Ability to enforce laws and regulations firmly, tactfully, and impartially.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with police officers of other jurisdictions and the public.

Skill in the use and care of firearms.

### **Desirable Training and Experience**

Graduation from a standard high school or GED equivalent required with three years of patrol or C.I.D. experience; or any equivalent combination of education, training and experience which meets the approval of the Chief of Police.

Must meet P.O.S.T. standards and be certified as a Police Officer in the State of Tennessee.

Thorough knowledge of the geography of the City, important buildings, and the street system.

## INVESTIGATOR / DETECTIVE

### **Nature of Work**

This is technical work in the investigation of criminal offenses, accidents, and related problems. Work is performed under general supervision and in accordance with established rules and procedures. Assignments are received from a superior officer and are usually specific. Advice and assistance are available to unusual situations. Work is reviewed through accomplishments, inspection, and submitted reports.

### **Illustrative Examples of Work**

- Participates in investigations of all types of crimes.
- Collects information; collects and preserves evidence; conducts searches; checks sources of information; checks truth and accuracy of statements.
- Attends court.
- Obtains warrants; executes warrants and serves subpoenas.
- Prepares written reports of complaints and investigations.
- Works with prosecuting attorney to prepare cases for trial.
- Performs related work as required.

### **Knowledges, Abilities and Skills**

- Considerable knowledge of approved principles and practices of police work.
- Considerable knowledge of laws and ordinances governing local police work.
- Some skill in investigatory techniques and in the use of police equipment.
- Ability to work with some degree of independence.
- Ability to execute difficult oral and written directions; to prepare clear and comprehensive reports.
- Ability to react quickly and calmly in emergencies; to execute duties firmly, tactfully, and impartially.
- Skill in the use and care of firearms and in the operation of motor vehicles.
- Possession of a valid driver's license issued by the State of Tennessee.
- Ability to establish and maintain effective working relationships with other employees, other law enforcement officers, and the general public.

### **Desirable Training and Experience**

Graduation from high school, or a recognized equivalent certificate; preferably supplemented by course work in modern police work and investigative techniques. Some experience as a police officer. Candidates for this position must have served a minimum of three years as a municipal law enforcement officer and additionally meet all requirements as prescribed by the Minimum Standards of the State.

## PATROL OFFICER I & II

### **Nature of Work**

This is general duty police work in enforcing laws and ordinances.

An employee of this class is responsible for the protection of life and property; for the prevention, detection, and investigation of crime; and for maintaining law and order. Work involves an element of danger and may be performed either in plain clothes or in uniform. The Patrol Officer is engaged in constant and varied contact with the public which requires the exercise of individual initiative. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures. Employees must, however, be able to react with discretion, dispatch, and authority in meeting emergencies. Work is reviewed through reports, inspections, and observation of results obtained. In the absence of, or at the direction of, a higher ranking officer, the Patrol Officer II will assume supervisory responsibility for the shift.

### **Illustrative Examples of Work**

Patrols the city to preserve law and order; enforces traffic laws and issues citations or warnings to violators; patrols school zones and high-activity areas; directs traffic; investigates traffic accidents, gives first aid to injured, and prepares reports.

Establishes traffic controls and police protection at fires and other incidents; performs police and escort duties at parades, processions, and special events; controls school crossing traffic; checks and reports on deficient street lights, signs, and road surfaces; investigates citizen complaints, checks person engaged in suspicious activities.

Checks doors and windows of business establishments and, as assigned, private homes; gives information to motorist concerning location of streets, routes, and buildings; answers miscellaneous service calls for citizens.

Visits the scenes of crimes and accidents; searches for and preserves evidence; investigates clues; interviews principals, suspects, and witnesses; searches for and apprehends violators.

Logs and safeguards property held as evidence; takes and develops photographs; takes fingerprints; checks criminal records.

Apprehends persons, including juveniles, suspected of committing crimes or misdemeanors; confers with parents of juvenile delinquents and makes or suggests referrals to resource agencies.

Participate in departmental training programs.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of the geography of the City, the location of important buildings, and of the street system.

Knowledge of controlling laws and ordinances, particularly the laws of arrest and evidence.

Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of citizens.

Ability to analyze situations quickly and objectively, and to determine proper courses of action.

Ability to understand and carry out oral and written instructions.

Ability to write and speak effectively.

Ability to acquire skill in the use and care of firearms, and in first aid practices.

Ability to professionally and effectively testify in court.

Ability to be courteous to the public.

### **Desirable Training and Experience**

Graduation from high school, supplemented by specialized training in law enforcement; and some experience in work involving public contact. Candidates for this position must: 1) be 21 years of age and a citizen of the United States, 2) maintain a valid Tennessee Drivers License; and 3) graduate from the State Law Enforcement Academy within one year. Candidates for the position of Patrol Officer II must have served a minimum of three years as a Patrol Officer and attend supplementary supervisory training courses.

## COMMUNICATIONS SUPERVISOR

### **Nature of Work**

This is specialized work involved with directing the operation of the police communications center. Work includes receiving and dispatching messages through the use of telephone, radio, and other communications equipment along with training and supervising the dispatching staff.

Work consists of establishing and following procedures for processing calls for emergency services or for information. The employee is responsible for the prompt and efficient dispatching officers and equipment to emergencies and for providing requested information. Employees must be acquainted with local government operations, the police and fire protection system, and geographical layout of the City as well as modern communications systems and procedures. Although work is performed within established policies and procedures, it requires the exercise of sound judgment in emergency situations. Supervision and assignments are received from a superior, both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports.

### **Illustrative Examples of Work**

Assists in the selection of and provides training for the dispatching staff. Supervises staff and is responsible for the efficient dispatch operation on 24 hour basis.

On an assigned shift, operates telephone, radio, and other communications equipment.

Receives emergency calls; ascertains address and nature of emergency; dispatches appropriate personnel and equipment to scenes of police incidents, accidents, rescue operations, fires, and other emergencies; maintains records of emergency and other dispatches; keeps radio log.

Receives routine calls and gives information as requested.

Receives and transmits messages between field units and with offices in other cities.

Maintains radio contact with other law enforcement agencies; maintains status and current information on all units in and out of service.

Attends public at counter; provides information; performs general clerical work.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of modern emergency communication equipment, practices and procedures.

Thorough knowledge of the geography of the City and the location of streets and important buildings.

Some knowledge of modern office methods and equipment.

Ability to learn quickly the operation of telephone, radio, and other communications equipment.

Ability to speak clearly in a well-modulated voice and to use good diction.

Ability to react quickly and calmly in emergencies.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand and follow moderately complex oral and written instructions and procedures.

Ability to remain calm and courteous to the public both in the department and on the telephone.

Ability to write legibly and spell correctly.

### **Desirable Training and Experience**

Graduation from a standard high school or technical school along with some experience in communications or clerical work; or an equivalent combination of training and experience.

## POLICE DISPATCHER

### **Nature of Work**

This is specialized work in receiving and dispatching messages in a public safety communications center through the use of telephone, radio, and other communications equipment.

Work consists of receiving incoming calls for emergency services or for information, and promptly and efficiently dispatching officers and equipment, or providing requested information. Disposition of calls is made in accordance with established procedures, but employees must be acquainted with local government operations, the police and fire protection system, and geographical layout of the City. Although work is performed within established policies and procedures, it requires the exercise of sound judgment in emergency situations. Supervision and assignments are received from a superior, both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports.

### **Illustrative Examples of Work**

On an assigned shift, operates telephone, radio, and other communications equipment.

Receives emergency calls; ascertains address and nature of emergency; dispatches appropriate personnel and equipment to scenes of police incidents, accidents, rescue operations, fires, and other emergencies; maintains records of emergency and other dispatches; keeps radio log.

Receives routine calls and gives information as requested.

Receives and transmits messages between field units and with offices in other cities.

Maintains radio contact with other law enforcement agencies; maintains status and current information on all units in and out of service.

Attends public at counter; provides information; performs general clerical work.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of the geography of the City and the location of streets and important buildings.

Some knowledge of modern office methods and equipment.

Ability to learn quickly the operation of telephone, radio, and other communications equipment.

Ability to speak clearly in a well-modulated voice and to use good diction.

Ability to react quickly and calmly in emergencies.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand and follow moderately complex oral and written instructions and procedures.

Ability to remain calm and courteous to the public both in the department and on the telephone.

Ability to write legibly and spell correctly.

### **Desirable Training and Experience**

Graduation from a standard high school or technical school along with some experience in communications or clerical work; or an equivalent combination of training and experience.

## RECORDS CLERK

### **Nature of Work**

This is responsible clerical work concerned with the custody and management of certain police records and performance of varied staff assignments.

Work involves responsibility for monitoring and controlling records, providing records information, and performing staff assignments. Except for special projects, work is carried out in accordance with established policies and procedures and is subject to review and assessment by superiors.

### **Illustrative Examples of Work**

Sees that documents are indexed and properly filed; performs varied administrative tasks for the Police Chief.

Handles a variety of requests for information, and responds to inquiries from criminal justice agencies and the general public regarding records, reports, and police related information and services.

Directs and participates in the preparation of statistical and other bulletins and reports; operates typewriter, and other standard office equipment.

Serves as clerk to municipal judge.

Issues City warrants.

Collects and turns in all monies.

Posts docket book of court cases.

Prepares and maintains Police Department payroll time records.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of modern office methods and procedures.

Knowledge of department policies and procedures.

Some knowledge of laws and ordinances applicable to the Department.

Ability to maintain moderately complex records and to prepare periodic and special reports.

Ability to establish and maintain good public relations.

### **Desirable Training and Experience**

High school graduation and experience in office and records work in a judicial or law enforcement agency; or any equivalent combination of training and experience.

## PARKING PATROL OFFICER

### **Nature of Work**

This is routine work in the enforcement of the City's parking ordinances.

Work involves the responsibility for the patrol of assigned areas to check parked vehicles for overparking and improper parking; writes citations for those that are in violation. Work also involves the reporting of traffic and other violations observed during patrol to superiors. The work does not involve the degree of personal danger as does that of the Police Officer. Work is performed under general supervision and advice and assistance is available from superiors when needed.

### **Illustrative Examples of Work**

Patrols a designated area of the City by foot to enforce parking regulations; writes citations for those in violation.

Reports violations other than parking to superiors for immediate follow-up action.

Assists in the collection of monies from the meters.

Prepares daily reports and maintains routine records.

Performs related work as required.

### **Desirable Knowledges, Ability and Skills**

Some knowledge of the geography of the downtown business section of the City.

Ability to walk a daytime shift.

Ability to express ideas effectively and to prepare complete and concise reports.

Ability to write legibly.

Ability to maintain good public relations.

### **Desirable Training and Experience**

Education sufficient to develop effective reading, writing, and mathematical skills.

## SCHOOL CROSSING GUARD

### **Nature of Work**

This is responsible part-time work involving supervising the safety of children in school-zoned crosswalks. Work is performed independently under general supervision with advice and assistance available from superiors when needed.

### **Illustrative Examples of Work**

Patrols specified intersections during school opening and closing times.

Safely escorts children across streets and intersection, and insures that children observe safety rules while within the guards patrol area.

Reports unruly or disobedient children to the Chief of Police or his next of command.

Carries a small note pad and pen for recording description and license numbers of motorists who disregard speed limit or other traffic and safety regulations.

Testifies in City Court when necessary to prosecute traffic and safety regulation violators.

Carries a hand held stop sign and whistle to assist in traffic control.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of traffic and safety regulations.

Ability to observe and remember license numbers and automobile descriptions.

Ability to control groups of children.

Ability to stand or walk for two one hour shifts per day, often under adverse weather conditions.

Ability to communicate effectively both orally and in writing and deal with the public firmly, yet tactfully.

### **Desirable Training and Experience**

Education sufficient to develop average reading and writing skills along with work experience involving an above average degree of responsibility.

## PROPERTY AND EVIDENCE OFFICER

### **Nature of Work**

The Property and Evidence Officer stores, records, and retrieves found or confiscated property and evidence. The member performs technical, operations and clerical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, workers, working as a team member, functioning under time pressure and responding in a positive manner to supervision.

The Property and Evidence Officer may perform other related duties and tasks, as required and shall have the physical, mental, and emotional abilities to perform the essential job duties of the position.

### **Illustrative Examples of Work**

- Dispose of property and/or evidence, maintain evidence facility, and operate Property/Evidence equipment
- Logs evidence, prepares evidence as requested
- Lists and sell sells property at auction
- Reproduces audio/visual tapes and records
- Submit evidence to crime labs, process disposition forms, collect and package evidence
- Respond to service

- Inspect and maintain vehicles
- Testify at trials/hearings/depositions, respond to court-ordered subpoenas, maintain records/files, maintain activity reports, prepare reports, and maintain computer files and copy as requested

### **Desirable Training and Experience**

- High school diploma or GED
- Course work related to inventory control. Storage keeping or completed within one year of transfer
- Comparable work experience may be substituted for course work
- Valid Tennessee driver's license
- Basic computer skills
- Five years experience as a certified law enforcement officer
- Desirable work primarily performed in an office environment
- Work around possible exposure to fumes, chemicals, narcotics, body fluids and blood

Work involves being on-call

**Desirable Knowledge, Abilities, and Skills**

Base knowledge of police operations  
Knowledge of policies and procedures  
Ability to maintain records systems accurately  
Knowledge of evidence and court procedures

(Res. # 1496, 01/05/12)

## CODES / BUILDING INSPECTOR

### **Nature of Work**

This is primarily a field inspection and investigation position responsible for the enforcement of housing standards and insuring compliance with current building codes and related regulations. Individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager or his designee, but the employee must exercise wide discretion and independent judgment in managing the department.

Work is reviewed through conferences, inspection, and review of reports.

### **Illustrative Examples of Work**

Inspects new and existing construction to insure minimum compliance with housing standards

Inspects new construction, alterations, and repairs while in progress and upon completion to insure compliance with the approved plans and specifications and the current building codes

Inspects structures being brought into code compliance and site of buildings being razed

Determines property ownership by examination of tax records, deeds, and similar records

Completes case forms for legal notification

Attends meetings related to housing

Checks plans and specifications for code compliance and recommends necessary changes to make them compliant if necessary

Makes on-site inspections, to include those in the interest of public safety and health

Reviews and discusses construction, alteration, and repair activities with property owners, contractors, and other interested and affected parties to insure compliance with all codes and regulations

Makes special investigations upon special request or specific complaints

Monitors all construction related activities and notes any violations of codes or regulations and takes appropriate enforcement action

Prepares inspection reports noting conditions found, actions taken, recommendations given, and other information as necessary

Interprets and enforces the current building code in effect

Primarily responsible for all correspondence relating to the enforcement of current building code

Reviews plans and issues building permits

Issues Certificate of Occupancy upon compliant completion of construction

- Keeps informed of new construction materials and methods
- Makes decisions on interpretations and technical issues regarding the building, mechanical, and plumbing disciplines
- Prepares and recommends amendments and revisions to the Municipal Code relating to the Codes/Building Department
- Makes routine/unannounced inspections throughout the city to insure conformance with the Municipal Code and the current building code
- May make talks and give presentations on building regulations and building safety to civic, professional, and other organizations
- Responsible for insuring all fees, assessments, and other charges associated with building or development projects are collected
- Prepares and manages departmental budget
- Works closely with the Zoning Department to insure compliance with all regulations and codes
- Performs related work as required

### **Desirable Knowledge, Ability, Skill**

- Extensive knowledge of modern construction methods, practices, materials, and equipment as applied to approval of plans and specifications and the inspection of buildings and structures
- Thorough knowledge of current building code, Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building/Codes Department
- Knowledgeable of building, plumbing, and mechanical construction to insure compliance with appropriate codes
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered
- Ability to establish and maintain cooperative and professional relationships with contractors, general public, public officials, and all other clients while still enforcing building and zoning regulations with firmness and tact
- Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal department
- Ability to speak and communicate effectively in public
- Ability to utilize the latest available technology in an efficient manner
- Ability manage correspondence and other administrative details

### **Desirable Training and Experience**

- Minimum of a high school diploma with ten (10) years experience in a building construction trade at the journeyman or higher level, or a bachelor's degree or higher from an accredited college or university with major course work in construction management, business administration, engineering, architecture, or other related field
- Either possess, or obtain, all state mandated certifications associated with the position within one (1) year of employment and maintain these certifications throughout employment. (Res. #1472, 01/06/11)

## CODES / PLANNING ASSISTANT

### **Nature of Work**

This is a clerical position working directly for the Community Development Director and Building Inspector. The position will also assist in the Business Office on a limited basis.

Work involves dealing with the public in situations which are occasionally difficult and require considerable tact in handling.

### **Illustrative Examples of Work**

Accepts and processes requests and/or complaints related to Code Enforcement or Planning.

Performs clerical functions as assigned by the Director of Community Development and the Building Inspector. Assists them in storing and managing records.

Field verifies complaints or requests as assigned.

Determines who owns property by examination of tax records, deeds, and similar records; completes case forms for legal notification.

Contacts contractors and property owners regarding results of inspections as directed by Building Inspector. Attends meetings of the Housing Board of Adjustment and Appeals, Planning Commission, Board of Zoning Appeals, and Historic Zoning Board meetings as instructed.

Handles sign regulation requests (copies and applications). Accepts applications for sign permits. Verifies conformity with regulations and issues permits.

Handles requests for copies of Zoning Ordinance, documenting, copying and mailing.

Processes Zoning Ordinance changes making sure all code book holders get updated copies.

Accepts and processes citizen complaints related to the enforcement of zoning ordinances and health and sanitation ordinances.

Performs routine administrative functions as assigned by the Building Inspector or Director of Community Development.

### **Desirable Training and Experience**

Graduation from high school including or supplemented by general business and/or clerical assistance courses; or any equivalent general business combination of experience and training.

## PUBLIC WORKS DIRECTOR

### **Nature of Work**

This is administrative work involving the supervision and coordination of all programs and activities of the City's Street Department, Sanitation Department, and Garage.

Work involves responsibility for planning, organizing, directing, and inspecting the work of a large group of skilled, semi-skilled, and unskilled workers engaged in the following: maintenance, cleaning and repair of streets and storm drainage facilities; collection and disposal of garbage and refuse; operation of the municipal garage.

General direction is received from the City Manager, but the employee must exercise wide discretion and independent judgment in directing programs.

Work is reviewed through conferences, inspection, and review of reports.

### **Illustrative Examples of Work**

Plans, organizes, assigns, supervises and inspects the work of line supervisors engaged in: construction, repair and maintenance activities such as cleaning, patching, re-surfacing, and repairing streets, curbs, sidewalks, gutters, alleys, and storm sewers; vehicle maintenance.

Directs equipment maintenance programs; supervises the maintenance and care of right-of-ways, and other public grounds and facilities through subordinate supervisors.

Establishes work performance and safety standards; inspects work activities while in progress and upon completion.

Receives, investigates, and disposes of complaints.

Supervises the maintenance of time, material, and equipment use records; participates in the purchase of equipment.

Creates and manages the departmental budget.

Performs related work as required.

This is a twenty-four (24) hour on-call job.

### **Desirable Knowledge, Abilities and Skills**

Thorough knowledge of methods, tools, equipment, and practices of Public Works project activities.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of types, uses, and maintenance requirements of automotive and related equipment required in construction.

Ability to direct a large group of skilled, semi-skilled and unskilled workers engaged in a variety of public works tasks.

Ability to inspect development of subdivisions at various stages for conformance to specifications and standards.

Ability to organize jobs, assign workers, establish standards of performance, and effect satisfactory schedules and results.

Ability to develop and maintain effective working relationships with public officials and the general public.

Ability to supervise the maintenance of records and make reports.

### **Desirable Training and Experience**

Considerable supervisory experience in the construction and maintenance of streets and related Public Works projects; or any equivalent of training and experience. Graduation from a standard high school or trade school, supplemented by additional course work in the operation, supervision, and management of a public works department; or an equivalent combination of training and experience.

Formal training and education in a Civil Engineering, or similar type program, is desired.

## PUBLIC WORKS FOREMAN

### **Nature of Work**

This is responsible supervisory work in the area of municipal public works which also includes skilled work in the operation of heavy duty construction equipment.

Work in this class involves responsibility for planning and supervising the work of a number of unskilled, semi-skilled and skilled workmen including equipment operators in assigned technical areas of Public Works. Work involves responsibility for safe training and efficient operation of Heavy Construction Equipment, and similar equipment, which entails considerable manipulative difficulty in operation. Employees may perform some office work in the preparation of records and reports; but generally are in the field observing and directing necessary operations to accomplish a specified task. Work is performed independently within established operations to accomplish a specified task. Work is performed independently within established policies and procedures, and is reviewed by the Director of Public Works.

### **Illustrative Examples of Work**

Plans, assigns, supervises, and participates in the work of a group of laborers and equipment operators engaged in the repair, maintenance, and cleaning of streets and alleys; supervises and participates in the installation and maintenance of streets, storm drainage facilities, traffic control signs and pavement markers.

Operates motor grader in grading and shaping streets and snow removal; operates front-end loader and backhoe in excavating for street and other construction projects.

Operates asphalt distributors, large rollers, concrete mixers, and related equipment in the construction and repair of streets; operates trucks in moving and hauling machines and equipment; operates leaf vacuum, brush truck and heavy duty tractor mowers.

Supervises and participates in the mowing of roadside areas, cemeteries, removal of dead trees; oversees trimming and spraying programs. Oversees concrete pouring and finishing on bridges, headwalls, curb and gutters, and sidewalks.

Services, cleans, and makes minor or emergency repairs to assigned equipment.

Supervises and schedules work and assigns personnel to specific duties; responds to all emergency situations; recommends and implements corrections and improvements to gain greater operating efficiency.

Answers complaints by the public; takes necessary remedial action, investigates and inspects pavement, curbs, bridges for needed repairs and rebuilding; keeps necessary records and makes required reports.

Instructs subordinates in safety and in methods of operation.

Performs related work as required.

## **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the materials, methods, techniques, tools and equipment used in the area of specialization.

Considerable knowledge of the operating characteristics and servicing of one or more types of heavy equipment.

Considerable knowledge of the occupational hazards involved and the safety precautions necessary to the safe conduct of work and equipment operation.

Considerable knowledge of applicable traffic laws, ordinances, regulations, and geography of the community involved in the operation of assigned equipment.

Ability to plan and supervise a group of subordinates, to obtain effective results and meet established schedules.

Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in meeting new problems.

Ability to maintain required operating records and prepare reports.

Ability to establish and maintain effective working relationships with subordinates and the public.

Ability to make operating adjustments and to recognize operating deficiencies in assigned equipment.

Ability to understand and follow complex oral and written instructions and to work from sketches or detailed plans.

Must be able to work in all types of weather conditions for long periods of time; must be able to lift up to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders and legs. Must be able to stand or walk on all surfaces for extended periods of time.

## **Desirable Training and Experience**

Education sufficient to develop above average reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Commercial Drivers License with Tanker endorsement and a home telephone are required. Experience in the supervision of public works labor operations and experience in the operation and servicing of heavy duty equipment; or any equivalent combination of experience and training. (Res. #1444, 04/02/09)

## **LEAD EQUIPMENT OPERATOR**

### **Nature of Work**

This is skilled work in the operation of all heavy construction equipment and related equipment owned by the City Public Works Department.

Work involves responsibility for the safe and efficient operation of front-end loaders, compactors, scraper, front-end refuse collection trucks, motor graders, large rollers, asphalt distributors, and similar equipment, which entails considerable manipulative difficulty in operation. Operation of assigned equipment is normally a full time or predominate task although other work may be performed. Supervision may be exercised over Equipment Operator I's, II's and Laborers. Assignments are usually received in the form of specific orders to accomplish a specified task.

Work is performed independently within established policies, procedures, and standard equipment operation techniques. Work is reviewed by the Street Foreman during progress and upon completion. In the absence of the Foreman, the Lead Equipment Operator may be asked to oversee the completion of an assigned project.

### **Illustrative Examples of Work**

Operates a motor grader in grading and shaping streets, shoulders and ditches; operates a scraper, backhoe, or front end loader in excavating earth for street and other construction projects.

Operates asphalt distributors, large rollers and mixers, and related equipment in the construction and repair of streets; operates trucks in moving and hauling machinery and equipment; operate leaf pickups and medium and heavy-duty tractor mowers.

Maintains the City landfill; drives light and heavy duty trucks; serves as a crew leader on minor construction and maintenance projects.

Services, cleans, and makes minor or emergency repairs to assigned equipment.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the operating characteristics and servicing of equipment used in City Public Works operations.

Considerable knowledge of the work hazards and applicable safety precautions associated with assigned equipment and operations.

Considerable knowledge of applicable traffic laws, ordinances, and regulations involved in the operation of assigned equipment.

Ability to understand and follow oral and written instructions.

Ability to make minor operating adjustments and to recognize operating deficiencies in assigned equipment.

Skill in the operation and servicing of all heavy construction equipment.

## **Desirable Training and Experience**

Education sufficient to develop basic reading, writing and mathematical skills. Ability to obtain a Class A, N Endorsement in Street Department, Class B in Sanitation Department valid Tennessee Driver's License and a home telephone are required. Experience in the operation and servicing of light and heavy duty equipment; or any equivalent combination of experience and training.

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## STREET SUPERINTENDENT

### **Nature of Work**

This is administrative work involving the supervision of all programs and activities of the City's Street Department.

Work involves responsibility for organizing, directing, and inspecting the work of a large group of skilled, semi-skilled, and unskilled workers engaged in the following: maintenance, cleaning, and repair of streets and storm drainage facilities. General direction is received from the City Manager, but the employee must exercise wide discretion and independent judgment in directing programs

Work is reviewed through daily conferences, inspection, and review of reports.

### **Illustrative Examples of Work**

Organizes, assigns, supervises, and inspects the work of skilled, semi-skilled, and unskilled workers engaged in construction, repair and maintenance activities such as cleaning, patching, re-surfacing, and repairing streets, curbs, sidewalks, gutters, alleys, and storm sewers.

Supervises the maintenance and care of cemeteries, rights-of-way, and other public grounds and facilities.

Establishes work performance and safety standards, inspects work activities while in progress and upon completion.

Receives, investigates, and disposes of complaints.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of methods, tools, equipment, and practices of Public Works project activities.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of types, uses, and maintenance requirements of automotive and related equipment required in construction and maintenance work.

Ability to direct a large group of skilled, semi-skilled, and unskilled workers engaged in a variety of Public Works tasks.

Ability to organize jobs, assign workers, establish standards of performance, and effect satisfactory schedules and results.

Ability to develop and maintain effective working relationships with public officials and the general public.

Ability to supervise the maintenance of records and make reports.

This is a twenty-four (24) hour on-call job.

## **Desirable Training and Experience**

Education sufficient to develop above average reading, writing, and mathematical skills including a general knowledge of surveying. Ability to obtain a valid Tennessee Drivers License and home telephone are required.

Considerable supervisory experience in the construction and maintenance of streets and related Public Works projects; or any equivalent combination of training and experience.

## SANITATION SUPERINTENDENT

### **Nature of Work**

This is responsible supervisory work concerning the operation of both residential and commercial refuse collection and disposal activities.

Work includes route planning, assignment, training, and scheduling of the refuse collection crews to insure prompt and efficient service.

Duties entail filling in for Equipment Operator II or Equipment Operator I when necessary. The work also involves extensive public contact, often under trying circumstances that require considerable tact and diplomacy. All work is performed under the general direction of the City Manager, is reviewed through inspection, and by evaluating reactions and comments of the public.

### **Illustrative Examples of Work**

Organizes, trains, schedules, assigns, and reviews the work of a group of crews and workers engaged in refuse collection and disposal activities.

Assigns routes and schedules locations and new service; makes provision for providing service to new residential and commercial customers; and informs the public of changes in schedules.

Receives, investigates, and disposes of complaints.

Informs commercial customers of rates for sanitation service and collection schedules.

Assists in scheduling maintenance of trucks, equipment, and cemetery maintenance operations, and sale of cemetery lots.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Ability to fill the qualifications of Equipment Operator I and Equipment Operator II.

Thorough knowledge of the geographic and population characteristics of the City. Considerable knowledge of modern methods and techniques of refuse collection and disposal.

Ability to establish and maintain effective working relationships with subordinates, other departments, and the public.

Ability to plan, lay out, coordinate, schedule, and effectively supervise the work of a large number of workers engaged in refuse collection and disposal.

Ability to conduct effective public relations.

## **Desirable Training and Experience**

Education sufficient to develop above average reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Drivers License and home telephone are required.

Considerable experience in operating sanitation equipment, with experience in municipal refuse collection, including supervisory experience.

## LANDFILL SUPERINTENDENT

### **Nature of Work**

This is responsible work concerning refuse disposal activities.

Work includes scheduling of the refuse disposal to insure prompt and efficient service.

Duties entail filling in for Equipment Operator II or Equipment Operator I when necessary. The work also involves extensive public contact, often under trying circumstances that require considerable tact and diplomacy. All work is performed under the general direction of the City Manager, is reviewed through inspection, and by evaluating reactions and comments of the public.

Works extensively with State EPA officials, design engineers and survey crews to insure proper development and maintenance of the Landfill.

### **Illustrative Examples of Work**

Organizes, trains, schedules, assigns, and reviews the work of the Landfill Clerk or others engaged in refuse disposal activities.

Responsible for the gate at the landfill and the personnel attending the gate.

Receives, investigates, and disposes of complaints.

Assists in scheduling of trucks, equipment, supervising the landfill and the gate.

Operates equipment at his/her own discretion.

### **Desirable Knowledges, Abilities and Skills**

Ability to fill the qualifications of Equipment Operator I and Equipment Operator II.

Considerable knowledge of modern methods and techniques of refuse disposal.

Ability to establish and maintain effective working relationships with subordinates, other departments, and the public.

Ability to plan, lay out, coordinate, schedule, and effectively supervise the work of a number of workers engaged in refuse disposal. Ability to conduct effective public relations, ability to work close with the Public Works Director.

Considerable knowledge of the operating characteristics and servicing of equipment used in the landfill operations.

Considerable knowledge of the work hazards and applicable safety precautions associated with equipment and operations.

Considerable knowledge of all landfill regulations.

### **Desirable Training and Experience**

Education sufficient to develop basic reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Drivers License and home telephone are required.

Considerable experience in operating landfill equipment, with experience in municipal refuse disposal. (Res. # 1518, 04/04/13)

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## GARAGE SUPERINTENDENT

### **Nature of Work**

This is skilled mechanical and supervisory work in the maintenance of automotive, construction, and related equipment including the management of the City Garage.

Work involves responsibility for the performance of skilled tasks in the mechanical maintenance of automobiles, trucks, tractors, heavy construction equipment, and other standard and special automotive equipment operated by the City. Job assignments range from minor adjustments to engine overhauls and component rebuilds. Work is performed with considerable independence and is subject to review through inspection and observation of the operating condition of equipment after work is completed.

### **Illustrative Examples of Work**

Inspects, diagnoses, and performs mechanical repairs and adjustments on power, drive, brake, steering, electrical, cooling, and related systems on light and heavy equipment.

Inspects, adjusts, and replaces necessary units and related parts, including valves, pistons, piston rings, and main bearing assemblies.

Performs complete motor overhauls; performs major and minor engine tune ups and adjustments; installs rebuilt motors.

Replaces universal joints, differentials, axles, transmissions, and clutches; replaces tie rods, steering sectors, springs, and shock absorbers; replaces generators, alternators, regulators, starters, wiring, gauges; rebuilds or adjusts components as required.

Repairs and adjusts hydraulic systems including motors, hoses, and fittings, installs and adjusts power take-offs.

Establishes and schedules preventive maintenance programs for all City vehicles and equipment.

Supervises Mechanic I and II's in performing the above work.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the practices, methods, tools, and materials used in the maintenance and repair of automotive, heavy construction, and related equipment.

Considerable knowledge of the operating principles of gasoline and diesel engines and of mechanical components of automotive, heavy construction, and related equipment.

Considerable knowledge of the occupational hazards and safety precautions of equipment repair work and large scale shop operations.

Ability to diagnose defects in automotive, construction, and related equipment and to repair such defects with reasonable proficiency.

Ability to perform manual labor associated with major mechanical repair work and related equipment.

Ability to plan, organize and direct the work of subordinate mechanics.

Ability to follow and give oral and written instructions.

Skill in the use and care of tools, equipment, and materials used in the maintenance and repair of automotive, construction, and related equipment.

This is a twenty-four (24) hour on-call job.

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## PUBLIC WORKS FOREMAN

### **Nature of Work**

This is responsible supervisory work in the area of municipal public works which also includes skilled work in the operation of heavy duty construction equipment.

Work in this class involves responsibility for planning and supervising the work of a number of unskilled, semi-skilled and skilled workmen including equipment operators in assigned technical areas of Public Works. Work involves responsibility for safe training and efficient operation of Heavy Construction Equipment, and similar equipment, which entails considerable manipulative difficulty in operation. Employees may perform some office work in the preparation of records and reports; but generally are in the field observing and directing necessary operations to accomplish a specified task. Work is performed independently within established operations to accomplish a specified task. Work is performed independently within established policies and procedures, and is reviewed by the Director of Public Works.

### **Illustrative Examples of Work**

Plans, assigns, supervises, and participates in the work of a group of laborers and equipment operators engaged in the repair, maintenance, and cleaning of streets and alleys; supervises and participates in the installation and maintenance of streets, storm drainage facilities, traffic control signs and pavement markers.

Operates motor grader in grading and shaping streets and snow removal; operates front end loader and backhoe in excavating for street and other construction projects.

Operates asphalt distributors, large rollers, concrete mixers, and related equipment in the construction and repair of streets; operates trucks in moving and hauling machines and equipment; operates leaf vacuum, brush truck and heavy duty tractor mowers.

Supervises and participates in the mowing of roadside areas, cemeteries, removal of dead trees; oversees trimming and spraying programs. Oversees concrete pouring and finishing on bridges, headwalls, curb and gutters, and sidewalks.

Services, cleans, and makes minor or emergency repairs to assigned equipment.

Supervises and schedules work and assigns personnel to specific duties; responds to all emergency situations; recommends and implements corrections and improvements to gain greater operating efficiency.

Answers complaints by the public; takes necessary remedial action, investigates and inspects pavement, curbs, bridges for needed repairs and rebuilding; keeps necessary records and makes required reports.

Instructs subordinates in safety and in methods of operation.

Performs related work as required.

## **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the materials, methods, techniques, tools and equipment used in the area of specialization.

Considerable knowledge of the operating characteristics and servicing of one or more types of heavy equipment.

Considerable knowledge of the occupational hazards involved and the safety precautions necessary to the safe conduct of work and equipment operation.

Considerable knowledge of applicable traffic laws, ordinances, regulations, and geography of the community involved in the operation of assigned equipment.

Ability to plan and supervise a group of subordinates, to obtain effective results and meet established schedules.

Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in meeting new problems.

Ability to maintain required operating records and prepare reports.

Ability to establish and maintain effective working relationships with subordinates and the public.

Ability to make operating adjustments and to recognize operating deficiencies in assigned equipment.

Ability to understand and follow complex oral and written instructions and to work from sketches or detailed plans.

Must be able to work in all types of weather conditions for long periods of time; must be able to lift up to 150 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders and legs. Must be able to stand or walk on all surfaces for extended periods of time.

## **Desirable Training and Experience**

Education sufficient to develop above average reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Commercial Drivers License with Tanker endorsement. and a home telephone are required. Experience in the supervision of public works labor operations and experience in the operation and servicing of heavy duty equipment; or any equivalent combination of experience and training. (Res. #1444, 04/02/09)

## LEAD EQUIPMENT OPERATOR

### **Nature of Work**

This is skilled work in the operation of all heavy construction equipment and related equipment owned by the City Public Works Department.

Work involves responsibility for the safe and efficient operation of front-end loaders, compactors, scraper, front-end refuse collection trucks, motor graders, large rollers, asphalt distributors, and similar equipment, which entails considerable manipulative difficulty in operation. Operation of assigned equipment is normally a full time or predominate task although other work may be performed. Supervision may be exercised over Equipment Operator I's, II's and Laborers. Assignments are usually received in the form of specific orders to accomplish a specified task.

Work is performed independently within established policies, procedures, and standard equipment operation techniques. Work is reviewed by the Street Foreman during progress and upon completion. In the absence of the Foreman, the Lead Equipment Operator may be asked to oversee the completion of an assigned project.

### **Illustrative Examples of Work**

Operates a motor grader in grading and shaping streets, shoulders and ditches; operates a scraper, backhoe, or front end loader in excavating earth for street and other construction projects.

Operates asphalt distributors, large rollers and mixers, and related equipment in the construction and repair of streets; operates trucks in moving and hauling machinery and equipment; operate leaf pickups and medium and heavy-duty tractor mowers.

Maintains the City landfill; drives light and heavy duty trucks; serves as a crew leader on minor construction and maintenance projects.

Services, cleans, and makes minor or emergency repairs to assigned equipment.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the operating characteristics and servicing of equipment used in City Public Works operations.

Considerable knowledge of the work hazards and applicable safety precautions associated with assigned equipment and operations.

Considerable knowledge of applicable traffic laws, ordinances, and regulations involved in the operation of assigned equipment.

Ability to understand and follow oral and written instructions.

Ability to make minor operating adjustments and to recognize operating deficiencies in assigned equipment.

Skill in the operation and servicing of all heavy construction equipment.

## **Desirable Training and Experience**

Education sufficient to develop basic reading, writing and mathematical skills. Ability to obtain a Class A, N Endorsement in Street Department, Class B in Sanitation Department valid Tennessee Drivers License and a home telephone are required.

Experience in the operation and servicing of light and heavy duty equipment; or any equivalent combination of experience and training.

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## **EQUIPMENT OPERATOR II**

### **Nature of Work**

This is skilled work in the operation of all heavy construction equipment and related equipment owned by the City Public Works Department.

Work involves responsibility for the safe and efficient operation of front-end loaders, compactors, scraper, front-end refuse collection trucks, motor graders, large rollers, asphalt distributors, and similar equipment, which entails considerable manipulative difficulty in operation. Operation of assigned equipment is normally a full time or predominate task although other work may be performed. Supervision may be exercised over Equipment Operator I's and Laborers. Assignments are usually received in the form of specific orders to accomplish a specified task.

Work is performed independently within established policies, procedures, and standard equipment operation techniques. Work is reviewed by the Street Foreman during progress and upon completion.

### **Illustrative Examples of Work**

Operates a motor grader in grading and shaping streets, shoulders and ditches; operates a scraper, backhoe, or front end loader in excavating earth for street and other construction projects.

Operates asphalt distributors, large rollers and mixers, and related equipment in the construction and repair of streets; operates trucks in moving and hauling machinery and equipment; operate leaf pickups and medium and heavy-duty tractor mowers.

Maintains the City landfill; drives light and heavy duty trucks; serves as a crew leader on minor construction and maintenance projects.

Services, cleans, and makes minor or emergency repairs to assigned equipment.

## **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the operating characteristics and servicing of equipment used in City Public Works operations.

Considerable knowledge of the work hazards and applicable safety precautions associated with assigned equipment and operations.

Considerable knowledge of applicable traffic laws, ordinances, and regulations involved in the operation of assigned equipment.

Ability to understand and follow oral and written instructions.

Ability to make minor operating adjustments and to recognize operating deficiencies in assigned equipment.

Skill in the operation and servicing of all heavy construction equipment.

## **Desirable Training and Experience**

Education sufficient to develop basic reading, writing and mathematical skills. Ability to obtain a Class A, N Endorsement in Street Department, Class B in Sanitation Department valid Tennessee Drivers License and a home telephone are required.

Experience in the operation and servicing of light and heavy duty equipment; or any equivalent combination of experience and training.

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## EQUIPMENT OPERATOR I

### **Nature of Work**

This is semi-skilled work in the operation of automotive and special purpose Public Works equipment.

Employees of this class are responsible for the safe and efficient operation of a variety of trucks and related equipment. Work may involve some light maintenance and servicing of the assigned equipment in addition to manual labor duties. Operation of assigned equipment is normally a full time or predominate task although other work may be performed. Assignments are usually received in the form of specific orders to complete assigned work. Supervision may be exercised over laborers or sanitation collectors. Work is reviewed both in process and upon completion for execution of the job, care of equipment, and safety of operation.

### **Illustrative Examples of Work**

Operates sweeper, rollers, water trucks, snow plows, tractors, mower, hand tools, back hoe, and other special equipment.

Operates trucks used on street maintenance and construction projects; including transporting workers, materials, and equipment.

Operates asphalt distributors, welding equipment, compressors, leaf pickers, and other equipment; performs unskilled labor work in connection with various maintenance and construction activities and other departmental operations.

Operates sanitation collection trucks along fixed collection routes; serves as lead worker on minor construction and maintenance projects.

Operates heavy equipment on a relief basis or on a training basis.

Services and makes minor repairs to assigned equipment.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of the principles of operating and servicing of trucks and related construction equipment.

Knowledge of the traffic laws, ordinances, and regulations involved in equipment operations.

Knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.

Ability to understand and follow simple oral and written directions.

Ability to learn the geography of the municipality.

Physical strength and agility sufficient to perform strenuous manual labor tasks under varying weather conditions. Must be able to work in all types of weather conditions for long periods of time; must be able to lift up to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders and legs. Must be able to stand or walk on all surfaces for extended periods of time.

## **Desirable Training and Experience**

Education sufficient to develop basic reading, writing and mathematical skills. Ability to obtain a valid Tennessee Commercial Class B Driver License with tanker endorsement and a home telephone are required. Experience as a truck driver or in construction equipment operation; or any equivalent combination of experience and training. (Res. # 1444, 04/02/09)

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## MECHANIC II

### **Nature of Work**

This is skilled mechanical work in the maintenance of automotive, heavy construction, and related equipment.

Work involves responsibility for the performance of skilled tasks in the mechanical maintenance of automobiles, trucks, tractors, heavy construction equipment, and other standard and special automotive equipment operated by the City. Job assignments range from minor adjustments to engine overhauls and component rebuilds.

Work is performed with considerable independence and is subject to review through inspection and observation of the operating condition of equipment after work is completed by the Mechanic Supervisor.

### **Illustrative Examples of Work**

Diagnoses problems and performs mechanical repairs and adjustments on power, drive, brake, steering, electrical, cooling, and related systems on light and heavy equipment.

Inspects, adjusts, and replaces necessary units and related parts, including valves, pistons, piston rings, main bearing assemblies, cooling, ignition, and fuel systems.

Performs complete motor overhauls; performs major and minor engine tune ups and adjustments; installs rebuilt motors.

Replaces universal joints, differentials, axles, transmissions, and clutches; rebuilds or adjusts components as required.

Repairs and adjusts hydraulic systems, including motors, hoses, and fittings; installs and adjusts power take-offs.

Performs related work as required.

Is in charge of the Garage when Mechanic Supervisor is not present.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the practices, methods, tools, and materials used in the maintenance and repair of automotive, heavy construction, and related equipment.

Considerable knowledge of the operating principles of gasoline and diesel engines and of mechanical components of automotive, heavy construction, and related equipment.

Considerable knowledge of the occupational hazards and safety precautions of equipment repair and work and large scale shop operations.

Ability to diagnose defects in automotive, construction, and related equipment and to repair such defects with reasonable proficiency.

Ability to perform manual labor associated with major mechanical repair work and related equipment.

Ability to follow oral and written instructions.

Skill in the use and care of tools, equipment, and materials used in the maintenance and repair of automotive, construction, and related equipment.

This is a twenty-four (24) hour on call job.

Must be able to work in all types of weather conditions for long periods of time; must be able to lift up to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders and legs. Must be able to stand or walk on all surfaces for extended periods of time.

### **Desirable Training and Experience**

Education sufficient to develop basic reading, writing and mathematical skills. Ability to obtain a valid Class A with tanker endorsement Tennessee Drivers License and home telephone are required.

Considerable experience in automotive and heavy construction, and related equipment. (Res. #1444, 04/02/09)

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## MECHANIC I

### **Nature of Work**

This is semi-skilled work in servicing and assisting in the maintenance and repair of automotive, heavy construction, and related equipment.

Work involves responsibility for servicing and assisting in the repair and maintenance of automobiles, trucks, tractors, graders, and other standard and special equipment operated by the City. Although the primary responsibility of an employee in this class is to help Mechanic II, the employee is often required to perform semi-skilled and skilled tasks on an intermittent basis, and some of the less skilled tasks without close supervision.

### **Illustrative Examples of Work**

Assists in the repair and general overhaul of automobiles, light and heavy trucks, graders, mowers, heavy construction equipment, and other automotive equipment by performing the semi-skilled and less skilled tasks.

Installs and adjusts brakes; changes spark plugs and changes tires.

Sweeps outs, washes, and waxes vehicles; maintains automotive service area in proper order.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of the standard practices, materials, tools, and methods of the automotive mechanic and heavy construction equipment trade.

Knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of the less complex mechanical parts of automotive equipment.

Ability to perform semi-skilled mechanical duties.

Ability to follow oral and written instructions.

Skill in the use of automotive servicing equipment and tire repair tools.

Must be able to work in all types of weather conditions for long periods of time; must be able to lift up to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders and legs. Must be able to stand or walk on all surfaces for extended periods of time.

### **Desirable Training and Experience**

Education sufficient to develop basic reading, writing, and mathematical skills. Ability to obtain a valid Class A with tanker endorsement Tennessee Drivers License and home telephone are required. Experience in servicing automotive and heavy or light construction equipment. (Res. # 1444, 04/02/09)

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## MAINTENANCE MAN

### **Nature of Work**

This is manual unskilled, semi-skilled and skilled work of a demanding nature in one or more specialized areas of the Public Works operation.

Assignments are usually received in the form of specific orders to complete assigned work. Work is performed under direct supervision and is reviewed, both in process and upon completion, for execution of the job, care of equipment, and safety of operation. Work may involve the operation and servicing of light maintenance equipment in addition to manual labor and duties. Work involves responsibility for performing heavy manual labor or related servicing tasks in Public Works.

### **Illustrative Examples of Work**

Works as a member of a street construction or maintenance crew performing various functions such as pouring and shoveling asphalt and concrete.

Digs holes with manual and automatic digging tools. Fills depressions with rock, gravel, and other materials.

Picks up debris on streets.

Cleans and repairs storm sewers and drainage ditches; may serve as a sanitation collector in a relief capacity.

Performs a variety of ground maintenance work; sprays vegetation, trims trees, and mows grass.

Assists in installing and maintaining traffic and street signs.

Assists in the maintenance of right-of-ways.

Operates as a necessary adjunct to performance of regular assignments or on a relief or seasonal basis, power tools, and light automotive and related equipment such as chain saws, leaf pickers, power mowers, weed eaters and light trucks and tractors. Operates tractors, rollers, and other special equipment.

Operates trucks in road maintenance and construction projects along with transporting workers, materials, and equipment.

Operates asphalt truck, welding equipment, compressors, leaf pickers and other equipment.

May operate heavy equipment on a relief basis or on a training basis.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of the principles of operating and servicing trucks and related automotive equipment.

Knowledge of the traffic laws, ordinances, and regulations involved in equipment operation.

Knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.

Ability to understand and follow simple oral and written directions.

Ability to perform manual labor for extended periods under unfavorable weather conditions. Must be able to work in all types of weather conditions for long periods of time; must be able to lift up to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs. Must be able to stand or walk on all surfaces for extended periods of time.

### **Desirable Training and Experience**

Education sufficient to develop a basic reading and writing skills. Ability to obtain a valid Tennessee Drivers License and a home telephone are required.

Some experience as a laborer or as a labor helper in varied maintenance and construction work including light duty equipment operation; or any equivalent combination of experience and training. (Res. #1444, 04/02/09)

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## SANITATION COLLECTOR

### **Nature of Work**

This is heavy manual work in the collection, transporting and disposal of garbage, trash, and other refuse. Work is performed under supervision; however, discretion is required in entering private property and handling public contacts.

### **Illustrative Examples of Work**

Collects refuse at residences and businesses on established routes by use of hand-carried containers; picks up trash, weeds, brush, and discarded household items as directed.

Carries and empties refuse and trash into collection trucks.

Informs citizens of the city policy on refuse collection and of changes in collection schedules.

Directs driver in backing out of narrow spaces, directs traffic.

Operates route trucks in certain cases for Equipment Operator I.

Cleans and maintains collection vehicles

Performs related work as required.

### **Desirable Knowledge, Abilities and Skills**

Knowledge of traffic regulations.

Ability to understand and follow oral and written instructions.

Ability to deal effectively and tactfully with the general public.

Good physical condition and sufficient strength to do heavy lifting and carrying for extended periods, often under adverse weather conditions. Must be able to work in all types of weather conditions for long periods of time; must be able to lift up to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders and legs. Must be able to stand or walk on all surfaces for extended periods of time.

### **Desirable Training and Experience**

Education sufficient to develop basic reading and writing skills. Ability to obtain a valid Tennessee Drivers License is required along with some experience in the performance of heavy manual labor; or any equivalent combination of experience and training. (Res. #1444, 04/02/09)

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

## PUBLIC WORKS CLERK / DISPATCHER

### **Nature of Work**

This is responsible clerical and secretarial work for the Public Works Department.

Work involves performing routine clerical duties along with operating the Public Works radio base station following established methods and procedures. Instructions are received on new assignments with regular assignments being performed more independently. Initiative and judgment are exercised as experience is gained. Work is subject to frequent review for both content and accuracy.

### **Illustrative Examples of Work**

Posts invoices, vouchers, and other fiscal and statistical records according to standard procedures; makes routine arithmetical calculations; performs routine tabulating of fiscal and statistical data; checks and maintains operating or administrative records.

Acts as Public Works clerk; answers telephone; receives or refers complaints; gives answers to routine questions; and record routine matters.

Maintains fuel consumption and equipment maintenance records; calculates monthly and annual equipment operating costs.

Provides clerical assistance to operating agencies; posts records, maintains files, and compiles data for periodic reports.

Performs related work as required.

Performs payroll, types letters, reports and forms.

Communicates effectively on a two-way radio.

Keeps Public Works Office clean and neat.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of office practices, procedures, and equipment.

Ability to understand and follow oral and written instructions.

Ability to learn assigned clerical tasks and to adhere to prescribed departmental procedures.

Ability to make routine arithmetical computations and tabulations accurately.

Ability to establish and maintain effective working relationships with other employees and the public.

Knowledge of business, English, spelling, arithmetic, and vocabulary.

Knowledge of secretarial practices and procedures.

### **Desirable Training and Experience**

High School Diploma supplemented by experience in secretarial and clerical office procedures work, including typing.

## ANIMAL CONTROL OFFICER

### **Nature of Work**

This is responsible work in enforcing animal control laws, regulations, and ordinances.

Work involves responsibility for the operation of an animal control truck and catching animals that are in violation of established animal laws and regulations.

Work also involves the impounding of animals and maintaining them in the animal shelter. An employee of this class is exposed to an element of personal danger and has considerable contact with the public.

Work is performed independently within established laws and regulations with supervision and assistance available in handling more difficult or unusual situations.

### **Illustrative Examples of Work**

Performs tasks related to the enforcement of animal control laws; issues verbal and written warnings to violators; initiates legal actions against violators of animal control laws.

Answers calls and patrols the City to capture and impound stray animals; picks up dead, injured, or unlicensed animals.

Feeds and cares for animals in the shelter; cleans and maintains the shelter; exterminates animals as required.

Handles complaints regarding stray animals; explains animal laws and regulations to the general public.

Collects fines and fees for impounded animals; prepares and maintains necessary records and reports.

Investigates animal bite cases and follows proper procedure dealing with the animal according to rules, laws, regulations, and ordinances.

This is a twenty-four (24) hour on call job.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of the licensing laws, ordinances, rules and regulations pertaining to animal control.

Knowledge of the care and characteristics of domestic animals.

Knowledge of city roads and street addresses.

Ability to deal tactfully and effectively with the public.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to prepare and maintain routine records.

Skill in the operation of animal control equipment including the care and use of firearms.

### **Desirable Training and Experience**

Education sufficient to develop above average reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Drivers License and a home telephone are required. Some experience in working with animals is preferable.

## ANIMAL CONTROL OFFICER II

### **Nature of Work**

This is responsible work in enforcing animal control laws, regulations, and ordinances.

Work involves responsibility for the operation of an animal control truck and catching animals that are in violation of established animal laws and regulations.

Work also involves the impounding of animals and maintaining them in the animal shelter. An employee of this class is exposed to an element of personal danger and has considerable contact with the public.

Work is performed under the direction of the Animal Control Officer.

### **Illustrative Examples of Work**

Performs tasks related to the enforcement of animal control laws; issues verbal and written warnings to violators.

Answers calls and patrols the City to capture and impound stray animals; picks up dead, injured, or unlicensed animals.

Feeds and cares for animals in the shelter; cleans and maintains the shelter.

Handles complaints regarding stray animals; explains animal laws and regulations to the general public.

Collects fines and fees for impounded animals; prepares and maintains necessary records and reports.

Investigates animal bite cases and follows proper procedure dealing with the animal according to rules, laws, regulations, and ordinances.

This is a twenty-four (24) hour on call job.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of the licensing laws, ordinances, rules and regulations pertaining to animal control.

Knowledge of the care and characteristics of domestic animals.

Knowledge of city roads and street addresses.

Ability to deal tactfully and effectively with the public.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to prepare and maintain routine records.

Skill in the operation of animal control equipment including the care and use of firearms.

## **Desirable Training and Experience**

Education sufficient to develop above average reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Drivers License and a home telephone are required. Some experience in working with animals is preferable. (Res. #1488, 09/01/11)

## ANIMAL SHELTER ATTENDANT

### **Nature of Work**

This is responsible work in operating and maintaining the Animal Shelter.

Work involves responsibility for the operation of the Animal Shelter and caring for impounded animals. An employee of this class is exposed to an element of personal danger and has considerable contact with the general public.

Work is performed independently within established laws and regulations with supervision and assistance available in handling more difficult and/or unusual situations.

### **Illustrative Examples of Work**

Performs tasks related to the operation of the Animal Shelter; cleans and maintains building and grounds.

Feeds and cares for impounded animals; explains shelter policies and regulations to the general public.

Collects fees and issues receipts for animals brought to the shelter, and claimed or adopted from the shelter; prepares and maintains necessary records and reports.

This is a job that requires working weekends and holidays.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of the laws, ordinances, rules and regulations pertaining to animal control and sheltering.

Knowledge of the care and characteristics of domestic animals.

Ability to deal tactfully and effectively with the public.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to prepare and maintain accurate records and reports.

Skill in handling of animals and the operation of animal control equipment.

### **Desirable Training and Experience**

Education sufficient to develop above average reading, writing, and mathematical skills. Some experience in working with animals is preferable.

## LANDFILL CLERK

### **Nature of Work**

This is bookkeeping and specialized clerical work in maintaining fiscal records and/or preparing and processing accounts payable.

Work involves the operation of truck scales and computer hardware and software associated with the operation of the landfill gatehouse. Work also involves the application of fundamental bookkeeping knowledge and skills applied to various bookkeeping tasks such as posting, checking entries, and balancing accounts. Work of this class requires the operation of adding and other standard office machines. Work is performed according to established procedures, although the employee in this class is expected to perform standardized tasks with independence. Work is performed under general supervision and is subject to checks for accuracy through internal controls and independent audits.

Work also involves typing and contact with the public under conditions requiring the use of tact and judgment.

### **Illustrative Examples of Work**

Posts to and maintains either electronically or manually a variety of ledgers; prepares or assists in preparing periodic and special financial reports.

Classifies receipts and disbursements in accordance with established codes, referring questionable allocations to superiors; performs related accounting, record keeping, and reporting tasks.

Receives cash payments; types and files miscellaneous reports; answers inquiries and assists the public.

Sorts and files accounts payable; compiles data, makes arithmetic computations and prepares reports.

Meets and serves the public; directs persons to proper locations at the landfill; gives information and explains policies and rules.

Operates several types of standard office equipment such as adding and calculating machines, and other standard office appliances which can be learned on the job. Additionally, work requires the operation of computer input and output devices.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of basic bookkeeping principles and practices, and of their application to accounting transactions.

Knowledge of business English, spelling, and arithmetic.

Some knowledge of modern office methods, procedures, and equipment.

Ability to maintain financial records and to prepare periodic and special financial reports and statements.

Ability to operate various standard office machines.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand the operation of computer hardware and application software.

Ability to understand and follow oral and written instructions and to undertake responsibilities of increasing variety with some initiative and judgment.

Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.

Ability to make and verify arithmetical computations and tabulations accurately and with reasonable speed.

### **Desirable Training and Experience**

Graduation from high school including or supplemented by general business courses in bookkeeping and computer.

## RECREATION DIRECTOR

### **Nature of Work**

This is responsible administrative work in coordinating elements of the city wide recreation program.

Work involves responsibility for participating in the development, coordination and supervision of a comprehensive recreation program. The employee of this class is directly responsible for developing and implementing specialized programs, and promoting and publicizing various aspects of the City's recreation programs. The Recreation Director is engaged in a considerable amount of public contact with civic and social clubs, schools, news media, and the general public. Independent judgment and ingenuity must be exercised in accomplishing program objectives and responsibilities. Work is reviewed through conferences, analyses of reports and observation.

### **Illustrative Examples of Work**

Directs or assists in the planning, organizing, and supervision of athletic leagues and events, exercise, cultural, and art and crafts classes, and other recreation programs for youth, men, women, and senior citizens throughout the City; registers teams and individuals wanting to participate; and schedules games, tournaments, and arts and crafts classes.

Maintains or supervises the maintenance of statistical records and reports of athletic events and players; maintains records for leagues; supervises the election and scheduling of officials; works with civic groups and agencies on matters of recreational programs and to stimulate interest.

Prepares news releases, posters, announcements, and related publicity.

Studies and analyzes program participation, attendance, leadership, personnel, and related aspects; prepares recommendations for improvement of existing programs and the development of new programs.

Maintains in conjunction with the Parks and Recreation Board, a five year comprehensive plan for the parks and recreation program.

Actively search out and secure funds from non-traditional funding sources, through foundations and trusts, donations and volunteerism, cooperative arrangements with the private sector; as well as the traditional funding sources, property taxes, bonds, and government grants.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the methods and techniques of organizing and implementing recreational activities.

Knowledge of the rules and regulations of a considerable variety of sports and games.

Knowledge of the principles and practices of public recreation and of the philosophy and objectives and public recreation.

Ability to arrange and coordinate schedules for a large number of athletic teams and groups.

Ability to train and supervise the personnel required to carry out recreational programs.

Ability to establish and maintain effective working relationships with civic and social organizations, public officials, and the general public.

### **Desirable Training and Experience**

Recommended to have two years of college or university, with specialization in recreation, physical education, or a related field of study; or any equivalent combination of experience and training.

## RECREATION SUPERVISOR

### **Nature of Work**

This is responsible administrative work in coordinating elements of the city wide recreation program.

Work involves responsibility for participating in the development, coordination and supervision of a comprehensive recreation program. The employee of this class is directly responsible for developing and implementing specialized programs, and promoting and publicizing various aspects of the City's recreation programs. The Recreation Supervisor is engaged in a considerable amount of public contact with civic and social clubs, schools, news media, and the general public. Independent judgment and ingenuity must be exercised in accomplishing program objectives and responsibilities. Work is reviewed through conferences, analyses of reports, and observation.

### **Illustrative Examples of Work**

Directs or assists in the planning, organizing, and supervision of softball, baseball, basketball, arts and crafts classes, and other recreation programs for youth, men, and women throughout the City; registers teams and individuals wanting to participate; and schedules games, tournaments, and arts and crafts classes.

Maintains or supervises the maintenance of statistical records and reports of athletic events and players; maintains records for leagues; supervises the election and scheduling of officials; works with civic groups and agencies on matters of recreational interest; visits schools, works with civic groups and agencies on matters of recreational interest; visits schools, organizations, and individuals to coordinate recreational programs and to stimulate interest.

Prepares news releases, posters, announcements, and related publicity.

Studies and analyzes program participation, attendance, leadership, personnel, and related aspects; prepares recommendations for improvement of existing programs and the development of new programs.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the methods and techniques of organizing and implementing recreational activities.

Knowledge of the rules and regulations of a considerable variety of sports and games.

Knowledge of the principles and practices of public recreation and of the philosophy and objectives of public recreation.

Ability to arrange and coordinate schedules for a large number of athletic teams and groups.

Ability to train and supervise the personnel required to carry out recreational programs.

Ability to establish and maintain effective working relationships with civic and social organizations, public officials, and the general public.

### **Desirable Training and Experience**

Completion of two years of college or university, with specialization in recreation, physical education, or a related field of study; or any equivalent combination of experience and training.

## RECREATION LEADER

### **Nature of Work**

This is responsible work in providing assistance in the conduct of recreation activities at municipal parks, athletic fields, and related recreational facilities.

Work involves responsibility for leadership in the conduct of various sports, recreational, and cultural activities. Work also involves the supervision and control of activities, scheduling of events, and securing equipment. An employee of this class follows independent judgment in meeting unexpected situations. Work is under the general supervision of the Recreation Supervisor or Parks Maintenance Supervisor and is reviewed through conferences and evaluation of results achieved.

### **Illustrative Examples of Work**

Assists in the implementation of recreation programs through supervision of activities at municipal parks and athletic fields.

Stimulates interest in and directs a variety of competitive and non-competitive games, contests, and other activities.

Enforces park rules and regulations; assists in planning new programs and activities.

Prepares recreational parks, athletic fields, and other facilities for regular programs, classes, and special events; secures the necessary equipment and personnel for conducting activities.

Confers with the recreation supervisor in implementing various aspects of the recreational program.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Some knowledge of the principles and practices of public recreation.

Knowledge of first aid methods and the necessary safety precautions used in recreational work.

Ability to adhere to program standards and objectives outlined by supervisors.

Ability to work with groups of all age levels in recreational activities and athletic programs.

### **Desirable Training and Experience**

Graduation from high school; some experience in recreational work with individual groups at various age levels; or any equivalent combination of experience and training.

## SWIMMING POOL MANAGER

### **Nature of Work**

This is responsible seasonal work involving managing the operation of the City Swimming Pool. Work is performed under general supervision of the Public Works Director and City Manager. Performance is reviewed through accomplishments, inspections, and written reports.

### **Illustrative Examples of Work**

Evaluates and recommends applicants for lifeguard positions, supervises lifeguard staff, prepares work schedules and evaluates performance.

Anticipates and identifies operational problems and develops proposed solutions.

Works with Public Works Director and Parks Maintenance Supervisor to develop the swimming pool operating and maintenance budget; recommends capital improvements.

Oversees preparation of pool for Spring opening and end of season winterization.

Takes daily water samples and tests for PH and chlorine levels.

Maintains payroll and other related records related to pool operation.

Changes chlorine tanks following stringent safety procedures.

Performs routine custodial and maintenance duties.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of swimming pool mechanical operations, along with rules, regulations and operating procedures.

Considerable knowledge of swimming pool lifesaving techniques and first aid.

Ability to deal firmly yet tactfully with the general public.

Ability to supervise, evaluate and discipline a staff of lifeguards.

Ability to act quickly and calmly in emergency situations.

Ability to plan for future needs and identify potential problems.

Ability to perform minor mechanical operations and routine repairs and maintenance activities.

### **Desirable Training and Experience**

Associate of Bachelor's Degree in recreation, education or related field along with demonstrated experience in a position of responsibility, or any equivalent combination of training and experience.

## HEAD LIFEGUARD

### **Nature of Work**

This is responsible work which involves maintaining the safe recreational operation of the City Swimming Pool. Work predominately involves observing pool occupants and correcting dangerous or unsafe activities. Additional responsibilities include custodial and minor maintenance activities along with cashier and concession sales duties. Work is performed under general supervision of the Head Guard and Swimming Pool manager.

### **Illustrative Examples of Work**

Observes the activities of pool customers both in the water and on pool deck play and concession area.

Corrects activities which are judged to be a violation of pool rules or which are otherwise deemed unsafe or inappropriate.

Rescues swimmers in trouble and administers first aid.

Collects admission fees and stocks or sells concessions.

Cleans restrooms, showers, pool, and pool deck and play and concession areas.

May instruct swimming classes.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of swimming related lifesaving techniques and first aid.

Thorough knowledge of swimming pool rules and regulations.

Physical strength and stamina necessary to perform lifesaving activities.

Ability to deal firmly yet tactfully with the general public.

Ability to act quickly and calmly in emergency situations.

Ability to undertake cashier functions

Ability to perform routine custodial and maintenance tasks.

Ability to communicate effectively both orally and in writing.

### **Desirable Training and Experience**

Education sufficient to develop basic reading and writing skills along with Red Cross Senior Lifesaving Certificate.

Swimming instructors are required to obtain a Red Cross Water Safety Instructor Certificate.

## LIFEGUARD

### **Nature of Work**

This is responsible work which involves maintaining the safe recreational operation of the City Swimming Pool. Work predominately involves observing pool occupants and correcting dangerous or unsafe activities. Additional responsibilities include custodial and minor maintenance activities along with cashier and concession sales duties. Work is performed under general supervision of the Head Guard.

### **Illustrative Examples of Work**

Observes the activities of pool customers both in the water and on pool deck, playground and concession areas.

Corrects activities which are judged to be a violation of pool rules or which are otherwise unsafe or inappropriate.

Rescues swimmers in trouble and administers first aid.

Collects admission fees and stocks or sells concessions.

Cleans restrooms, showers, pool, pool deck, playground and concession areas.

May instruct swimming classes.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of swimming related lifesaving techniques and first aid.

Thorough knowledge of swimming pool rules and regulations.

Physical strength and stamina necessary to perform lifesaving activities.

Ability to deal firmly yet tactfully with the general public.

Ability to act quickly and calmly in emergency situations.

Ability to undertake cashier functions.

Ability to perform routine custodial and maintenance tasks.

Ability to communicate effectively both orally and in writing.

### **Desirable Training and Experience**

Education sufficient to develop basic reading and writing skills along with Red Cross Senior Lifesaving Certificate.

Swimming instructors are required to obtain a Red Cross Water Safety Instructor Certificate.

## ACTIVITIES SUPERVISOR – CIVIC CENTER

### **Nature of Work**

This is responsible work in providing assistance in the conduct of recreation activities at municipal parks, athletic fields, and the Recreation/Civic Center.

Work involves responsibility for leadership in the conduct of various sports, recreational, and cultural activities. Work also involves the supervision and control of activities, and securing equipment. An employee of this class follows independent judgment in meeting unexpected situations. Work is under the general supervision of the Recreation Supervisor and is reviewed through conferences and evaluation of results achieved.

### **Illustrative Examples of Work**

Assists in the implementation of recreation programs through supervision of activities at municipal parks and athletic fields.

Stimulates interest in and directs a variety of competitive and non-competitive games, contests, and other activities.

Enforces park rules and regulations including rules and regulations of the Recreation/Civic Center; assists in planning new programs and activities.

Prepares Recreation/Civic Center and other facilities for regular programs, classes, and special events; secures the necessary equipment and personnel for conducting activities.

Confers with the recreation supervisor in implementing various aspects of the recreational program.

Performs light custodial work.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Some knowledge of the principles and practices of public recreation.

Knowledge of first aid methods and the necessary safety precautions used in recreational work.

Ability to adhere to program standards and objectives outlined by supervisors.

Ability to work with groups of all age levels in recreational activities and athletic programs.

Must become Red Cross Certified Lifeguard within three (3) months.

Ability to operate pool water quality systems.

Ability to utilize computer system to assist in administrative duties.

### **Desirable Training and Experience**

Graduation from high school; some experience in recreational work with individual groups at various age levels; or any equivalent combination of experience and training.

## ADMINISTRATIVE SECRETARY – CIVIC CENTER

### **Nature of Work**

Work performed under this title includes administrative and technical work related to the operation of the City of Paris Recreational/Civic Center. The work is evaluated and supervised by the Parks and Recreation Director, who is the direct supervisor of this position. This position will generally be responsible for handling day to day administrative matters relating to the functioning of the Recreation/Civic Center.

### **Illustrative Examples of Work**

Handles all administrative matters related to the operation of the Recreation/Civic Center including directing the work of the part time clerical staff.

Is responsible for assuring that all requests for membership are processed correctly and that proper payments are rendered.

Distributes information regarding fee schedules, program offerings and other information related to the operation of the Recreation/Civic Center.

Supervises clerical staff employed at the Recreation/Civic Center including scheduling of all personnel.

Administers all Center policies and procedures.

Schedules events for Recreation/Civic Center.

### **Desirable Knowledges, Abilities**

Working knowledge of good office practices and machines.

Knowledge of supervision and ability to analyze accounts and budgeting principles and practices.

Experience in public relations or direct contact with people in business or professional relations.

Ability to express ideas effectively both written and orally.

Ability to apply good judgment in interpreting policies and procedures.

Ability to manage time and work schedule with little supervision.

### **Desirable Training and Experience**

High School Graduate supplemented by combination of experience and education related to public relations and office supervision, or any other combination of experience and training approved by the City Manager.

## MAINTENANCE PERSON I – CIVIC CENTER

### **Nature of Work**

Work involves responsibility for the efficient performance of a variety of custodial and maintenance tasks in the Recreation/Civic Center. Work generally is performed in accordance with established procedures, but specific instructions may be given on special jobs or problems. Work is subject to inspection by a superior for maintenance of established standards of cleanliness or compliance with instructions. Additionally, minor plumbing, electrical and HVAC maintenance, and pool maintenance is required.

Individual may occasionally be assigned to assist in Parks Maintenance on an as needed basis.

### **Illustrative Examples of Work**

Cleans and maintains all equipment, locker rooms, conference rooms, restrooms and pool area.

Assists in maintaining pool.

Cleans counters, tables, and windows; cleans restrooms and replenishes supplies.

Checks and maintains heating, air conditioning, plumbing and related equipment.

Washes and empties wastebaskets; cleans and polishes furniture; replaces light bulbs and cleans light fixtures.

Secures doors; sweeps walks, picks up papers and debris.

Mops and waxes floors; washes walls.

Delivers supplies from inventories and files from storage to Civic Center operations.

Moves chairs and other office furniture as required.

Orders and picks up supplies as directed.

Performs related work as required.

Performs a variety of grounds maintenance work; plants, waters, sprays, and trims trees, greens, shrubbery and flowers; mows grass.

### **Desirable Knowledges, Abilities and Skills**

Ability to read, write, and perform basic arithmetic.

Ability to communicate effectively, both orally and in writing.

Knowledge of materials, methods, and equipment used in custodial work, and of equipment normally found in buildings.

Ability to understand and comply with oral and written instructions.

Ability to routinely lift up to 50 lbs. and amounts in excess of 50 lbs. on an occasional basis.

Ability to engage in other strenuous activities on a routine basis.

Ability to get along with other employees.

Ability to operate pool filtration system in compliance with all safety standards.

## **Desirable Training and Experience**

Education sufficient to develop basic reading, writing and mathematical skills.

Experience in the cleaning and care of buildings. Must be able to obtain a valid Tennessee Driver's License.

Some experience in working mechanical repairs or as a laborer or helper in varied maintenance and construction work; or any equivalent combination of experience and training.

## PARK MAINTENANCE SUPERVISOR

### **Nature of Work**

This is responsible supervisory work in the area of municipal parks maintenance. Work involves responsibility for planning and supervising the work of a number of unskilled, semi-skilled, and skilled workers involved in assigned areas of Park Maintenance in order to provide for the efficient operation of Park facilities. General direction is received from the Parks and Recreation Director, but the employee must exercise wide discretion and independent judgment in directing programs. Work is reviewed through daily conferences, inspection, and review of reports.

### **Illustrative Examples of Work**

Organizes, trains, assigns, schedules, supervises, and inspects the work of skilled, semi-skilled, and unskilled workers engaged in a variety of grounds maintenance work such as planting, watering, spraying, and trimming trees, shrubbery and flowers; and mowing grass on park or ball field grounds.

Directs equipment maintenance and safety programs; supervises the maintenance and care of park buildings, playground equipment, fences, tennis courts, soccer fields, and swimming pool.

Establishes work performance and safety standards, inspects work activities while in progress and upon completion.

Receives, investigates, and disposes of complaints.

Supervises the maintenance of time, material and equipment use records.

Performs related work as required.

### **Desirable Knowledge, Abilities and Skills**

Thorough knowledge of methods, tools, equipment and practices of Parks Maintenance project activities.

Thorough knowledge of the occupational hazards and safety precautions of the workplace.

Thorough knowledge of the modern methods and techniques of ground maintenance operations.

Considerable knowledge of types, uses, and maintenance requirements of tractors, bushhogs, mowers and related equipment required in maintenance work.

Ability to direct a group of skilled, semi-skilled, and unskilled workers engaged in a variety of Parks Maintenance tasks.

Ability to organize jobs, assign workers, establish standards of performance, and effect satisfactory schedules and results.

Ability to develop and maintain effective working relationships with public officials and the general public.

Ability to supervise the maintenance of records and make reports.

**Desirable Training and Experience**

Education sufficient to develop above average reading, writing, and mathematical skills. A valid Tennessee Drivers License and home telephone are required.

Considerable supervisory experience in parks maintenance; or any equivalent combination of training and experience.

## PARKS MAINTENANCE MECHANIC

### **Nature of Work**

This is skilled mechanical and limited supervisory work in the maintenance, repair and servicing of small engines, hand tools, and related equipment along with performing general maintenance on all parks and recreation grounds and improvements.

Work involves responsibility for the performance of skilled tasks in the mechanical maintenance of tractors, lawn mowers, chain saws, bushhogs, hand tools, and other related and special small engine equipment operated by the City. Job assignments range from minor adjustments to engine overhauls and component rebuilds. Work is performed with considerable independence and is subject to review through inspection and observation of the operating condition of equipment after work is completed.

### **Illustrative Examples of Work**

Performs mechanical repairs and adjustments on power, drive, steering, electrical, and related systems on tractors and small engines.

Inspects, adjusts, and replaces necessary units and related parts on lawn mowers, chain saws, grass trimmers and power hand tools.

Does complete small engine overhauls; performs major and minor small engine tune-ups and adjustments; installs rebuilt small engines.

Replaces transmissions, clutches, brakes, and tires; rebuilds or adjusts components as required.

Replaces tie rods, steering sectors on riding mowers; replaces alternators, starters, wiring, gauges; rebuilds or adjusts components as required.

Repairs and adjusts hydraulic systems, motors, hoses, and fittings; installs, adjusts and sharpens chain saw chains.

Occasionally performs various repairs requiring masonry, carpentry, electrical, plumbing and welding knowledge and skills.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Considerable knowledge of the methods, tools, and materials used in the maintenance and repair, and servicing of small engines, hand tools, and related equipment.

Considerable knowledge of the operating principles of gasoline and diesel small engines and of mechanical components of tractors, lawn mowers, chain saws, bushhogs, hand tools, and other standard and special small engine equipment.

Considerable knowledge of the occupational hazards and safety precautions of equipment repair and operations.

Ability to diagnose defects in small engines and to repair such defects with reasonable operations.

Ability to perform manual labor associated with mechanical repair work and related equipment.

Ability to follow oral and written instructions.

Skill in the use and care of tools, equipment, and materials used in the maintenance and repair of small engine equipment.

Ability and skill to repair minor plumbing problems associated with restroom facilities.

Ability to take over when the Parks Maintenance Supervisor or Superintendent is unavailable.

### **Desirable Training and Experience**

Education sufficient to develop above average reading, writing and mathematical skills along with additional vocational school training in small gasoline and diesel engine maintenance with additional training in plumbing, carpentry, and basic electrical wiring. A valid Tennessee Drivers License is required.

Considerable experience in small engine mechanical work and experience in minor plumbing repairs, as well as minor electrical repairs.

## PARKS MAINTENANCE II

### **Nature of Work**

This is manual semi-skilled and skilled work in one or more specialized areas of Public Works, Parks, and general construction and maintenance activities.

The tasks performed are of a level demanding greater skill that is normally required of a Parks Maintenance I and supervision may be exercised over Maintenance I. After the receipt of initial work instructions, work is performed under general supervision and may be reviewed in process and upon completion.

### **Illustrative Examples of Work**

Performs semi-skilled and skilled tasks in the construction, maintenance, and repair of park grounds, ball fields, and related facilities; acts as a lead worker.

Mows weeds and grass with a tractor mower; performs various maintenance and repair activities in and around municipal parks and recreation areas; operates leaf vacuums.

Performs work in carpentry, painting, welding and other trades.

Plants, waters, fertilizes, sprays, and trims trees, shrubbery and flowers; installs, maintains, and repairs public works and recreational facilities; performs concrete work on walks, fences, and related facilities; paints and maintains public buildings and improvements.

Uses power and other tools in the course of work; drives trucks and operates other special equipment connected with work assignments.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of the tools, equipment, methods, and materials used in park maintenance, particularly in the general area of specialization.

Knowledge of the occupational hazards involved and the safety precautions necessary in the area of work assignment.

Ability to understand and follow oral and written directions.

Ability to establish and maintain effective work relationships with employees and the public.

Skill in the use of tools used in the area of specialization and physical strength and ability sufficient to do strenuous laboring tasks under varying weather conditions.

### **Desirable Training and Experience**

Education sufficient to develop basic reading, writing and mathematical skills. A valid Tennessee Drivers License and home telephone are required.

Experience in making mechanical repairs or as a laborer or helper in varied maintenance and construction work; or any equivalent combination of experience and training.

## PARKS MAINTENANCE PERSON

### **Nature of Work**

This is manual labor in the performance of unskilled and limited semi-skilled tasks of a physically demanding nature.

Work involves responsibility for performing heavy manual labor or related servicing tasks in Public Works, Parks, and general construction and maintenance activities. As work experience is gained, employees of this class may be assigned to somewhat more difficult and responsible tasks. Work assignments are detailed and are performed under supervision.

### **Illustrative Examples of Work**

Works as a member of Parks Department maintenance crew performing various functions such as operating tractors, bushhogs, and mowers, pouring concrete, and raking, tamping, and smoothing dirt; digs out holes with manual and automatic digging tools; fills depressions with rock, gravel, or other materials. Picks up debris in parks and cleans drainage ditches and restroom facilities.

Performs a variety of grounds maintenance work; plants, waters, sprays, and trims trees, greens, shrubbery and flowers; mows grass; maintains park or ball field grounds.

Assists in installing and maintaining signs; picks up leaves and refuse; assists in the maintenance of right-of-ways and fences; and paints buildings and equipment.

Performs minor maintenance on mowers and other small engines.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Ability to acquire some skill in the use of standard equipment and hand tools used in the area of assignment.

Ability to perform manual labor for extended periods and under unfavorably weather conditions.

Ability to understand and follow oral and written instructions.

### **Desirable Training and Experience**

Education sufficient to develop basic reading and writing skills. A valid Tennessee Drivers License is required.

Some experience in working mechanical repairs or as a laborer or helper in varied maintenance and construction work; or any equivalent combination of experience and training.

## FIRE CHIEF

### **Nature of Work**

This is technical and administrative work in directing the activities and personnel of the municipal fire department.

Work carries responsibility for the protection of life and property through the direction of all firefighting activities, including the direction of a training program and of fire prevention and inspection activities.

Administrative duties include recommending the purchase of supplies and equipment, preparing proposed annual budget estimates, and ensuring efficient use of personnel and equipment in carrying out fire protection activities.

Work is performed under the general direction of the City Manager, but the employee works independently in supervising all technical operations and in accomplishing desired work results. Work is reviewed through reports, discussions, and effectiveness of the fire protection program.

### **Illustrative Examples of Work**

Plans and directs the operations and administration of the Department, including the promulgation of rules; the efficient use of personnel and equipment; the procurement of materials, supplies, and apparatus; the preparation of proposed budgets; and the maintenance of adequate records.

Directs the maintenance, repair, improvement, and replacement of firefighting and other property of the Department.

Responds to alarms and takes command at fires; may serve as City Fire Inspector.

Confers with other governmental officials and members of the public on fire prevention and fire administration problems; addresses schools, organizations, and the general public on Fire Department operations, fire prevention, and related subjects; prepares news releases on Department activities and programs.

Independently and in conference with subordinate officers plans methods and processes to meet operating needs and service demands; studies records and reports to ascertain present conditions and to obtain information upon which to base Departmental schedules and activities.

Evaluates and determines needs for training; plans and directs necessary orientation and in-service training measures.

Directs inspection of structures and appliances of buildings to determine fire hazards or specific violations; directs and participates in investigations of the causes and circumstances of fires to determine their origin.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Thorough extensive knowledge of firefighting and fire protection principles, practices, and procedures.

Thorough knowledge of the policies, regulations, and requirements of the Department and of fire prevention laws and ordinances.

Thorough knowledge of the principles and practices of fire administration and some knowledge of the principles of public administration.

Thorough knowledge of recent developments in fire protection and firefighting; of sources of current information; and of periodical literature in the field.

Ability to analyze the effectiveness of the Department and to correlate its development with changing conditions of the city.

Ability to plan, assign, and direct the work of a number of subordinate operating units under emergency conditions.

Ability to deal tactfully and effectively with public officials and the general public and to present ideas clearly in oral or written form.

Ability to provide effective leadership and to maintain discipline and morale in the Department.

### **Desirable Training and Experience**

Graduation from a standard high school or trade school, supplemented by advanced courses in fire administration and related subjects; and extensive firefighting experience, including considerable command experience; or an equivalent combination of training and experience.

## ASSISTANT FIRE CHIEF/TRAINING OFFICER

### **Nature of Work**

This is advanced supervisory firefighting work.

Work of this class consists of assisting the Fire Chief by collaborating in the development and instrumentation of department procedures and policies; and assuming responsibility for staff functions such as the conduct of a comprehensive training and drill program. Work requires advanced knowledge of, and thorough competence in, firefighting techniques. The incumbent acts for the Fire Chief in that official's absence. Work is reviewed not only for the effectiveness with which staff functions are carried out, but also for the degree to which accomplishments contribute to overall objectives and goals of the Fire Department.

### **Illustrative Examples of Work**

Participates with the Fire Chief in planning, budgeting, organizing, and evaluating the municipal fire prevention and firefighting programs.

Responds to all fire alarms as required and takes charge of operations on arrival; makes decisions on methods of rescue, extinguishing of fires, protection of property, and related matters until the arrival of the Fire Chief.

Plans, supervises, and participates in the development and administration of a training drill program for all firefighters and command officers, including the operation of pumpers, ladders, hose layouts, nozzle and stream operations, salvage work, and rescue and first aid practices; develops training aids and course work to be administered by company officers; including street hydrants and building locations, fire chemistry, fire extinguishers, building equipment, pumps and hydraulics, hose, tools, ropes, ladders, masks, and related fire equipment and practices.

Plan, direct and monitor all activities of the Fire Department in the training of personnel.

Advises the Chief in all matters pertaining to the training of Fire Department personnel and improve methods of firefighter procedures. Maintain a library pertaining to fire service technical data and information. Maintain training records of all Fire Department personnel.

### **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of the principles, practices, methods, and equipment employed in modern firefighting.

Thorough knowledge of fire hazards and fire prevention techniques.

Considerable knowledge of State and Municipal fire laws and of Departmental rules, regulations and policies.

Ability to effectively lead and command men and to maintain discipline and morale.

Ability to plan long-term instructional programs and supervise their execution.

Ability to establish and maintain effective working relationships with Departmental personnel and the general public.

### **Desirable Training and Experience**

Graduation from a standard high school or trade school, supplemented by the completion of course work in fire administration; and considerable experience in the supervision of firefighting and fire prevention work; or an equivalent combination of training and experience.

Candidates for this position shall have served as a Captain for a minimum of three years and otherwise met all of the requirements for the position of Captain.

NOTE: The City Manager may remove or add additional qualifications as may be necessary to insure an adequate pool of candidates.

# FIRE MARSHAL

## **Nature of Work**

The responsibility of this position is two fold; 1) the investigation and enforcement work in promoting fire safety and securing compliance with National, State, and local fire prevention codes and regulations, and 2) coordinate and monitor the entire firefighting training function within the Department including instruction, recordkeeping and recommendations to the Fire Chief concerning training.

Work involves the responsibility for improving standards of public safety and securing compliance with fire prevention laws, ordinances, and accepted standards through the inspection of building and other installations, and investigating fires to determine causes including suspected arson. Work emphasizes the fire safety inspection of residential, commercial, and public structures and related installations. Although new or unusual problems may be referred to a superior for advice and assistance, work is ordinarily performed independently following established procedures. Work is performed under the supervision of the Fire Chief and is reviewed through conferences and reports.

## **Illustrative Examples of Work**

Inspect commercial, industrial, residential, and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits, heating installations, and general compliance with fire prevention codes, laws, and regulations.

Advise and instruct owners and occupants of buildings in fire prevention methods and in the removal of fire hazards, and make recommendations for reducing potential hazards; report violations of fire safety regulations and establish safety standards to appropriate owners and occupants; participate in City-wide fire prevention programs.

Participate in investigations to determine causes of fire including cases of suspected arson; inspect the storage and use of explosive or inflammable materials.

Submit an annual report to the Fire Chief on training and inspection as soon after December 31 of each year as is feasible and maintain files on training and inspection functions.

Serve as a regular firefighter, participate in firefighting drills and training sessions; may exercise command authority.

Perform related work as required.

## **Desirable Knowledges, Abilities and Skills**

Thorough knowledge of the rules and regulations of the Fire Department.

Thorough knowledge of the laws, ordinances, and codes pertaining to fire prevention.

Thorough knowledge of fire causes and hazards and the use of protective devices.

Ability to deal courteously, but firmly, with the general public.

Ability to prepare clear written and oral reports of fire services and activities.

## **Desirable Training and Experience**

High school graduation, supplemented by specialized training in fire prevention and code enforcement, and considerable experience in all phases of firefighting work; or any equivalent combination of education and experience.

Candidates for this position shall; 1) have met all the requirements for the position of Captain; 2) attend and pass the State Fire Safety Inspection School; 3) be a certified instructor; and, 4) attend and pass the State Arson Detection School. Must become Certified Fire Safety Instructor within one year (State Law).

NOTE: The City Manager may remove or add to any section as necessary to insure an adequate pool of candidates.

## FIRE CAPTAIN

### **Nature of Work**

This is skilled firefighting and advanced supervisory work on an assigned duty tour of a fire company at the scene of a fire and at an assigned station.

Employees of this class perform a wide variety of firefighting duties and exercise advanced supervisory and command authority. At a fire, an employee of this class is responsible for the effective combating of the fire until relieved of his command by a superior officer.

Work involves physical exertion and elements of personal danger. Routine duties are performed with a degree of independence within established divisional regulations, but under general direction of a superior officer.

Work is reviewed by observation of work in progress and of results obtained, as well as inspection of quarters, equipment, and records.

Work is reviewed by superiors through observation and results obtained. In absence of or at the direction of a higher ranking officer, the Lieutenant shall assume the supervisory responsibility of the Captain.

### **Illustrative Examples of Work**

Responds to fire alarms and emergency calls assigned to fire company; at scene of fire conducts initial assessment and directs firefighting until relieved by superior officer; directs and participates in the initial placement of equipment and attack on fire.

Directs and assists in work of subordinates at fires; directs and participates in the raising of ladders, venting of building, laying of lines, and direction of water and fog streams or use of extinguishers.

Directs and assists in salvage operations, in drying of lines and cleaning equipment and tools, and in the checking of apparatus and equipment in preparation for the next alarm.

Assists in the preparation of reports; participates in company drills and in-service training sessions; participates in the cleaning and maintenance of quarters, equipment, and apparatus at fire stations.

Participates in rescue operations and the application of emergency first aid; directs and participates in fire hydrant maintenance; assists in the recharging of fire extinguishers.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of modern firefighting and fire prevention practices and first aid.

Knowledge of the rules and regulations of the fire divisions;

Knowledge of the location of streets, fire hydrants, and of the types of building construction, sprinklers, and detective devices, usages, and special hazards in the assigned districts.

Knowledge of apparatus, tools, and equipment of the Department.

Ability to evaluate fires, recognize danger, and take immediate action necessary for the protection of life and property.

Ability to understand and effectively carry out oral and written instructions, to react quickly and calmly under emergency conditions, and to display seasoned judgment in making working decisions.

### **Desirable Training and Experience**

Graduation from high school supplemented by formal training courses in firefighting, fire prevention, supervisory methods, and related subjects; experience in firefighting and fire equipment operation work; or any equivalent combination of experience and training.

Candidates for this position shall have: 1) served a minimum of two (2) years as a Lieutenant, 2) be State certified as a Journey Firefighter II, and otherwise meet the requirements for the position of Lieutenant.

NOTE: The City Manager may remove or add to any section as necessary to insure an adequate pool of candidates.

## FIRE LIEUTENANT

### **Nature of Work**

This is skilled firefighting and limited supervisory work on an assigned duty tour of a fire company at the scene of a fire and at an assigned station.

Employees of this class perform a wide variety of firefighting duties and exercise limited supervisory and command authority. At a fire, an employee of this class is responsible for the effective combating of the fire until relieved of his command by a superior officer.

Work involves physical exertion and elements of personal danger. Routine duties are performed with a degree of independence within established divisional regulations, but under general direction of a superior officer.

Work is reviewed by observation of work in progress and of results obtained, as well as inspection of quarters, equipment and records.

Work is reviewed by superiors through observation and results obtained. In absence of or at the direction of a higher ranking officer, the Lieutenant shall assume the supervisory responsibility of the Captain.

### **Illustrative Examples of Work**

Responds to fire alarms and emergency calls assigned to fire company; at scene of fire conducts initial assessment and directs firefighting until relieved by superior officer; directs and participates in the initial placement of equipment and attack on fire.

Directs and assists in work of subordinates at fires; directs and participates in the raising of ladders, venting of buildings, laying of lines, and direction of water and fog streams or use of extinguishers.

Directs and assists in salvage operations, in drying of lines and cleaning of equipment and tools, and in the checking of apparatus and equipment in preparation for the next alarm.

Assists in the preparation of reports; participates in company drills and in-service training sessions; participates in the cleaning and maintenance of quarters, equipment, and apparatus at fire stations.

Participates in rescue operations and the application of emergency first aid; directs and participates in fire hydrant maintenance; assists in the recharging of fire extinguishers.

Performs related work as required.

### **Desirable Knowledges, Abilities and Skills**

Knowledge of modern firefighting and fire prevention practices and first aid.

Knowledge of the rules and regulations of the fire divisions.

Knowledge of the location of streets, fire hydrants, and of the types of building construction, sprinklers, and detective devices, usages, and special hazards in the assigned districts.

Knowledge of the apparatus, tools, and equipment of the Department.

Ability to evaluate fires, recognize danger, and take immediate action necessary for the protection of life and property.

Ability to understand and effectively carry out oral and written instructions, to react quickly and calmly under emergency conditions, and to display seasoned judgment in making working decisions.

### **Desirable Training and Experience**

Graduation from high school supplemented by formal training courses in firefighting; fire prevention, supervisory methods, and related subjects; experience in firefighting and fire equipment operation work; or any equivalent combination of experience and training.

Candidates for this position shall have: 1) served a minimum of three (3) years as a Firefighter, 2) be State certified as a Firefighter I, and otherwise met the requirements for the position of Firefighter I, 3) participate and pass State in-service training programs and 4) attend and pass both the State Fire School Pumper and Officer Course.

NOTE: The City Manager may waive the year requirements if he determines that an inadequate pool of candidates exist who are otherwise qualified.

# FIREFIGHTER

## **Nature of Work**

This is skilled firefighting work in combating, extinguishing and preventing fire, in answering emergency calls, and in operating and maintaining Fire Department equipment, apparatus and quarters.

Work involves training and participating in firefighting and life rescue duties in the protection of life and property. A firefighter may be assigned to drive fire trucks to and from the scene of fires and emergencies and to operate pumps and other equipment so required.

Work is often performed under emergency conditions which may require strenuous exertion under such handicaps as fire, heat, smoke, and cramped and hazardous surroundings. Although firefighting and rescue work are the most difficult and responsible areas of work, a significant portion of time is spent inspecting premises for fire hazards, in drilling and studying methods and techniques, in routine station duties, in the care and maintenance of fire department property and equipment, and in performing other related duties.

Work is performed under supervision in accordance with explicit instructions and well-defined procedures; however, satisfactory performance of the work required initiative and a thorough understanding of firefighting techniques, fire equipment operation, fire prevention codes and requirements, and rescue methods and techniques.

## **Illustrative Examples for Work**

Responds to fire alarms with a company or as a driver of a heavy-duty pumper or ladder truck; operates pumps, aerial ladders, and auxiliary equipment; lays and connects hoses; holds nozzles and directs fog or water streams; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines and other equipment.

Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors; removes persons from danger; administers first aid to injured persons; operates lifesaving equipment.

Performs salvage operations; maintains and performs minor repair of equipment; maintains fire hydrants.

Participates in fire drills and attends regular classes in firefighting, rescue, first aid, fire prevention, equipment care, and related subjects.

Performs pre fire survey; assists in the maintenance of records and preparation of reports.

Performs related work as required.

## **Desirable Knowledges, Abilities, and Skills**

Knowledge of the location of streets, fire hydrants, and major buildings in the service area.

Knowledge of modern firefighting and fire prevention principles and practices as well as elementary first aid techniques.

Knowledge of the operating and mechanical principles involved in the operation of fire and rescue apparatus and equipment.

Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency conditions.

Ability to establish and maintain effective working relationships with other employees and the general public.

### **Desirable Training and Experience**

Graduation from a standard high school or vocational school; some experience involving knowledge of elementary mechanics or the performance of work requiring manual skill and dexterity; or any equivalent combination of experience and training. Candidates for the position of Firefighter must: 1) be at least 21 years old and a United States Citizen; 2) maintain a valid Tennessee Driver's License; 3) attend and pass the State Fire Rookie School; and, 4) become a certified Firefighter within two years of appointment.

## APPENDIX C

### Responsible Parties

1. Program Manager (PM)
2. Third-Party Program Administrator
3. Medical Review Officer (MRO)
4. NIDA Certified Laboratory

APPENDIX C

Responsible Parties

PROGRAM ADMINISTRATOR (PM)

Name: M.J. Stancook, CAP

Telephone: 731-641-1402

THIRD-PARTY ADMINISTRATOR

Name: Safety and Compliance

MEDICAL REVIEW OFFICER (MRO)

Medical review of drug test results will be provided by below listed MRO under contract with the Safety and Compliance.

Name: Sara Rinck, M.D.

Certified laboratory testing will be provided by the below listed laboratory under contract with the Safety and Compliance.

Name: Alere

# **APPENDIX D**

## **DRUG AND ALCOHOL TESTING POLICY**

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## 1. PURPOSE

The City of Paris recognizes that the use and abuse of drugs and alcohol in today's society is a serious problem that may involve the workplace. It is the intent of the City of Paris to provide all employees with a safe and secure workplace in which each person can perform his/her duties in an environment that promotes individual health and workplace efficiency. Employees of the City of Paris are public employees and must foster the public trust by preserving employee reputation for integrity, honesty, and responsibility.

To provide a safe, healthy, productive, and drug-free working environment for its employees to properly conduct the public business, the City of Paris has adopted this drug and alcohol testing policy effective March 1, 2015. This policy complies with the: Federal Drug-Free Workplace Act of 1988, which ensures employees the right to work in an alcohol- and drug-free environment and to work with persons free from the effects of alcohol and drugs; Federal Highway Administration (FHWA) rules, which require drug and alcohol testing for persons required to have a commercial driver's license (CDL); Division of Transportation (DOT) rules, which include procedures for urine drug testing and breath alcohol testing. The types of tests required are: pre-employment, transfer, reasonable suspicion, post-accident/post-incident, random, return-to-duty, and follow-up.

It is the policy of the City of Paris that the use of drugs by its employees and impairment in the workplace due to drugs and/or alcohol are prohibited and will not be tolerated. Engaging in prohibited and/or illegal conduct may lead to termination of employment. Prohibited and/or illegal conduct includes but is not limited to:

1. being on duty or performing work in or on city property while under the influence of drugs and/or alcohol;
2. engaging in the manufacture, sale, distribution, use, or unauthorized possession of (illegal) drugs at any time and of alcohol while on duty or while in or on city property;
3. refusing or failing a drug and/or alcohol test administered under this policy;
4. providing an adulterated, altered, or substituted specimen for testing;
5. use of alcohol within four hours prior to reporting for duty on schedule or use of alcohol while on-call for duty; and
6. use of alcohol or drugs within eight hours following an accident/incident if the employee's involvement has not been discounted as a contributing factor in the accident/incident or until the employee has successfully completed drug and/or alcohol testing procedures.

This policy does not preclude the appropriate use of legally prescribed medication that does not adversely affect the mental, physical, or emotional ability of the employee to safely and efficiently perform his/her duties. It is the employee's responsibility to inform the proper supervisory personnel of his/her use of such legally prescribed medication before the employee goes on duty or performs any work.

In order to educate the employees about the dangers of drug and/or alcohol abuse, the city shall sponsor an information and education program for all employees and supervisors. Information will be provided on the signs and symptoms of drug and/or alcohol abuse; the effects of drug and/or alcohol abuse on an individual's health, work, and personal life; the city's policy regarding drugs and/or alcohol; and the availability of counseling. The City Recorder has been designated as the municipal official responsible for answering questions regarding this policy and its implementation.

All City of Paris property may be subject to inspection at any time without notice. There should be no expectation of privacy in such property. Property includes, but is not limited to, vehicles, desks, containers, files, and lockers.

## **2. SCOPE**

Certain aspects of this policy may apply to full-time, part-time, temporary, and volunteer employees of the City of Paris. The policy also applies to applicants for positions requiring a CDL and other safety sensitive positions who have been given a conditional offer of employment from the City of Paris.

## **3. CONSENT FORM**

Before a drug and/or alcohol test is administered, employees and applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the laboratory, medical review officer (MRO), City Recorder, or his/her designee. The consent form shall provide space for employees and applicants to acknowledge that they have been notified of the city's drug and alcohol testing policy.

The consent form shall set forth the following information:

1. the procedure for confirming and verifying an initial positive test result;
2. the consequences of a verified positive test result; and
3. the consequences of refusing to undergo a drug and/or alcohol test.

The consent form also provides authorization for certified or licensed attending medical personnel to take and have analyzed appropriate specimens to determine if drugs or alcohol were present in the employee's system.

#### 4. COMPLIANCE WITH SUBSTANCE ABUSE POLICY

Compliance with this substance abuse policy is a condition of employment. The failure or refusal by an applicant or employee to cooperate fully by signing necessary consent forms or other required documents or the failure or refusal to submit to any test or any procedure under this policy in a timely manner will be grounds for refusal to hire or for termination. The submission by an applicant or employee of a urine sample that is not his/her own or is adulterated shall be grounds for refusal to hire or for termination.

#### 5. GENERAL RULES

These are the general rules governing The City of Paris' drug and alcohol testing program:

1. City employees shall not take or be under the influence of any drugs unless prescribed by the employee's licensed physician. Employees who are required to take prescription and/or over-the-counter medications shall notify the proper supervisory personnel before the employees go on duty.
2. City employees are prohibited from engaging in the manufacture, sale, distribution, use, or unauthorized possession of illegal drugs at any time and of alcohol while on duty or while in or on city property.
3. All City of Paris property is subject to inspection at any time without notice. There should be no expectation of privacy in or on such property. City property includes, but is not limited to, vehicles, desks, containers, files, and lockers.
4. Any employee convicted of violating a criminal drug statute shall inform the head of his/her department of such conviction (including pleas of guilty and *nolo contendere*) **within five days** of the conviction occurring. Failure to so inform the city subjects the employee to disciplinary action up to and including termination for the first offense. The city will notify the federal contracting officer pursuant to applicable provisions of the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act.

#### 6. DRUG TESTING

An applicant or employee must carry and present a current and recent photo ID to appropriate personnel during testing. Failure to present a photo ID is equivalent to refusing to take the test. Employees and applicants may be required to submit to drug testing under six separate conditions:

## A. Types of Tests

### 1. Pre-employment

All employment applicants for safety sensitive positions who have received a conditional offer of employment with the City of Paris must take a drug test before receiving a final offer of employment. "Safety sensitive positions" include police officers, firefighters, positions requiring a commercial driver's license, public works positions involving the operation of heavy equipment, and other positions having responsibility for the safety and care of children.

### 2. Transfer

Employees transferring to a safety sensitive position and/or another position within the City of Paris that requires a commercial driver's license (CDL) shall undergo drug testing.

### 3. Post-Accident/Post-Incident Testing

Following any workplace accident/incident determined by supervisory personnel of the City of Paris to have resulted in significant property or environmental damage or in significant personal injury, including but not limited to a fatality or human injury requiring medical treatment, **any** employee whose performance either contributed to the accident/incident or cannot be discounted as a contributing factor to the accident/incident and who is reasonably suspected of possible drug use as determined during a routine post-accident/post-incident investigation or who receives a citation for a moving violation arising from the accident will be required to take a post-accident/post-incident drug test.

Post-accident/post-incident testing shall be carried out within 24 hours following the accident/incident. Urine collection for post-accident/post-incident testing shall be monitored by same-gender collection personnel at the established collection site.

In instances where post-accident/post-incident testing is to be performed, the City of Paris reserves the right to direct the MRO to instruct the designated laboratory to perform testing on submitted urine specimens for possible illegal/illegitimate substances.

Any testing for additional substances listed under the Tennessee Drug Control Act of 1989 as amended shall be performed at the urinary cutoff level that is normally used for those specific substances by the laboratory selected.

#### a. Post-Accident/Post-Incident Testing for Ambulatory Employees

Following all workplace accidents/incidents where drug testing is to be performed, unless otherwise specified by the department head, **any** affected employees who are ambulatory will be taken by a supervisor or designated personnel of the City of Paris to the designated urine specimen collection site within 24 hours following the accident. In the event of an accident/incident occurring after regular work hours, the employee(s) will be taken to the testing site as designated by the City Manager within 24 hours. No employee shall consume drugs prior

to completing the post-accident/post-incident testing procedures.

No employee shall delay his/her appearance at the designated collection site(s) for post-accident/post-incident testing. Any unreasonable delay in providing specimens for drug testing shall be considered a refusal to cooperate with the substance abuse program of the City of Paris and shall result in administrative action up to and including termination of employment.

**b. Post-accident/post-incident Testing for Injured Employees**

Any affected employee who is seriously injured, non-ambulatory, and/or under professional medical care following a significant accident/incident shall consent to the obtaining of specimens for drug testing by qualified, licensed attending medical personnel and consent to the testing of the specimens. Consent shall also be given for the attending medical personnel and/or medical facility (including hospitals) to release to the MRO of the City of Paris appropriate and necessary information or records that would indicate only whether or not specified prohibited drugs (and what amounts) were found in the employee's system. Consent shall be granted by each employee at the implementation date of the substance abuse policy of the City of Paris or upon hiring following the implementation date.

Post-accident/post-incident urinary testing may be impossible for unconscious, seriously-injured, or hospitalized employees. If this is the case, certified or licensed attending medical personnel shall take and have analyzed appropriate specimens to determine if drugs were present in the employee's system. Only an accepted method for collecting specimens will be used. Any failure to do post-accident/post-incident testing within 32 hours must be fully documented by the attending medical personnel.

**4. Testing Based on Reasonable Suspicion**

A drug test is required for any employee where there is reasonable suspicion to believe the employee is using or is under the influence of drugs and/or alcohol.

The decision to test for reasonable suspicion must be based on a reasonable and articulate belief that the employee is using or has used drugs. This belief should be based on recent, physical, behavioral, or performance indicators of possible drug use. One supervisor who has received drug detection training that complies with DOT regulations must make the decision to test and must observe the employee's suspicious behavior.

Supervisory personnel of the City of Paris making a determination to subject any employee to drug testing based on reasonable suspicion shall document their specific reasons and observations in writing to the City Recorder within 24 hours of the decision to test and before the results of the urine drug tests are received by the department. Urine collection for reasonable suspicion testing shall be monitored by same-gender collection personnel.

## 5. **Random Testing**

Only employees of the City of Paris holding safety sensitive positions are subject to random alcohol and drug testing. "Safety sensitive positions" include police officers, firefighters, positions requiring a commercial driver's license, public works equipment operators, public works director, public works foreman, city manager, and other positions having responsibility for the safety and care of children. It is the policy of the City of Paris to annually random test for drugs at least 50 percent of the total number of drivers possessing or obtaining a commercial driver's license (CDL).

A minimum of 15 minutes and a maximum of one hour will be allowed between notification of an employee's selection for random urine drug testing and the actual presentation for specimen collection.

Random donor selection dates will be unannounced with unpredictable frequency. Some may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable (i.e., vacation, sick day, out of town, work-related causes, etc.) to produce a specimen on the date random testing occurs, the City of Paris may omit that employee from that random testing or await the employee's return to work.

## 6. **Return-to-Duty and Follow-Up**

Any employee of the City of Paris who has violated the prohibited drug conduct standards and is allowed to return to work, must submit to a return-to-duty test. Follow-up tests will be unannounced, and at least six tests will be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

The employee may be required to pay for his or her return-to-duty and follow-up tests accordingly.

Testing will also be performed on any employee possessing a CDL returning from leave or special assignment in excess of six months. In this situation, the employee will not be required to pay for the testing.

## **B. PROHIBITED DRUGS**

All drug results will be reported to the MRO. If verified by the MRO, they will be reported to the City Recorder. The following is a list of drugs for which tests will be routinely conducted (see Appendix 1 for cutoff levels):

1. amphetamines,
2. marijuana,
3. cocaine,
4. opiates,
5. phencyclidine (PCP),
6. alcohol, and
7. depressants.

The city may test for any additional substances listed under the Tennessee Drug Control Act of 1989.

## **C. DRUG TESTING COLLECTION PROCEDURES**

Testing will be accomplished as non-intrusively as possible. Affected employees, except in cases of random testing, will be taken by a supervisor or designated personnel of the City of Paris to a drug test collection facility selected by the City of Paris (see Appendix 2), where a urine sample will be taken from the employee in privacy. The urine sample will be immediately sealed by personnel overseeing the specimen collection after first being examined by these personnel for signs of alteration, adulteration, or substitution. The sample will be placed in a secure mailing container. The employee will be asked to complete a chain-of-custody form to accompany the sample to a laboratory selected by the City of Paris to perform the analysis on collected urine samples.

## **D. DRUG TESTING LABORATORY STANDARDS AND PROCEDURES**

All collected urine samples will be sent to a laboratory that is certified and monitored by the federal Department of Health and Human Services, Substance Abuse and Mental Health Services Administration or its successor (see Appendix 3).

As specified earlier, in the event of an accident/incident occurring after regular work hours, the supervisor or designated personnel shall take the employee(s) to the testing site within 32 hours where proper collection procedures will be administered.

For the employee's protection, the results of the analysis will be confidential except for the testing laboratory. After the MRO has evaluated a positive test result, the employee will be notified, and the MRO will notify the City Recorder.

## **E. REPORTING AND REVIEWING**

The City of Paris shall designate a MRO to receive, report, and file testing information transmitted by the laboratory. This person shall be a licensed physician with knowledge of substance abuse disorders (see Appendix 3).

1. The laboratory shall report test results only to the designated MRO, who will review them in accordance with accepted guidelines and the procedures adopted by the City of Paris.
2. Reports from the laboratory to the MRO shall be in writing or by fax. The MRO may talk with the employee by telephone upon exchange of acceptable identification.
3. The testing laboratory, collection site personnel, and MRO shall maintain security over all the testing data and limit access to such information to the following: the respective department head, the City Recorder, and the employee.
4. Neither the City of Paris, the laboratory, nor the MRO shall disclose any drug test results to any other person except under written authorization from the affected employee, unless such results are necessary in the process of resolution of accident/incident investigations, requested by court order, or required to be released to parties (i.e., DOT, the Tennessee Department of Labor, etc.) having legitimate right-to-know as determined by the city attorney.

## **7. ALCOHOL TESTING**

An applicant or employee must carry and present a current and recent photo ID to appropriate personnel during testing. Failure to present a photo ID is equivalent to refusing to take the test. Employees and applicants may be required to submit to alcohol testing under six separate conditions:

### **A. Types of Tests**

#### **1. Post-Accident/Post-Incident Testing**

Following any workplace accident/incident determined by supervisory personnel of the City of Paris to have resulted in significant property or environmental damage or in significant personal injury, including but not limited to a fatality or human injury requiring medical treatment, each employee whose performance either contributed to the accident/incident or cannot be discounted as a contributing factor to the accident/incident and who is reasonably suspected of possible alcohol use as determined during a routine post-accident/post-incident investigation or who receives a citation for a moving violation arising from the accident will be required to take a post-accident/post-incident alcohol test.

Post-accident/post-incident testing shall be carried out within two hours following the accident/incident.

a. **Post-accident/post-incident Testing for Ambulatory Employees**

Following all workplace accidents (incidents) where alcohol testing is to be performed, unless otherwise specified by the department head, affected employees who are ambulatory will be taken by a supervisor or designated personnel of the City of Paris to the designated breath alcohol test site for a breath alcohol test within two hours following the accident. In the event of an accident/incident occurring after regular work hours, the employee(s) will be taken to the testing site as designated by the City Manager within two hours. No employee shall consume alcohol prior to completing the post-accident/post-incident testing procedures.

No employee shall delay his/her appearance at the designated collection site(s) for post-accident/post-incident testing. Any unreasonable delay in appearing for alcohol testing shall be considered a refusal to cooperate with the substance abuse program of the City of Paris and shall result in administrative action up to and including termination of employment.

b. **Post-accident/post-incident Testing for Injured Employees**

An affected employee who is seriously injured, non-ambulatory, and/or under professional medical care following a significant accident/incident shall consent to the obtaining of specimens for alcohol testing by qualified, licensed attending medical personnel and consent to specimen testing. Consent shall also be given for the attending medical personnel and/or medical facility (including hospitals) to release to the MRO of the City of Paris appropriate and necessary information or records that would indicate only whether or not specified prohibited alcohol (and what amount) was found in the employee's system. Consent shall be granted by each employee at the implementation date of the substance abuse policy of the City of Paris or upon hiring following the implementation date.

Post-accident/post-incident breath alcohol testing may be impossible for unconscious, seriously injured, or hospitalized employees. If this is the case, certified or licensed attending medical personnel shall take and have analyzed appropriate specimens to determine if alcohol was present in the employee's system. Only an accepted method for collecting specimens will be used. Any failure to do post-accident/post-incident testing within two hours must be fully documented by the attending medical personnel.

2. **Testing Based on Reasonable Suspicion**

An alcohol test is required for each employee where there is reasonable suspicion to believe the employee is using or is under the influence of alcohol.

The decision to test for reasonable suspicion must be based on a reasonable and articulate belief that the employee is using or has used alcohol. This belief should be based on recent, physical, behavioral, or performance indicators of possible alcohol use. One supervisor who has received alcohol detection training that complies with DOT regulations must make the decision to test and must observe the employee's suspicious behavior.

Supervisory personnel of the City of Paris making a determination to subject any employee to alcohol testing based on reasonable suspicion shall document their specific reasons and observations in writing to the City Recorder within eight hours of the decision to test and before the results of the tests are received by the department.

### 3. **Random Testing**

Only employees of the City of Paris holding safety sensitive positions are subject to random alcohol testing. "Safety sensitive positions" include police officers, firefighters, positions requiring a commercial driver's license, public works equipment operators, public works director, public works foreman, and city manager. It is the policy of the City of Paris to annually random test for alcohol at least 25 percent of the total number of drivers possessing or obtaining a commercial driver's license (CDL).

A minimum of 15 minutes and a maximum of one hour will be allowed between notification of an employee's selection for random alcohol testing and the actual presentation for testing.

Random test dates will be unannounced with unpredictable frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable (i.e., vacation, sick day, out of town, work-related causes, etc.) to be tested on the date random testing occurs, the City of Paris may omit that employee from that random testing or await the employee's return to work.

### 4. **Return-to-Duty and Follow-Up**

Any employee of the City of Paris who has violated the prohibited alcohol conduct standards must submit to a return-to-duty test. Follow-up tests will be unannounced, and at least six tests will be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

The employee may be required to pay for his or her return-to-duty and follow-up tests accordingly.

Testing will also be performed on any employee with a CDL returning from leave or special assignment in excess of six months. In this situation, the employee will not be required to pay for the testing.

## **B. ALCOHOL TESTING PROCEDURES**

All breath alcohol testing conducted for the City of Paris shall be performed using evidential breath testing (EBT) equipment and personnel approved by the National Highway Traffic Safety Administration (NHTSA) and/or the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration or its successor

Alcohol testing is to be performed by a qualified technician as follows:

### **1. Step One:**

An initial breath alcohol test will be performed using a breath alcohol analysis device approved by the National Highway Traffic Safety Administration (NHTSA). If the measured result is less than 0.02 percent breath alcohol level (BAL), the test shall be considered negative. If the result is greater or equal to 0.04 percent BAL, the result shall be recorded and witnessed, and the test shall proceed to Step Two.

### **2. Step Two:**

Fifteen minutes shall be allowed to pass following the completion of Step One above. Before the confirmation test or Step Two is administered for each employee, the breath alcohol technician shall insure that the evidential breath testing device registers 0.00 on an air blank. If the reading is greater than 0.00, the breath alcohol technician shall conduct one more air blank. If the reading is greater than 0.00, testing shall not proceed using that instrument. However, testing may proceed on another instrument. Then Step One shall be repeated using a new mouthpiece and either the same or equivalent but different breath analysis device.

The breath alcohol level detected in Step Two shall be recorded and witnessed.

If the lower of the breath alcohol measurements in Step One and Step Two is 0.04 percent or greater, the employee shall be considered to have failed the breath alcohol test. Failure of the breath alcohol test shall result in administrative action by proper officials of the City of Paris up to and including termination of employment.

Any breath level found upon analysis to be between 0.02 percent BAL and 0.04 percent BAL shall result in the employee's removal from duty without pay for a minimum of 24 hours. In this situation, the employee must be retested by breath analysis and found to have a BAL of less than 0.02 percent before returning to duty with the City of Paris.

All breath alcohol test results shall be recorded by the technician and shall be witnessed by the tested employee and by a supervisory employee of the City of Paris, when possible.

The completed breath alcohol test form shall be submitted to the City Recorder.

## **8. EDUCATION AND TRAINING**

### **A. Supervisory Personnel Who Will Determine Reasonable Suspicion Testing**

Training supervisory personnel who will determine whether an employee must be tested based on reasonable suspicion will include at the minimum two 60-minute periods of training on the specific, contemporaneous, physical, behavioral, and performance indicators of both probable drug use and alcohol use. One 60-minute period will be for drugs and one will be for alcohol.

The City of Paris will sponsor a drug-free awareness program for all employees.

### **B. Distribution of Information**

The minimal distribution of information for all employees will include the display and distribution of:

- a. informational material on the effects of drug and alcohol abuse;
- b. available drug counseling, rehabilitation, and employee assistance programs for employee assistance;
- c. the City of Paris policy regarding the use of prohibited drugs and/or alcohol; and
- d. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

## **9. CONSEQUENCES OF A CONFIRMED POSITIVE DRUG AND/OR ALCOHOL TEST RESULT AND/OR VERIFIED POSITIVE DRUG AND/OR ALCOHOL TEST RESULT**

Job applicants will be denied employment with the City of Paris if their initial positive pre-employment drug test results have been confirmed/verified.

If a current employee's positive drug and alcohol test result has been confirmed, the employee is subject to immediate removal from any safety-sensitive function and may be subject to disciplinary action up to and including termination. The city may consider the following factors in determining the appropriate disciplinary response: the employee's work history, length of employment, current work assignment, current job performance, and existence of past disciplinary actions. However, the city reserves the right to allow employees to participate in an

education and/or treatment program approved by the city Employee Assistance Program as an alternative to or in addition to disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

No disciplinary action may be taken pursuant to this drug policy against employees who voluntarily identify themselves as drug users, obtain counseling and rehabilitation through the city's Employee Assistance Program or other program sanctioned by the city, and thereafter refrain from violating the city's policy on drug and alcohol abuse. However, voluntary identification will not prohibit disciplinary action for the violation of city personnel policy and regulations, nor will it relieve the employee of any requirements for return to duty testing.

Refusing to submit to an alcohol or controlled substances test means that a driver: (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this part; (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part; or (3) engages in conduct that clearly obstructs the testing process. In either case the physician or breath alcohol technician shall provide a written statement to the city indicating a refusal to test.

#### **10. VOLUNTARY DISCLOSURE OF DRUG AND/OR ALCOHOL USE**

In the event that an employee of the City of Paris is dependent upon or an abuser of drugs and/or alcohol and sincerely wishes to seek professional medical care, that employee should voluntarily discuss his/her problem with the respective department head in private.

Such voluntary desire for help with a substance abuse problem will be honored by the City of Paris. If substance abuse treatment is required, the employee will be removed from active duty pending completion of the treatment.

Affected employees of the City of Paris may be allowed up to 30 consecutive calendar days for initial substance abuse treatment as follows:

1. The employee must use all vacation, sick, and compensatory time available.
2. In the event accumulated vacation, sick, and compensatory time is insufficient to provide the medically prescribed and needed treatment up to a maximum of 30 consecutive calendar days, the employee will be provided unpaid leave for the difference between the amount of accumulated leave and the number of days prescribed and needed for treatment up to the maximum 30-day treatment period.

Voluntary disclosure must occur before an employee is notified of or otherwise becomes subject to a pending drug and/or alcohol test.

Prior to any return-to-duty consideration of an employee following voluntary substance abuse

treatment, the employee shall obtain a return-to-duty recommendation from the substance abuse professional (SAP) of the City of Paris. The SAP may suggest conditions of reinstatement of the employee that may include after-care and return-to-duty and/or random drug and alcohol testing requirements. The respective department head and City Recorder of the City of Paris will consider each case individually and set forth final conditions of reinstatement to active duty. These conditions of reinstatement must be met by the employee. Failure of the employee to complete treatment or follow after-care conditions, or subsequent failure of any drug or alcohol test under this policy will result in administrative action up to and including termination of employment.

These provisions apply to voluntary disclosure of a substance abuse problem by an employee of the City of Paris. Voluntary disclosure provisions do not apply to applicants. Employees found positive during drug and/or alcohol testing under this policy are subject to administrative action up to and including termination of employment as specified elsewhere in this policy.

## **11. EXCEPTIONS**

This policy does not apply to possession, use, or provision of alcohol and/or drugs by employees in the context of authorized work assignments (i.e., undercover police enforcement, intoxilyzer demonstrations). In all such cases, it is the individual employee's responsibility to ensure that job performance is not adversely affected by the possession, use, or provision of alcohol.

## **12. MODIFICATION OF POLICY**

This statement of policy may be revised by the City of Paris at any time to comply with applicable federal and state regulations that may be implemented, to comply with judicial rulings, or to meet any changes in the work environment or changes in the drug and alcohol testing policy of the City of Paris.

## **13. DEFINITIONS**

For purposes of the drug and alcohol testing policy, the following definitions are adopted:

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol.

Alcohol Concentration - The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test.

Alcohol Use - The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant - Any person who has on file an application for employment or any person who is otherwise being considered for employment or transfer to the police department, fire department, or to a position requiring a commercial driver's license (CDL) being processed for employment. For the purposes of this policy, an applicant may also be: a uniformed employee who has applied

for and is offered a promotion or who has been selected for a special assignment; a non-uniformed employee who is offered a position as a uniformed employee; or an employee transferring to or applying for a position requiring a CDL.

Breath Alcohol Technician (BAT) - An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

Chain of Custody - The method of tracking each urine specimen to maintain control from initial collection to final disposition for such samples and accountability at each stage of handling, testing, storing, and reporting.

Collection Site - A place where applicants or employees present themselves to provide, under controlled conditions, a urine specimen that will be analyzed for the presence of alcohol and/or drugs. Collection site may also include a place for the administration of a breath analysis test.

Collection Site Personnel - A person who instructs donors at the collection site.

Commercial Driver's License (CDL) - A motor vehicle driver's license required to operate a commercial motor vehicle (CMV).

Commercial Motor Vehicle (CMV) - Any vehicle or combination of vehicles meeting the following criteria: weighing more than 26,000 pounds; designed to transport more than 15 passengers; transporting hazardous materials required by law to be placarded, regardless of weight; and/or classified as a school bus.

Confirmation Test - In drug testing, a second analytical procedure that is independent of the initial test to identify the presence of a specific drug or metabolite that uses a different chemical principle from that of the initial test to ensure reliability and accuracy. In breath alcohol testing, a second test following an initial test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Confirmed Positive Result - The presence of an illicit substance in the pure form or its metabolites at or above the cutoff level specified by the National Institute of Drug Abuse identified in two consecutive tests that utilize different test methods and that was not determined by the appropriate medical, scientific, professional testing, or forensic authority to have been caused by an alternate medical explanation or technically insufficient data. An EBT result equal to or greater than 0.02 is considered a positive result.

Consortium - An entity, including a group or association of employers or contractors, which provides alcohol or controlled substances testing as required by this part or other DOT alcohol or drug testing rules and that acts on behalf of the employers.

Department Director - The director or chief of a city department or his/her designee. The designee may be an individual who acts on behalf of the director to implement and administer these procedures.

DHHS - The federal Department of Health and Human Services or any designee of the secretary, Department of Health and Human Services, including the Substance Abuse and Mental Health Services Administration.

DOT Agency - An agency of the United States Department of Transportation administering regulations related to alcohol and/or drug testing. For the City of Paris, the Federal Highway Administration (FHWA) is the DOT agency.

Driver - Any person who operates a commercial motor vehicle.

EAP - Employee Assistance Program.

Employee – An individual currently employed by the City of Paris.

Evidential Breath Testing Device (EBT) - An instrument approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices."

FHWA - Federal Highway Administration.

Initial Test - In drug testing, an immunoassay test to eliminate negative urine specimens from further analysis. In alcohol testing, an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.

MRO - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant biomedical information.

Negative Result - The absence of an illicit substance in the pure form or its metabolites in sufficient quantities to be identified by either an initial test or confirmation test.

NHTSA - National Highway and Traffic Safety Administration.

Refuse to Submit - Refusing to submit to an alcohol or controlled substances test means that a driver: (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this part; (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part; or (3) engages in conduct that clearly obstructs the testing process.

Safety-Sensitive Positions - Safety Sensitive positions include police officers, firefighters, positions requiring a commercial drivers license, public works equipment operators, and other positions having responsibility for the safety and care of children.

Substance Abuse Professional - A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

This employee drug and alcohol testing policy has been approved and adopted by the City of Paris effective March 1, 2015.

The City of Paris

By: \_\_\_\_\_

By: \_\_\_\_\_

# **APPENDICES**

**APPENDIX 1**

**1994 DRUG AND ALCOHOL TEST STANDARDS**

<b><u>Drug</u></b>	<b><u>Screen (ng/ml)</u></b>	<b><u>Cutoff Level Confirmation (ng/ml)</u></b>	<b><u>Cutoff Level</u></b>
Amphetamine (speed)		1000.00	
Amphetamine			500.00
Methamphetamine			500.00
Cannabinoid (marijuana)		50.00	15.00
Cocaine (benzoylecgonine)		300.00	150.00
Opiate		300.00	
Codeine			300.00
Morphine			300.00
Phencyclidine (PCP)		25.00	25.00
Alcohol		02 percent BAL	.04 percent BAL

**(Note - Additional substances listed under the Tennessee Drug Control Act of 1989 may be tested at the cutoff level customarily used by the selected laboratory. Cutoff levels are subject to change as DOT rules change.)**

## APPENDIX 2

### DESIGNATED DRUG TESTING COLLECTION FACILITY

#### Possible Options:

Twin Lakes Drug and DNA Testing  
105 East Wood Street  
Paris, TN 38242  
731-644-9944

Paris Henry County Clinic  
305 Tyson Avenue  
Paris, TN 38242  
731-642-0025

Health Trans  
3250 Dickerson Road, Suite 25  
Nashville, TN 37207

Tennessee Consortium  
1320 W. Main Street, Suite 418  
Franklin, TN 37064

## APPENDIX 3

### DESIGNATED DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) CERTIFIED LABORATORIES

Laboratory Corporation of America, dba  
LabCorp Reference Laboratory,  
Substance Abuse Division  
1400 Donelson Pike, Suite A-15  
Nashville, TN 37217  
615-360-3992 or 800-800-4522

Twin Lakes Drug & DNA Testing, LLC  
105 E. Wood Street  
Paris, TN 38242

Non-DOT Mr. O'Daniel  
GlobalLab Solutions, Inc.  
Dr. Sally Regan  
1100 S. Mint St.  
Charlotte, NC 28203

DOT MRO  
Doctors Review Service  
Dr. Neil Dash  
546 Franklin Ave  
Massapequa, NY 11758

Aegis Analytical Laboratories, Inc.  
624 Grassmere Park Rd, Suite 21  
Nashville, TN 37211  
615-331-5300

Alabama Reference Laboratories, Inc.  
543 South Hull St.  
Montgomery, AL 36103  
800-541-4931 or 205-263-5745

Any Substance Abuse and Mental Health Services Administration  
certified laboratory

**APPENDIX 4**

**EMPLOYEE ACKNOWLEDGMENT FORM (CDL Required)**

**City of Paris**

**EMPLOYEE ACKNOWLEDGMENT**

As an applicant or an employee, I have carefully read the City of Paris drug and alcohol testing policy. I have received a copy of the City of Paris drug and alcohol testing policy, understand its requirements, and agree without reservation to follow this policy. As an applicant, I am aware that my offer of employment is conditional upon the results of a drug and/or alcohol test. As an employee, I am aware that I may be required to undergo drug and/or alcohol tests, that I will be informed prior to the drug and/or alcohol test, and that I may be subject to immediate dismissal if I refuse to take the test.

\_\_\_\_\_  
Name of Applicant or Employee

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**APPENDIX 5**

**CONSENT AND ACKNOWLEDGMENT FORM**

**City of Paris**

**DRUG/ALCOHOL TESTING PROCEDURES**

**CONSENT AND ACKNOWLEDGMENT FORM**

As an applicant or an employee with the City of Paris, I hereby consent to and acknowledge that I am scheduled to undergo drug and/or alcohol testing. The test for alcohol will be a breath analysis test. The drug test will involve an analysis of a urine sample, which I will provide at a designated site. The purpose of the test will be to test for the presence of the following substances: amphetamines, marijuana, cocaine, opiates, PCP, alcohol, and/or any additional drugs listed in the Tennessee Drug Control Act. I authorize qualified personnel to take and have analyzed appropriate specimens to determine if drugs and/or alcohol are present in my system. I acknowledge that the drug/alcohol screen test results will be made available to the testing laboratory, MRO, the City Recorder, or his/her designee. As an applicant, I am aware that a confirmed and verified positive drug/alcohol test result will rescind my conditional offer of employment. As an employee, I am aware that a confirmed and verified positive test result may lead to disciplinary action up to and including immediate dismissal. I understand that failure to provide adequate breath for testing without a valid medical explanation, failure to provide adequate urine for controlled substances testing without a valid medical explanation, and engaging in conduct that clearly obstructs the testing process are the same as refusing to test.

Name of Applicant or Employee: \_\_\_\_\_

Department Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## APPENDIX 6

### ANTI-DRUG AND ALCOHOL POLICY TESTING REQUIREMENTS

<b>TYPE OF TEST</b>	<b>EMPLOYEE GROUP</b>		
	CDL REQUIRED	SAFETY SENSITIVE	OTHER GENERAL
<b>DRUG TESTING:</b>			
1. Pre-Employment 2. Transfer * 3. Post-Accident/Incident 4. Reasonable Suspicion 5. Random 6. Return-to-Duty/Follow-up	Required Required Required Required Required Required	Required Required Required Required Required Required	Required No Required Required No Required
<b>ALCOHOL TESTING:</b>			
1. Transfer * 2. Post-Accident/Incident 3. Reasonable Suspicion 4. Random 5. Return-to-Duty/Follow-up	Required Required Required Required Required	No Required Required Required Required	No Required Required No Required
* Applies to existing employees transferring into a new position within the respective employee group.			

## APPENDIX E

### Sexual Harassment Policy

#### A. PURPOSE

The municipality may be held liable for the actions of all employees with regard to sexual harassment and will not tolerate sexual harassment of its employees. The City of Paris will take immediate steps to stop such harassment when it occurs.

#### B. DEFINITIONS

The following actions constitute an unlawful employment practice and are absolutely prohibited by the municipal government when they affect employment decisions, create a hostile job environment, cause distractions, or unreasonably interfere with work performance. The following actions, by way of definition, but not by way of limitation, constitutes prohibited conduct by employees:

1. sexual harassment or unwelcome sexual advances;
2. requests for sexual favors;
3. verbal or physical conduct of a sexual nature in the form of pinching, grabbing, patting, or propositioning;
4. the use or exhibiting of inappropriate gestures or body movements of a sexual nature.
5. explicit or implied job threats or promises in return for submission to sexual favors;
6. inappropriate sex-oriented comments on appearance;
7. embarrassing sex-oriented stories;
8. displaying sexually explicit or pornographic material, no matter how the material is displayed; and/or
9. sexual assault on the job by supervisors, fellow employees, or, on occasion, non-employees.
10. other forms of conduct of a sexual nature a reasonable person would consider offensive or inappropriate.

Sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conduct directed by women toward men, and conduct directed by women toward women.

Conduct as defined above is subject to the provisions of these personnel regulations even if such conduct occurs outside the confines of employment hours and/or the ordinary city workplace.

#### C. MAKING SEXUAL HARASSMENT COMPLAINTS

An employee who feels he/she is subjected to sexual harassment should immediately contact a person (listed below) with whom the employee feels most comfortable. Complaints may be made verbally or in writing to:

1. the employee's immediate supervisor,
2. the employee's department head,
3. the Administrative Assistant to the City Manager
4. the City Manager.

Employees have the right to circumvent the employee chain-of-command when selecting the person to complain to about sexual harassment. The employee should be prepared to provide the following information:

1. his/her name, department, and position title;
2. the name of the person or people committing the sexual harassment, including their title(s), if known;
3. the specific nature of the sexual harassment, how long it has gone on, any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against the employee as a result of the harassment, or any other threats made against the employee as a result of the harassment;
4. witnesses to the harassment; and
5. whether the employee has previously reported the harassment and, if so, when and to whom.

#### D. REPORTING AND INVESTIGATING SEXUAL HARASSMENT COMPLAINTS

When an allegation of sexual harassment is made by any employee, the person to whom the complaint is made shall:

1. immediately prepare a report of the complaint according to the preceding section and submit it to the City Manager;
2. make and keep a written record of the investigation at the time the verbal interview is in progress, including notes on:
  - a. verbal responses made to the investigator by the person complaining of sexual harassment,
  - b. witnesses interviewed during the investigation,
  - c. the person against whom the complaint of sexual harassment was made, and
  - d. any other person contacted by the investigator in connection with the investigation;

#### E. ACTION ON COMPLAINTS OF SEXUAL HARASSMENT

Upon receiving an investigation report of a sexual harassment complaint, the City Manager shall immediately review the report. If the City Manager determines that the report is not complete in some respect, he may question the person complaining of sexual harassment, the person against whom the complaint has been made, witnesses to the conduct in question, or any other person who may have knowledge about the harassment.

Based upon the report and his own investigation (where a separate investigation is made), the City Manager shall, within a reasonable time, determine whether the conduct in question constitutes sexual harassment.

If the City Manager determines that the harassment complaint is founded, he shall take immediate and appropriate disciplinary action against the guilty employee, consistent with his authority under the municipal charter, ordinances, or personnel rules governing his authority to discipline employees.

In all events, an employee found guilty of sexual harassment shall be warned not to retaliate in any way against the person making the complaint, witnesses, or any other person connected with the investigation.

In cases where sexual harassment is committed by a non-employee against a municipal government employee in the workplace, the City Manager shall take whatever lawful action is necessary against the non-employee to bring the sexual harassment to an immediate end.

#### F. OBLIGATIONS OF EMPLOYEES

Employees are not only encouraged to report instances of sexual harassment, they are **obligated** to report them. Employees are also obligated to cooperate in every harassment investigation. The obligation includes, but is not necessarily limited to, coming forward with evidence (both favorable and unfavorable) about a person accused of such conduct, fully and truthfully making written reports, or verbally answering questions when required to do so by an investigator. Employees are also obligated to refrain from making bad faith accusations of sexual harassment. (Amended by Resolution #1305, 06/02/00).

## APPENDIX F

### Infection Control Policy

The purpose of this policy is to create a policy to respond to situations where City employees are exposed to infectious diseases, situations, or environments and to appoint an Infectious Control Program Coordinator, charged with the overall responsibility for the Infection Control Program, in compliance with OSHA Instruction CPL 2-2.44A. The Program Coordinator has the full support and authority of the employer to ensure compliance is maintained in this workplace.

The Infectious Control Program Coordinator will determine exposure risks of personnel, implement an infection control program, provide Hepatitis B vaccinations at no cost to personnel, and provide extensive training.

### **HEPATITIS TRANSMISSION**

Hepatitis B (HBV) is a virulent infectious disease which claims an estimated 300,000 new cases every year. Over 1 million people in the U.S. are carriers of the disease. More than 18,000 cases occur among public safety and healthcare workers yearly. Hepatitis B is transmitted from infected subjects through accidental needlesticks and unprotected cuts and sores.

Hepatitis B is most prevalent among intravenous drug users sharing needles and through sexual contact among homosexually active males and females prostitutes. From these groups it spread to the community. It infects 18,000 healthcare and public service workers a year. They are usually infected through contact with blood borne pathogens and accidental needlestick injuries.

Hepatitis symptoms often include jaundice, a yellow hue to the skin, loss of appetite, nausea, and elevated liver function test. AIDS and Hepatitis dangers can be prevented or reduced in the public service setting by:

- \*using protection against body fluids during at-risk situations,
- \*using disinfectants to reduce pathogens in the environment,
- \*washing hands immediately after an at-risk situation,
- \*using proper disposal techniques for contaminated items.

## **HEPATITIS PROTECTION**

OSHA (Occupational Health and Safety Administration) enforces the CDC (Centers for Disease Control) recommendations. OSHA requires every at-risk public service worker who is exposed to more than one infection risk per month to be offered a Hepatitis B vaccination. The employer must offer it to every employee at no cost to the employee.

An employee who refuses inoculation must sign an Informed Refusal Form in the possession of the Program Coordinator.

## **AIDS TRANSMISSION**

AIDS (HIV) is not as contagious in a public service setting as Hepatitis, but it has no vaccine for prevention. It is transmitted through body fluids, so public service workers are exposed to it.

OSHA requires that employees be trained in prevention and be required to protect themselves during at-risk situations.

AIDS is transmitted through blood and semen. It is most commonly seen in homosexual and bisexual men, IV drug abusers and hemophiliacs.

AIDS is transmitted sexually and through blood exposure or perinatally from the mother to the child. AIDS is not transmitted through general contact with a carrier.

Symptoms of HIV infection are varied, and include fatigue, fever, weight loss, night sweats, rashes, mouth sores or pneumonia.

Because there is no inoculation against AIDS, CDC recommends and OSHA enforces, that "Universal Precautions" be instituted in all at-risk public service settings.

## **UNIVERSAL PRECAUTIONS**

Under "Universal Precautions", the blood and body fluid of all humans is considered potentially infected with AIDS virus (HIV), Hepatitis B virus (HBV) and other bloodborne pathogens, and must be handled accordingly.

Universal Precautions applies to blood and body fluids containing visible blood, including cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal and pericardial fluid and amniotic fluid. It does not include feces, nasal secretions, sputum, sweat, tears, urine, saliva, breast milk and vomitus, unless blood is present.

The amount of blood required to constitute an infectious risk has been variously defined by OSHA, EPA and others as "substantial", "dripping", and "significant". EPA has offered an objective definition that 15 milliliters of blood (about the size of three teaspoons) must be present to be of sufficient dose to be infectious. This definition of quantity does not preclude the use of protective clothing; it only helps to define what constitutes infectious waste when disposing of blood-soaked materials.

## **DEFINITIONS OF INFECTIOUS CONDITIONS**

Infection needs four simultaneous conditions to exist. If you take any condition away, the danger from infection will be reduced or eliminated. The conditions which must exist simultaneously are:

- A sufficiently-large dose to constitute a dangerous quantity
- A sufficient virulence, or deadliness, to be dangerous
- A portal of entry into a host, such as through an open cut or the nasal passage
- A susceptible resistance level of the host. For instance, if a worker is tired, has the flu or a cold, the host is more susceptible to infection

Infectious diseases are prevented by reducing or removing any of these conditions. For example:

- The use of gloves and masks will eliminate portals of entry
- Regular hand washing and the use of disinfectants will remove or reduce the dose of virulence of the disease
- The placement of sharps and needles into proper sharps containers

## **PERSONAL PROTECTIVE EQUIPMENT**

The City of Paris will provide protective clothing to at-risk employee's to be available in the locations where risk situations may be generated. The Infection Control Coordinator will provide protective clothing commensurate with the exposure risk in each area.

The use of protective clothing is an OSHA requirement.

### **GLOVES**

A non-sterile latex or nylon glove will be provided for use by at-risk employees.

After donning gloves, examine them for physical defects. Wear gloves whenever your hands might touch blood, body fluids, or surfaces which could be contaminated by them. Discard gloves after each use. Fit gloves so they cover the cuff of your clothing if possible to reduce the area of skin exposure.

### **MASK**

Masks are worn if there is a likelihood of splashing or aerolization of blood (spray).

Masks reduce the entry of infectious droplets into the breathing passages.

Chin-length face shields are sometimes worn in place of a mask.

## **PROTECTIVE EYEWEAR**

Protective eyewear, better known as goggles, protects the eyes from splashing and spray of body fluids and harmful chemicals. The chin-length face shields also serve this purpose.

## **GOWNS**

Gowns are worn to protect street wear and the arm and neck areas from contamination.

## **RESUSCITATION EQUIPMENT**

Pocket masks, resuscitation bags and/or other ventilation devices are provided. This will minimize the need for emergency mouth-to-mouth resuscitation.

## **PROTECTIVE CLOTHING DISPOSAL**

Linens and reusable protective clothing which is soiled heavily with body fluids shall be handled as little as possible and must be bagged at the location in leak proof bags. Soiled clothing must not be carried home and cleaned.

When removing protective clothing apparel, avoid contamination of your exposed body parts.

## **HAND WASHING**

Wash hands regularly with an antimicrobial solution after any exposure to body fluids if known contaminated or unknown. Hands should be washed even if gloves are worn. Wash as soon as possible after gloves are removed.

## **PROCEDURES IF AN EXPOSURE INCIDENT OCCURS**

If an exposure incident occurs, that is, if contact with body fluid that may have gained entry into an employee, an immediate report must be made to the immediate supervisor who will prepare an Exposure Incident Form. The Infection Control Coordinator will be contacted as soon as possible after the incident. The Infection Control Coordinator will proceed with the proper follow-up procedure.

If an employee does not elect to take advantage of HBV immunization measures, the Infection Control Coordinator must record this election on an "Informed Refusal" form and it must be signed by the employee.

## **SHARPS**

Needle stick injuries often occur when disposing of sharp instruments and needles. Used needles should not be sheared, bent, broken, or recapped by hand, nor should used needles be removed from disposable syringes.

Sharps containers must be closely available at the location where infectious bioburden is generated, i.e., in patrol cars and on trash collection vehicles. Do not overfill sharps containers.

### **HEPATITIS B VACCINE**

HBV vaccine is provided free of charge by this office. The vaccine is administered in a 3-dose series given over a six-month period and protects the employee for at least seven years.

If an employee does not elect to take advantage of HBV immunization measures, the Infection Control Coordinator must record this election on an "Informed Refusal" form and it must be signed by the employee.

### **HOUSEKEEPING**

Many safety and health injuries occur because of inadequate cleaning and maintenance.

- if an area is suspected to be contaminated, clean with a solution of at least 1 part sodium hypochlorite (bleach) to 100 parts of water
- clean exposed equipment and work surfaces after contact with blood and other infectious agents before the end of each work shift
- place biohazard labels on sharps containers, infectious waste containers, and any other potentially infectious materials.

### **INFECTIOUS WASTE**

The EPA administers infectious waste disposal policies with the State Health Departments. OSHA administers the regulations within the work establishment.

Both institutions agree that materials which are blood-soaked are considered infectious wastes. Saturated articles are to be thrown into containers with red bag inserts and tightly fitting lids. Infection Control Coordinator will be contacted for disposal (Res. #1293, 06/01/99).

## APPENDIX G

### BLOODBORNE PATHOGENS STANDARD EXPOSURE CONTROL PLAN

#### **INTRODUCTION**

The Bloodborne Pathogens Standard was designed to educate employees to the potential risks of bloodborne diseases. The purpose of the Bloodborne Pathogens Standard is to reduce occupational exposure to the Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens that employees may encounter in their workplace.

#### **RESPONSIBILITY AND TRAINING**

All appropriate employees shall be trained in the safety significance of the Exposure Control Plan. This training shall be documented in with the appropriate departmental training procedures and records. All employees are also re-trained periodically to keep their knowledge "up-to-date". In addition, training shall be conducted whenever it is discovered any employees are deviating from the established guidelines set forth in this procedure. Training shall also be conducted under the following circumstances:

- Whenever new or modified tasks and procedures are implemented which affect occupational exposure of our employees.
- Whenever employees' jobs are revised such that new instances of occupational exposure may occur.
- Whenever the City of Paris establishes new functional positions that may involve exposure to bloodborne pathogens.

#### **METHODS OF COMPLIANCE**

This City of Paris understands that there are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens in the workplace. The first five areas addressed in this plan include:

- Universal Precautions
- Engineering Controls
- Work Practice Controls
- Personal Protective Equipment
- Housekeeping Procedures

Each of these areas is reviewed with employees during their bloodborne pathogens training. By following the requirements of OSHA's Bloodborne Pathogen Standard in these five areas, we feel that we will eliminate or minimize our employees' occupational exposure to bloodborne pathogens as much as is possible.

### **UNIVERSAL PRECAUTIONS**

All human blood and bodily fluids shall be treated as if they are known to be infectious for HBV, HIV and other bloodborne pathogens.

In circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious.

All employees with "reasonable anticipation" to exposure should routinely use appropriate universal precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any person may occur. Gloves shall be worn when touching any bodily fluid or excretion. Gloves are to be changed after contact with each person. Masks and protective eyewear shall be worn during situations that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.

Hands and other skin surfaces shall be washed immediately and thoroughly if contaminated with blood and/or bodily fluids. Hands shall be washed immediately after gloves are removed. Where facilities for handwashing are not feasible, antiseptic hand cleaner will be made available to exposed employees.

Employees who have cuts, open wounds, or weeping dermatitis should refrain from all direct contact that might expose them to blood or body fluids until the condition resolves.

Pregnant individuals are not known to be at greater risk of contracting HIV/HBV infection than individuals who are not pregnant; however, if an individual develops the HIV/HBV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant individuals should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV/HBV transmission.

In addressing exposure through environmental settings, such as surfaces or objects with blood or bodily fluids present, a commercially available germicide, following the manufacturers instructions, is sufficient to inactivate the HIV/HBV virus. In addition to commercially available chemical germicides, a fresh solution of sodium hypochlorite (household bleach), prepared daily is an inexpensive and effective germicide. A concentration of 1:10 (one part bleach to ten parts water) is effective, depending on the amount of organic material (e.g., blood, mucous) present on the surface to be cleaned

or disinfected. In all situations gloves should be worn during the cleaning and decontamination procedures.

## **ENGINEERING CONTROLS**

One of the key aspects to our Exposure Control Plan is the use of Engineering Controls to eliminate or minimize employee exposure to bloodborne pathogens.

The following Engineering Controls shall be used:

- Handwashing facilities (or antiseptic hand cleansers and towels or antiseptic towelettes) which are readily accessible to all employees who have the potential for exposure.
- Containers for contaminated reusable sharps, specimen containers, and secondary containers shall have the following characteristics:
  - Puncture-resistant.
  - Color-coded or labeled with a biohazard warning label.
  - Leak-proof on the sides and bottom.

## **WORK PRACTICE CONTROLS**

The City of Paris has adopted the following Work Practice Controls as part of our Exposure Control Plan:

- Employees wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.
- Following any contact of body areas with blood or any other infectious materials, employees wash their hands and any other exposed skin with soap and water as soon as possible. They also flush exposed mucous membranes with water.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to bloodborne pathogens.
- Food and drink is not kept in refrigerators, freezers, on countertops or in other storage areas where blood or other potentially infectious materials are present.
- Mouth pipetting/suctioning of blood or other infectious materials is prohibited.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment is our employees' "last line of defense" against bloodborne pathogens. Because of this, the City of Paris shall provide, at no cost to the employee, Personal Protective Equipment that is needed to protect themselves against such exposure. This equipment includes, but is not limited to:

- Gloves
- Safety Glasses
- Goggles
- Face Shields/Masks
- Respirators

Hypoallergenic gloves, gloveliners and similar alternatives are readily available to employees who are allergic to the gloves.

City employees are trained regarding the use of the appropriate personal protective equipment for their job classifications and tasks/procedures they perform. Additional training is provided, when necessary, if an employee is assigned a new position or new job functions are added to their current position.

To ensure that personal protective equipment is not contaminated and is in the appropriate condition to protect employees from potential exposure, the City of Paris adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment is cleaned, laundered, and decontaminated as needed.
- Single-use personal protective equipment (or equipment that cannot, for whatever reason, be decontaminated) is disposed of in containers provided in departments which have employees with occupational exposure.

To ensure that this equipment is used as effectively as possible, our employees adhere to the following practices when using their personal protective equipment:

- Any garments penetrated by blood or other infectious materials are removed immediately, or as soon as feasible.
- All potentially contaminated personal protective equipment is removed prior to leaving a work area.

- Gloves are worn in the following circumstances:
  - Whenever employees anticipate hand contact with potentially infectious materials.
  - When handling or touching contaminated items or surfaces.
- Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured, or otherwise lose their ability to function as an "exposure barrier".
- Masks and eye protection are used whenever splashes or sprays may generate droplets of infectious materials.
- Protective clothing is worn whenever potential exposure to the body is anticipated.
- Disposable CPR microshields are available in the glove compartment of all City vehicles. These are to be used to protect the person administering CPR from salivary transmission of infectious diseases, respiratory secretions, and potential regurgitation.

## **HOUSEKEEPING**

Maintaining affected work areas in a clean and sanitary condition is an important part of City's Bloodborne Pathogens Standard Program. In maintaining affected work areas the following practices shall be used:

- All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials:
  - After the completion of medical procedures.
  - Immediately (or as soon as feasible) when surfaces are overtly contaminated.
  - After any spill of blood or infectious materials.
  - At the end of the work shift if the surface may have been contaminated during that shift.
- Protective coverings (such as plastic trash bags or wrap, aluminum foil absorbent paper) are removed and replaced:
  - As soon as it is feasible when overtly contaminated.
  - At the end of the work shift if they may have been contaminated during the shift.

- All trash containers, pails, bins, and other receptacles intended for use routinely are inspected, cleaned, and decontaminated as soon as possible if visibly contaminated.
- Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).

The City of Paris is careful in handling regulated waste. The following procedures are used:

- They are discarded or "bagged" in containers that are:
  - Closeable and puncture-resistant if the discarded materials have the potential to penetrate the container.
  - Leak-proof if the potential for fluid spill or leakage exists.
  - Red in color or labeled with the appropriate biohazard warning label.
- Waste containers are maintained upright, routinely replaced and not allowed to overfill.
- Contaminated laundry is handled as little as possible and is not stored or rinsed where it is used.
- Whenever employees move containers of regulated waste from one area to another the containers are immediately closed and placed inside an appropriate secondary container if leakage is possible from the first container.

### **LABELS AND SIGNS**

For our employees, one of the most obvious warnings of possible exposure to bloodborne pathogens are biohazard labels. Because of this, we have implemented a biohazard warning labeling program in our facilities using biohazard labels or when appropriate, using red "color-coded" containers. The following items shall be labeled:

- Containers of regulated waste.
- Refrigerators/freezers containing blood or other potentially infectious materials.
- Sharps disposable containers.
- Other containers used to store, transport, or ship blood and other infectious materials.
- Laundry bags and containers.
- Contaminated equipment.

### **VACCINATION PROGRAM**

To protect our employees as much as possible from the possibility of Hepatitis B infection, the City has implemented a vaccination program. Employees that have been determined to be at high risk shall be required to receive the Hepatitis B series. It is available, at no cost, to the employee that have been determined to be in a high risk occupation.

The vaccination program consists of a series of three inoculations over a six-month period. As part of their bloodborne pathogens training, our employees shall receive information regarding Hepatitis vaccination, including its safety and effectiveness. Vaccinations are performed under the supervision of a physician. The following is a list of employees which have been determined to be a high risk, and shall receive the Hepatitis B series upon employment:

- Law Enforcement Officers
- Fire Fighters
- Custodial Workers
- Sanitation Workers

### **LAW ENFORCEMENT OFFICERS**

Law Enforcement Officers may face the risk of exposure to blood during the conduct of their duties. For example, at the crime scene or during processing of suspects, Law Enforcement Officers may encounter blood-contaminated hypodermic needles or weapons, or be called to assist with body removal. Law Enforcement Officers may also have to subdue violent or combative subjects.

The following section presents information for reducing the risk of acquiring HIV or HBV infection by Law Enforcement and Correctional-Facility Officers as a consequence of carrying out their duties. However, there is an extremely diverse range of potential situations which may occur in the control of persons with unpredictable, violent, or psychotic behavior. Therefore, informed judgment of the individual officer is paramount when unusual circumstances or events arise. These recommendations should serve as an adjunct to rational decision making in those situations where specific guidelines do not exist, particularly where immediate action is required to preserve life or prevent significant injury.

#### 1. Fights and Assaults

Law Enforcement Officers are exposed to a range of assaultive and disruptive behavior through which they may potentially become exposed to blood or other body fluids containing blood. Behaviors of particular concern are biting, attacks resulting in blood exposure, and attacks with sharp objects. Such behaviors may occur in a range of law enforcement situations including arrests, routine interrogations, domestic disputes, and lockup operations, as well as in correctional facility activities. Hand-to-hand combat may result in bleeding and may thus incur a greater chance for blood-to-blood exposure, which increases the chances for bloodborne disease transmission.

Whenever the possibility for exposure to blood or blood-contaminated body fluids exists, the appropriate protection should be worn, and universal precautions should be taken, if feasible under the circumstances. In all cases, extreme caution must be used in dealing with the suspect or prisoner if there is any indication of assaultive or combative behavior. When blood is present and a suspect or an inmate is combative or threatening to staff, gloves should always be put on as soon as conditions permit. In case of blood contamination of clothing, an extra change of clothing should be available at all times.

## 2. Searches and Evidence Handling

Criminal justice personnel have potential risks of acquiring HBV or HIV infection through exposures which occur during searches and evidence handling. Penetrating injuries are known to occur, and puncture wounds or needle sticks in particular pose a hazard during searches of persons, vehicles, or cells, and during evidence handling. The following precautionary measures will help to reduce the risk of infection:

- An officer should use great caution in searching the clothing of suspects. Individual discretion, based on the circumstances at hand, should determine if a suspect or prisoner should empty his/her own pockets or if the officer should use own skills in determining the contents of a suspects' clothing.
- A safe distance should always be maintained between the officer and the suspect.
- Wear protective gloves if exposure to blood or any bodily secretions is likely to be encountered.
- If cotton gloves are to be worn when working with evidence of potential latent fingerprint value at the crime scene, they can be worn over protective disposable gloves when exposure to potentially infectious fluids may occur.
- Always carry a flashlight, even during daylight shifts, to search hidden areas. Whenever possible, use long-handled mirrors and flashlights to search such areas (e.g., under car seats).
- If searching a purse, carefully empty contents directly from purse, by turning it upside down over a table.
- Use puncture-proof containers to store sharp instruments and clearly marked plastic bags to store other possibly contaminated items.
- To avoid tearing gloves, use evidence tape instead of metal staples to

seal evidence.

- Local procedures for evidence handling should be followed. In general, items should be air dried before sealing in plastic.

Officers and crime scene technicians may confront unusual hazards, especially when the crime scene involves violent behavior, such as a homicide where large amounts of blood are present. Protective gloves are available and shall be worn in this setting. In addition, for very large spills, consideration should be given to other protective clothing, such as overalls, aprons, boots, or protective shoe covers. They should be changed if torn or soiled, and always removed prior to leaving the scene. While wearing gloves, avoid handling personal items, such as combs and pens, that could be soiled or contaminated.

While processing the crime scene, personnel should be alert for presence of sharp objects such as hypodermic needles, knives, razors, broken glass, nails, or other sharp objects.

### 3. Cardiopulmonary Resuscitation

Disposable CPR microshields are available to all police department employees. These are to be used to protect the employee administering CPR from salivary transmission of infectious diseases, respiratory secretions, and potential regurgitation.

### 4. Handling Deceased Persons/Body Removal

For detectives, investigators, evidence technicians and others who may have to touch or remove a body, the response should be the same as for situations requiring CPR or first aid. All necessary personal protective equipment shall be worn. All bodies are to be treated as if they carry bloodborne diseases. The precautions used with blood and bodily fluids should also be exercised when handling amputated limbs, hands, or other body parts.

## **FIRE DEPARTMENT PERSONNEL**

Fire fighters often provide emergency medical services and therefore encounter the exposures common to paramedics and emergency medical technicians. Job duties are often performed in uncontrolled environments, which, due to a lack of time and other factors, do not allow for application of a complex decision-making process to the emergency at hand. The basic premise is that workers must be protected from exposure to blood and other potentially infectious body fluids in the course of their work activities.

All universal precautions that are outlined in the exposure control plan shall be followed when responding to emergency situations.

## **CUSTODIAL AND SANITATION WORKERS**

Custodial and sanitation workers perform job duties that require the handling of waste, regulated and unregulated. Because the exact contents of waste cannot be known, careful discretion should be used when handling any container that contains waste. Only regulated waste is to be disposed in city dumpsters. If a red, biohazard type bag is found, either on city property, or on a trash route, do not handle it, notify your supervisor immediately. Biological waste is to be incinerated, and can be at the Paris hospital.

When cleaning bathrooms, any fluid that has accumulated around toilets or urinals shall be treated as if is potentially infectious. Mopping solutions shall contain a germicide, or the 1:10 bleach dilution.

If hypodermic needles or syringes are found, they are to be disposed of according to the procedures spelled out in the Housekeeping section of the Exposure Control Plan.

If any employee has reason to believe that their particular job activities are placing them at high risk of being exposed to any bloodborne pathogen, an in depth investigation shall be conducted by the Safety Coordinator to determine the degree of risk. If it is found that reasonable risk does exist, than that employee will be offered the Hepatitis B series at no cost.

## **POST-EXPOSURE EVALUATION**

If any city employee is involved in an incident where exposure to blood or any bodily fluids may have occurred there are three things that shall follow:

- Bloodborne Pathogen Exposure Report to be filled out immediately and turned in to the City Manager's Office for permanent file. City Manager's Office will make any necessary arrangements for medical consultation and treatments in accordance with the regular work-related injury guidelines.
- Investigation of the circumstances surrounding the exposure incident.
- Making sure that medical consultation and treatment (if required) is available to the employee as expeditiously as possible.
- All necessary medical reports shall be obtained from the physician conducting the post-exposure evaluation. Reports shall be turned over to City Manager's Office for permanent file and exposure tracking.

As with all information in these areas, we recognize that it is important to keep the information in these medical records confidential. The City of Paris shall not disclose or report this information to anyone without the employee's written consent (except as required by law). These records of exposure shall be kept in a permanent file in the office of the City Manager. Recordkeeping shall in accordance with 29 CFR 1910.20.

Once these procedures have been completed, an appointment is made available with a qualified healthcare professional to discuss the employee's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.



CITY OF PARIS, TENNESSEE  
BLOODBORNE PATHOGEN EXPOSURE REPORT

NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PHONE NUMBER WHERE EMPLOYEE CAN BE REACHED \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

DATE & TIME OF INCIDENT: \_\_\_\_\_

LOCATION WHERE EXPOSURE OCCURRED: \_\_\_\_\_

POTENTIALLY INFECTIOUS MATERIALS INVOLVED:

TYPE:	SOURCE:
_____	_____
_____	_____

CIRCUMSTANCES (work being performed, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAUSE OF INCIDENT (accident, equipment malfunction, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

PERSONAL PROTECTIVE EQUIPMENT BEING USED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIONS TAKEN (decontamination, clean-up, reporting, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECOMMENDATIONS FOR AVOIDING REPETITION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Dept. Supervisor Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Gen Administration Signature - Permanent File: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



**CITY OF PARIS, TENNESSEE  
BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN  
VOLUNTARY HEPATITIS B VACCINATION CONSENT FORM**

EMPLOYEE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

-

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Department:

- General Government     Public Works     Parks & Rec  
 Police     Fire

I understand that the hepatitis B vaccination, which I have asked to be given, is voluntary, and that I am not required or requested by the City of Paris to have the vaccination.

I acknowledge that I have received educational training from the City of Paris concerning hepatitis B and the hepatitis B vaccination and that I have had the opportunity to ask questions.

I acknowledge that I have the opportunity to consult with a physician concerning hepatitis B and the vaccination.

For Women

I have been advised that studies have not been conducted to determine the effect of the vaccine on a developing fetus and therefore the safety of the vaccine is not known on the developing fetus.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Administration Perm File

\_\_\_\_\_  
Date

VACCINATION	DATE



CITY OF PARIS, TENNESSEE

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN  
VOLUNTARY HEPATITIS B VACCINATION DECLINATION  
FORM

EMPLOYEE NAME:

-

ADDRESS:

-

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Department:

- General Government     Public Works     Parks & Rec  
 Police     Fire

---

I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no cost to myself. However, I decline the Hepatitis B vaccination at this time. If, in the future, I continue to work in a position that places me at substantial risk for occupational exposure to potentially infectious material and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Administration Perm File

\_\_\_\_\_  
Date

## INFORMATION SECURITY POLICY

This policy defines baseline control measures that everyone at the City of Paris (COP) is expected to be familiar with and to consistently follow. These security measures are the minimum required to prevent a variety of different problems including:

**Examples of Misuse include, but are not limited to:**

- Knowingly running or installing on any computer system or network, or giving to another user, a program intended solely for the purpose of damaging or placing excessive load on a computer system or network. This includes, but is not limited to, computer viruses, Trojan horses, worms, flash programs or password cracking programs. Do not download games or other programs that could be infected with such sub programs.
- Attempting to circumvent data protection schemes or uncover security loopholes without prior written consent of the system administrator. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypt secure data.
- Using computers or electronic mail to act abusively toward others or to provoke a violent reaction, such as stalking, acts of bigotry, threats of violence, or other hostile or intimidating “fighting words”. Such words include those terms widely recognized to victimize or stigmatize individuals on the basis of race, ethnicity, religion, sex, disability, and other protected characteristics.
- Posting on electronic bulletin board or web pages that violate the organization’s codes of conduct. This includes posting information that is slanderous or defamatory in nature or displaying graphically disturbing or sexually harassing images or text.
- Attempting to monitor or tamper with another user’s electronic communications or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner.
- Violating terms of applicable software licensing agreements or copyright laws.
- Using COP computers to gain, or attempt to gain, unauthorized access to any computer system.
- Using a computer account or obtaining a password without appropriate authorization.
- Facilitating or allowing use of a computer account and/or password by an unauthorized person.
- Using COP computers to send communications that would appear to have come from someone else.

- Purposely running programs or deleting files to interfere with the normal operation of computers, terminals, peripherals, networks, or will interfere with others' ability to make use of the system.
- Using a computer for any activity involving personal gain not related to work at COP, such as consulting services, typing services, developing software for sale, advertising products, and/or other commercial enterprises for personal financial gain.
- Deliberately wasting computing resources, such as playing games, talking in chat rooms, sending chain letters, spamming, treating printers like copy machines, storing or moving large files that could compromise system integrity or preclude other users' right of access to disk storage, etc.

## **Scope**

This policy applies to all employees, contractors, consultants, temporaries, volunteers, and other workers at the COP, including those workers affiliated with third parties who access the COP computer network. Throughout this policy, the word "worker" will be used to collectively refer to all such individuals. The policy also applies to all computer and data communication systems owned by or administered by the COP.

## **General Policy**

All information traveling over COP computer networks that has not been specifically identified as the property of other parties will be treated as though it is a City of Paris corporate asset. It is the policy of the COP to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information. In addition, it is the policy of the COP to protect information belonging to third parties that have been entrusted to the COP in a manner consistent with its sensitivity and in accordance with all applicable agreements.

## **System Access Control**

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### **End-User Passwords**

Users should choose fixed passwords that are difficult to guess. This means that passwords must not be related to a user's job or personal life. For example, a car license plate number, a spouse's name, or fragments of an address must not be used. This also means passwords must not be a word found in the dictionary or some other part of speech. For example, proper names, places, technical terms, and slang should not be used. Users can choose easily-remembered passwords that are difficult for unauthorized parties to guess if they:

- String together several words into a pass phrase. (ex: holeinthewall)
- Combine punctuation or numbers with a regular word. (ex: ?f4utogo)

Users should not instruct their computers to “remember password” when the password prompt pops up.

Passwords must not be written down and left in a place where unauthorized persons might discover them. Aside from initial password assignment and password-reset situations, if there is reason to believe that a password has been disclosed to someone other than the authorized user, the password must be changed immediately.

Passwords must never be shared or revealed to anyone else besides the authorized user or authorized system administrators. If users need to share computer resident data, they should use electronic mail, public directories on local area network servers, and other mechanisms. This policy does not prevent the use of default passwords, typically used for new user ID assignment or password reset situations, which are then immediately changed when the user next logs onto the involved system. All passwords must be immediately changed if they are suspected of being disclosed or known to have been disclosed to anyone other than the authorized user.

## **System Privileges**

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### **Limiting System Access**

The computer and communications system privileges of all users, systems, and independently-operating programs such as agents, must be restricted based on the need to know. This means that privileges must not be extended unless a legitimate business-oriented need for such privileges exists.

The COP computer and communications systems must restrict access to the computers that users can reach over the COP networks. These restrictions can be implemented through routers, gateways, firewalls, and other network components. These restrictions must be used to, for example, control the ability of a user to log on to a certain computer then move from that computer to another.

### **Process for Granting System Privileges**

Third-party vendors must not be given Internet or dial-up privileges to the COP computers or networks unless the Information Security Manager determines that they have a legitimate business need. These privileges must be enabled only for the time period required to accomplish the approved tasks, such as remote maintenance. If a perpetual or long-term connection is required, then the connection must be established by approved extended user authentication methods.

## Process for Revoking System Access

Users must not test or attempt to compromise computer or communication system security measures unless specifically approved in advance and in writing by the Information Security Manager. Incidents involving unapproved system hacking, password guessing, file decryption, bootleg software copying, or similar unauthorized attempts to compromise security measures may be unlawful, and will be considered serious violations of the COP policy.

## Privacy

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**Expectations of Privacy** — Users must have no expectation of privacy when using information systems at the COP. To manage systems and enforce security, the COP may log, review, and otherwise utilize any information stored on or passing through its systems. The COP may capture user activity such as telephone numbers dialed and web sites visited.

## Firewall

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**Policy Objective and Scope** — Firewalls are an essential component of the COP's information systems security infrastructure. Firewalls are defined as security systems that control and restrict network connectivity and network services. Firewalls establish a control point where access is controlled. This policy defines the essential rules regarding the management and maintenance of firewalls at the COP and it applies to all firewalls owned, rented, leased, or otherwise controlled by COP workers.

**Connections between Machines** — Real-time connections between two or more COP computer systems must not be established or enabled unless the Information Security Manager has determined that such connections will not unduly jeopardize information security. Any connection between an in-house COP production system and any external computer system, or any external computer network or service provider, must be approved in advance by the Information Security Manager.

**Virtual Private Networks** — To prevent unauthorized disclosure of sensitive and valuable information, all inbound traffic, with the exception of Internet mail, that accesses the COP network must be encrypted with the products approved by the Information Security Manager. These connections are often called virtual private networks (VPNs).

## Acceptable Use of the Internet

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**Not a Fringe Benefit** — Incidental use of the COP's internet service for personal reasons is permissible only if it does not interfere with either job performance or access by another employee for business purposes. Also, inappropriate use by

an employee is prohibited. Inappropriate use includes visits to sites of an illegal or immoral nature or for a personal for-profit motive. Management reserves the right to identify inappropriate sites.

**Information Reliability** — All information acquired from the Internet must be considered suspect until confirmed by separate information from another source. Users must not rely on the alleged identity of a correspondent through the Internet unless the identity of this person is confirmed through methods approved by the Information Security Manager such as digital certificates or digital signatures.

**Posting Information to Discussion Groups** — Users must not post to public discussion groups, chat rooms, or other public forums on the Internet unless they have been preauthorized by their Department Head to make this type of representation on behalf of the COP. Management reserves the right to remove any Internet posting by a worker at the COP that it deems inappropriate and potentially damaging to the organization's reputation.

**Downloading Software** — Users must not download software from the Internet unless specifically authorized to do so by the Information Security Manager. Users may download data files from the Internet, but must check these files for viruses before executing them.

**Sending Security Parameters** — Users must not send any sensitive parameters such as credit card numbers, telephone calling card numbers, fixed passwords, or customer account numbers through the Internet unless the connection is encrypted. Users must not include sensitive parameters in electronic mail messages sent through the Internet unless these messages are encrypted with software approved by the Information Security Manager.

**Setting Up Extra Services** — Users must not establish web pages, electronic bulletin boards, or other mechanisms that provide public access to information about the COP without the advance approval of both the Information Security Manager and the City Manager.

**User Anonymity** — Users must not misrepresent, obscure, suppress, or replace their own or another user's identity on the Internet or on any other COP information system. In all instances, the user name, electronic mail address, organizational affiliation, and related contact information must reflect the actual originator of a message or posting.

## **Electronic Mail**

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**Sharing and Forwarding** — Electronic mail accounts, like user IDs, are for specific individuals and must not be shared.. Upon departure from the COP, a user's electronic mail account must be terminated. If an electronic mail message

contains sensitive information, users must not forward it to another recipient unless the other recipient is known to be authorized to view the information, or the originator approves the forwarding.

**Message Recording** — Users are responsible for saving important messages that might be needed at a future date. Electronic mail systems must not be used for message storage. Users must move important messages from electronic mail systems into other storage places such as word processing documents.

**Contents of Messages** — Users must not use profanity, obscenities, or derogatory remarks in any electronic mail messages discussing employees, customers, or others involved with the COP business. Such remarks may create legal problems such as defamation of character. Special caution is warranted because backup and archival copies of electronic mail made by third parties may actually be more permanent and more readily accessible than traditional paper communications.

**Harassing or Offensive Messages** — The COP information systems must not be used for the exercise of a user's right to free speech. Sexual, ethnic, and racial harassment, including unwanted telephone calls, electronic mail, and internal mail is strictly prohibited. Users must respond directly to the originator of offensive electronic mail messages, telephone calls, or other communications. If the originator does not promptly stop sending offensive messages, workers must report the communications to their department manager.

### **Computer Viruses, Worms, and Trojan Horses**

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Users must keep approved and current virus-screening software enabled on their computers. This software must be used to scan all software coming from third parties or other COP departments and must take place before the new software is executed. Users must not bypass scanning processes that could stop the transmission of computer viruses.

The COP computers and networks must not run software that comes from sources other than business partners, knowledgeable and trusted user groups, well-known systems security authorities, computer or network vendors, or commercial software vendors. Software downloaded from electronic bulletin boards, shareware, public domain software, and other software from untrusted sources must not be used unless it has been subjected to a rigorous testing regimen approved by the Information Security Manager.

### **Reporting Problems**

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**What to Report** — All workers must promptly report to their supervisor and up the supervisory chain, any loss of, or severe damage to, their hardware or software. Workers must report all suspected compromises to the COP

information systems. All serious information security vulnerabilities known to exist must be reported. All instances of suspected disclosure of Confidential or Secret information also must be reported.

### **Right to Search and Monitor**

The COP management reserves the right to monitor, inspect, or search at any time all COP information systems. This examination may take place with or without the consent, presence, or knowledge of the involved employees. The information systems subject to such examination include, but are not limited to, electronic mail system files, personal computer hard drive files, voice mail files, printer spool files, fax machine output, desk drawers, and storage areas. Because COP computers and networks are provided for business purposes, employees must have no expectation of privacy associated with the information they store in or send through these information systems.

### **Non-Compliance Situations**

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**Risk Acceptance** — Misuse of computing, networking, or information is unacceptable, and users will be held accountable for their conduct. Appropriate corrective action or discipline may be taking in conformance with applicable personnel policies. Files may be subject to search under proper authorization. Minor infractions of this policy, such as poorly chosen passwords, overloading systems, excessive disk space consumption, are typically handled internally by the department in an informal manner. More serious infractions such as abusive behavior, account invasion or destruction, attempting to circumvent system security, etc. are handled formally using appropriate disciplinary procedures.

**Further Information** — Questions about this document should be directed to your department head or the City Manager.

**Agreement To Comply With City of Paris Information Security Policies**

A signed paper copy of this form must be submitted with all requests for authorization of a new user ID, authorization of a change in privileges associated with an existing user ID, or periodic reauthorization of an existing user ID. The City of Paris (hereinafter known as COP), management will not accept modifications to the terms and conditions of this agreement.

\_\_\_\_\_  
User's Printed Name

\_\_\_\_\_  
User's Department

\_\_\_\_\_  
User's Telephone Number

\_\_\_\_\_  
User's Physical Address And Mail Location

I, the user, agree to take all reasonable precautions to assure that the COP internal information will not be disclosed to unauthorized persons. At the end of my employment or contract with the COP, I agree to return to the COP all information to which I have had access as a result of my position with the COP. I understand that I am not authorized to use this information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the City Manager who is the designated information owner. I have access to a copy of the COP Information Security Policy, I have read and understand the information contained in the policy.

I agree to choose a difficult-to-guess password as described in the COP Information Security Policy. I agree not to share this password with any other person other than the Information Security Manager, and I agree not to write this password down unless it has been transformed in an unrecognizable way. I also agree to promptly report all violations or suspected violations of information security policies to the Information Security Manager.

\_\_\_\_\_  
User's Signature

APPENDIX I
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E-Mail Communication Policy

E-Mail Communications

All electronic mail sent or received via internet communications on city owned equipment is subject a review by the city manager, his designee, or the appropriate department head. Employees wishing to receive private communications should refrain from utilizing city owned equipment and should advise the electronic mail correspondents sending potentially sensitive material that all e-mail is subject to inspection. All e-mail communications involving city employees utilizing city owned equipment shall be governed by the personnel rules of the City of Paris as provided in 1-503 for the purposes of supervision and enforcement of this chapter. (Ord. #960, 11/02/99.)

## **IDENTITY THEFT POLICY – FACTA**

### **SECTION 1: BACKGROUND**

The risk to the municipality, its employees and customers from data loss and identity theft is of significant concern to the municipality and can be reduced only through the combined efforts of every employee and contractor.

### **SECTION 2: PURPOSE**

The municipality adopts this sensitive information policy to help protect employees, customers, contractors and the municipality from damages related to the loss or misuse of sensitive information.

This policy will:

1. Define sensitive information;
2. Describe the physical security of data when it is printed on paper;
3. Describe the electronic security of data when stored and distributed; and
4. Place the municipality in compliance with state and federal law regarding identity theft protection.

This policy enables the municipality to protect existing customers, reducing risk from identity fraud, and minimize potential damage to the municipality from fraudulent new accounts. The program will help the municipality:

1. Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
2. Detect risks when they occur in covered accounts;
3. Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
4. Update the program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

### **SECTION 3: SCOPE**

This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers at the municipality, including all personnel affiliated with third parties.

### **SECTION 4: POLICY**

#### **4.A: Sensitive Information Policy**

##### **4.A.1: Definition of Sensitive Information**

Sensitive information includes the following items whether stored in electronic or printed format:

##### **4.A.1.a: Credit card information, including any of the following:**

1. Credit card number (in part or whole)
2. Credit card expiration date
3. Cardholder name
4. Cardholder address

##### **4.A.1.b: Tax identification numbers, including:**

1. Social Security number
2. Business identification number
3. Employer identification numbers

##### **4.A.1.c: Payroll information, including, among other information:**

1. Paychecks
2. Pay stubs

##### **4.A.1.d: Cafeteria plan check requests and associated paperwork**

##### **4.A.1.e: Medical information for any employee or customer, including but not limited to:**

1. Doctor names and claims
2. Insurance claims
3. Prescriptions
4. Any related personal medical information

**4.A.1.f:** Other personal information belonging to any customer, employee or contractor, examples of which include:

1. Date of birth
2. Address
3. Phone numbers
4. Maiden name
5. Names
6. Customer number

**4.A.1.g:** Municipal personnel are encouraged to use common sense judgment in securing confidential information to the proper extent. Furthermore, this section should be read in conjunction with the Tennessee Public Records Act and the municipality's open records policy. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor. In the event that the municipality cannot resolve a conflict between this policy and the Tennessee Public Records Act, the municipality will contact the Tennessee Office of Open Records.

#### **4.A.2: Hard Copy Distribution**

Each employee and contractor performing work for the municipality will comply with the following policies:

1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised.

3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
4. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.
5. When documents containing sensitive information are discarded they will be placed inside a locked shred bin or immediately shredded using a mechanical cross cut or Department of Defense (DOD)-approved shredding device. Locked shred bins are labeled "*Confidential paper shredding and recycling.*" Municipal records, however, may only be destroyed in accordance with the city's records retention policy.

#### **4.A.3: Electronic Distribution**

Each employee and contractor performing work for the municipality will comply with the following policies:

1. Internally, sensitive information may be transmitted using approved municipal e-mail. All sensitive information must be encrypted when stored in an electronic format.
2. Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the e-mail:

*"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."*

### **SECTION 5: ADDITIONAL IDENTITY THEFT PREVENTION PROGRAM**

**If the municipality maintains certain covered accounts pursuant to federal legislation, the municipality may include the additional program details.**

#### **5.A: Covered accounts**

A covered account includes any account that involves or is designed to permit multiple payments or transactions. Every new and existing customer account that meets the following criteria is covered by this program:

1. Business, personal and household accounts for which there is a reasonably foreseeable risk of identity theft; or

2. Business, personal and household accounts for which there is a reasonably foreseeable risk to the safety or soundness of the municipality from identity theft, including financial, operational, compliance, reputation, or litigation risks.

## **5.B: Red flags**

**5.B.1:** The following red flags are potential indicators of fraud. Any time a red flag, or a situation closely resembling a red flag, is apparent, it should be investigated for verification.

1. Alerts, notifications or warnings from a consumer reporting agency;
2. A fraud or active duty alert included with a consumer report;
3. A notice of credit freeze from a consumer reporting agency in response to a request for a consumer report; or
4. A notice of address discrepancy from a consumer reporting agency as defined in § 334.82(b) of the Fairness and Accuracy in Credit Transactions Act.

**5.B.2:** Red flags also include consumer reports that indicate a pattern of activity inconsistent with the history and usual pattern of activity of an applicant or customer, such as:

- A recent and significant increase in the volume of inquiries;
- An unusual number of recently established credit relationships;
- A material change in the use of credit, especially with respect to recently established credit relationships; or
- An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

## **5.C: Suspicious documents**

**5.C.1:** Documents provided for identification that appear to have been altered or forged.

**5.C.2:** The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

**5.C.3:** Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

**5.C.4:** Other information on the identification is not consistent with readily accessible information that is on file with the municipality, such as a signature card or a recent check.

**5.C.5:** An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

#### **5.D: Suspicious personal identifying information**

**5.D.1:** Personal identifying information provided is inconsistent when compared against external information sources used by the municipality. For example:

- The address does not match any address in the consumer report;
- The Social Security number (SSN) has not been issued or is listed on the Social Security Administration's Death Master File; or
- Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.

**5.D.2:** Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the municipality. For example, the address on an application is the same as the address provided on a fraudulent application

**5.D.3:** Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the municipality. For example:

- The address on an application is fictitious, a mail drop, or a prison; or
- The phone number is invalid or is associated with a pager or answering service.

**5.D.4:** The SSN provided is the same as that submitted by other persons opening an account or other customers.

**5.D.5:** The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other customers or other persons opening accounts.

**5.D.6:** The customer or the person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

**5.D.7:** Personal identifying information provided is not consistent with personal identifying information that is on file with the municipality.

**5.D.8:** When using security questions (mother's maiden name, pet's name, etc.), the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

#### **5.E: Unusual use of, or suspicious activity related to, the covered account**

**5.E.1:** Shortly following the notice of a change of address for a covered account, the municipality receives a request for new, additional, or replacement goods or services, or for the addition of authorized users on the account.

**5.E.2:** A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example, the customer fails to make the first payment or makes an initial payment but no subsequent payments

**5.E.3:** A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

- Nonpayment when there is no history of late or missed payments;
- A material change in purchasing or usage patterns

**5.E.4:** A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

**5.E.5:** Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.

**5.E.6:** The municipality is notified that the customer is not receiving paper account statements.

**5.E.7:** The municipality is notified of unauthorized charges or transactions in connection with a customer's covered account.

**5.E.8:** The municipality receives notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the municipality

**5.E.9:** The municipality is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

## **SECTION 6: RESPONDING TO RED FLAGS**

**6.A: Once potentially fraudulent activity is detected, an employee must act quickly as a rapid appropriate response can protect customers and the municipality from damages and loss.**

**6.A.1:** Once potentially fraudulent activity is detected, gather all related documentation and write a description of the situation. Present this information to the designated authority for determination.

**6.A.2:** The designated authority will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.

**6.B: If a transaction is determined to be fraudulent, appropriate actions must be taken immediately. Actions may include:**

1. Canceling the transaction;
2. Notifying and cooperating with appropriate law enforcement;
3. Determining the extent of liability of the municipality; and
4. Notifying the actual customer that fraud has been attempted.

## **SECTION 7: PERIODIC UPDATES TO PLAN**

**7.A:** At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current business environment.

**7.B:** Periodic reviews will include an assessment of which accounts are covered by the program.

**7.C:** As part of the review, red flags may be revised, replaced or eliminated. Defining new red flags may also be appropriate.

**7.D:** Actions to take in the event that fraudulent activity is discovered may also require revision to reduce damage to the municipality and its customers.

## **SECTION 8: PROGRAM ADMINISTRATION**

### **8.A: Involvement of management**

1. The Identity Theft Prevention Program shall not be operated as an extension to existing fraud prevention programs, and its importance warrants the highest level of attention.
2. The Identity Theft Prevention Program is the responsibility of the governing body. Approval of the initial plan must be appropriately documented and maintained.
3. Operational responsibility of the program is delegated to the City Manager or his designee.

### **8.B: Staff training**

1. Staff training shall be conducted for all employees, officials and contractors for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may constitute a risk to the municipality or its customers.
2. The City Manager or designee is responsible for ensuring identity theft training for all requisite employees and contractors.
3. Employees must receive annual training in all elements of this policy.
4. To ensure maximum effectiveness, employees may continue to receive additional training as changes to the program are made.

### **8.C: Oversight of service provider arrangements**

1. It is the responsibility of the municipality to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

2. A service provider that maintains its own identity theft prevention program, consistent with the guidance of the red flag rules and validated by appropriate due diligence, may be considered to be meeting these requirements.
3. Any specific requirements should be specifically addressed in the appropriate contract arrangements. (Res. # 1455, 06/04/09) (Amended by Res.# 1487, 09/01/11)

## APPENDIX K

### SOCIAL MEDIA USE AND INTERNET POSTING POLICY

#### SECTION 1. APPLICABILITY

- (a) This policy applies to every employee, whether part-time or full-time, currently employed by the City in any capacity who posts any material whether written, audio, video or otherwise on any website, blog or any other medium accessible via the internet.
- (b) It also applies to every official, whether part-time or full-time, currently holding City office who posts any such material in their official capacity or in a manner that is reasonably deemed to be in their official capacity.
- (c) For purposes of the policy, “social media” is content created by individuals using accessible and scalable technologies through the internet. Examples of social media include but are not limited to: Facebook, blogs, MySpace, RSS, YouTube, Second Life, Twitter, Linkedin and Google Wave, etc.
- (d) This policy shall be applied only to the extent permitted by and in a manner consistent with the United States and Tennessee constitutions.

#### SECTION 2. CITY OWNED OR CREATED SOCIAL MEDIA

- (a) The City maintains an online presence. An employee may not characterize himself or herself as representing the City, directly or indirectly, in any online posting unless pursuant to a written policy of the City or the direction of a Department Head.
- (b) All City social media sites directly or indirectly representing to be an official statement of the City must be created pursuant to this policy and be approved by the City Manager or a designee appointed by the City Manager.
- (c) The City’s primary and predominant internet presence shall remain [www.paristn.gov](http://www.paristn.gov) and no other website, blog or social media site shall characterize itself as such.
- (d) The City Manager or a designee appointed by the City Manager is responsible for the content and upkeep of any social media sites created pursuant to this policy.
- (e) Whenever possible a social media site shall link or otherwise refer visitors to the City’s main website.
- (f) In addition to this policy, all City social media sites shall comply with all applicable City policies and state laws dealing with City publications.
- (g) A City social media site shall contain a clear and conspicuous statement that the purpose of the site is to serve as a mechanism for communication between the City and its citizens and that all postings are subject to review and deletion

by the City. The following content is not allowed and may be immediately removed:

- a. Comments not typically related to the particular social media article being commented upon;
  - b. Comments in support of or opposition to political campaigns;
  - c. Profane language or content;
  - d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or other legally protected classification or category;
  - e. Sexual content or links to sexual content;
  - f. Solicitations of commerce;
  - g. Conduct or encouragement of illegal activity;
  - h. Information that may tend to compromise the safety or security of the public or public systems; or
  - i. Content that violates a legal ownership interest of any other party.
- (h) The City will approach the use of social media tools, software, hardware and applications in a manner which is consistent citywide. All new tools, software, hardware and applications must be approved by the City Manager or a designee appointed by the City Manager.
- (i) For each social media tool or site approved for use by the City Manager in accordance with this policy, operational and use guidelines, design or “branding” standards, and processes for managing the account shall be developed and documented in writing. The City must be able to immediately edit or remove content from its social media sites.

### SECTION 3. NON-CITY SOCIAL MEDIA SITES

- (a) An employee or official may not characterize himself or herself as representing the City, directly or indirectly, in any online posting unless pursuant to a written policy of the City or the direction of a Department Head.
- (b) When posting in a non-official capacity on a non-City site, an employee or official shall not unnecessarily identify themselves as an official or employee of the City. However, an employee or official does not violate this policy by stating the type of position held and the employer’s name as basic identifying information, e.g. opening a Facebook account. When the identity of an employee or official posting on a non-City social media site is apparent, the employee or official shall clearly state that he or she is posting in a private and/or unofficial capacity.
- (c) The use of a City email address, job title, official city name, seal or logo shall be deemed an attempt to represent the City in an official capacity. Other communications leading an average viewer to conclude that a posting was

made in an official capacity shall also be deemed an attempt to represent the City in an official capacity.

- (d) Department Heads have the option of allowing employees to participate in existing social networking sites as part of their job duties. Department Heads may allow or disallow employee participation in any social media activities in their departments.
- (e) Postings made in an official capacity shall be subject to the Tennessee Public Records Act, including any official postings on a non-City social media site.
- (f) An employee or official posting on a social media site shall take reasonable care not to disclose any confidential information in any posting.

#### SECTION 4. OPEN MEETINGS ACT

No official of the City shall use a City owned or created social media site or a non-City social media site to discuss or deliberate any matter with another City official when such communication is or could reasonable be deemed to be in violation of the Open Meetings Act, T.C.A. §8-44-101 et.seq., commonly known as “the sunshine law”.

#### SECTION 5. ENFORCEMENT

All social media use and internet postings involving City employees should be governed by the personnel rules of the City of Paris as provided in 1-501 et. seq. of the Paris Municipal Code for the purposes of supervision and enforcement of this policy which shall be included in and made a part of the Personnel Rules & Regulations as appendix K.