TOWN OF STALLINGS PERSONNEL POLICY/PROGRAMS
VOLUME II

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Code of Ethics

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty," and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, Esse quam videri, "To be rather than to seem," and

WHEREAS Section 160A-86 of the NC General Statutes requires local governing councils to adopt a code of ethics, and

WHEREAS, as public officials, we are charged with upholding the trust of the citizens of the Town of Stallings, and with obeying the law.

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the Town of Stallings and acting pursuant to the requirements of Section 160A-86 of the NC General Statutes, we the Town Council do hereby adopt the following General principles and Code of Ethics to guide the Town Council in its lawful and ethical decision-making.

Purpose:
The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Stallings Town Council and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a council member's best judgment.

a) ***General Principals Underlying the Code of Ethics***

1. The stability and proper operation of democratic representative government depends upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.

2. Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.

3. Council members must be able to act in a manner that maintains their integrity and independence yet are responsive to the interests and needs of those they represent. Council members must always remain aware that at various times they play different roles in the performance of their duties. They act as:
   - Advocates, who strive to advance the legitimate needs of their citizens.
   - Legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions; and,
   - Decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.

4. Council members must know how to distinguish among their different roles, to determine when each role is appropriate, and to act accordingly.

5. Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find, within his or her own conscience, the touchstone by which to determine what conduct is appropriate to meet this obligation.

Procedure:

a) ***Obeying the Spirit and Letter of Laws***

Council members should obey all laws applicable to their official actions as members of the council. Council members should be guided by the spirit, as well as the letter, of the law in whatever they do.

At the same time, council members should feel free to assert policy positions and opinions without fear of reprisal from fellow council members or citizens. To declare that a council member is behaving unethically because one disagrees with that council member on a question of policy, and not because of the council member's behavior, is unfair, dishonest, irresponsible, and is in and of itself unethical.

b) ***Acting with Integrity and Independence***

Council members should act with integrity and independence, from improper influence, as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values;
- Behaving consistently and with respect toward everyone with whom they interact;
- Exhibiting trustworthiness;
- Living as if they are on duty as elected officials regardless of where they are or what they are doing;
- Using their best independent judgment to pursue the common good as they see it, and presenting their opinions to all in a reasonable, forthright, consistent manner; Remaining incorruptible, self-governing, and unaffected by improper influence while, at the same time, being able to consider the opinions and ideas of others;
- Disclosing contacts and information about quasi-judicial proceedings that they receive outside of public meetings and not disclosing confidential information received in closed session;
- Refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves;
- Treating other council members, and the public, with respect and honoring the opinions of others even when the council members disagree with those opinions;
- Not reaching conclusions on issues until all sides have been heard;
- Showing respect for their office and not behaving in ways that reflect badly on that office;
- Recognizing that they are part of a larger group and acting accordingly;
- Recognizing that individual council members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.

c) ***Avoiding Impropriety & Legal Advice***

Council members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this council will consider impropriety in terms of whether a reasonable person, who is aware of all of the relevant facts and circumstances surrounding the council member's action, would conclude that the action was inappropriate.

If a council member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the council's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

d) ***Faithful Performance of Duties***

Council members should faithfully perform the duties of their office. They should act as principled and responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Council members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the council has authority.

Council members should be willing to bear their fair share of the council's workload. To the extent appropriate, they should be willing to put the council's interests ahead of their own.

e) ***Transparency and Treatment of Confidential Information***

Council members should conduct the affairs of the council in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to council members or their employees.

In order to ensure strict compliance with the laws concerning openness, council members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the council are lawfully conducted and that such sessions do not stray from the purposes for which they are called. They should disclose not contact and information about issues that they receive outside of public meetings and not disclose confidential information received in closed session. They should refrain from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.

f) ***Gifts***

No Council Member shall directly or indirectly solicit any gift, or accept or receive any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or

promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties, or was intended as a reward for any official action on his part. By way of example and not limitation, no Council Member may accept a gift from any vendor or service provider who has a contract with a governmental agency; or has performed under such a contract within the past year; or anticipates bidding on such a contract in the future.

This section is not intended to prevent the gift and receipt of honorariums for participating in meetings, advertising items or souvenirs of nominal value, or meals furnished at banquets. This section is not intended to prevent any contractor, subcontractor, or supplier from making donations to professional organizations to defray meeting expenses where Council Members are members of such professional organizations, nor is it intended to prevent Council Members who are members of professional organizations from participation in all scheduled meeting functions available to all members of the professional organization attending the meeting.

1. Use of Official Position:
   - No Town Council member shall use his/her official or the Town's facilities or resources for private gain, nor shall he/she represent the Town except in matters of purely civic or public concern.

2. Interest in Contract:
   - No Town Council member shall acquire an interest in any contract with the Town if he/she will benefit or profit from the contract or undertaking in violation of State law.

Committee and Board Member Appointment Policy

Purpose:
The purpose of this policy is to establish a uniform procedure to consider applications submitted for membership positions on Town boards and committees in order to ensure that its boards and committees are staffed objectively and fairly with the most qualified volunteers possible.

a) ***Definitions***
   1. Family: Defined as spouse, child, parent, step-parent, brother, sister, grandparent, grandchild, niece, nephew, aunt, uncle, cousin, son-in-law, daughter-in-law, father-in- law, or mother-in-law of the applicant or committee member as applicable.

b) ***Overview***
   1. The Town Council has the right to suspend this policy and its procedures, in part or in total, when it is found necessary to fill a vacancy, or multiple vacancies, on an expedited basis.

   2. Notice of a vacancy on a board or committee shall be posted on the Town's website and shall be communicated to the public through the Town's normal communication channels including, but not limited to, the Town's email distribution list, newsletter, Twitter and/or Facebook Page.

   3. Appointment of a single individual to two (2) or more boards or committees is not permitted with the exception of Planning Board members who also serve as a member of the Board of Adjustment.

   4. Appointment of an applicant to a committee on which a member of the applicant's family is a current sitting member shall be prohibited.

   5. If an application is received for a board or committee on which there is no vacancy, the application will be kept on file in the Office of the Town Clerk for a period of one (1) year after the date of receipt.

   6. The application of any applicant who is not appointed when considered shall remain on file in the Office of the Town Clerk for a period of one (1) year after the date of consideration.

   7. Applications on file shall be considered should a vacancy become available on the desired board or committee as identified on the application and according to the procedures listed herein.

Procedure:
   1. All applications submitted by interested candidates for membership on Town boards and committees shall be submitted, either directly or indirectly by being forwarded, to the Town Clerk for official processing.

2. The Town Clerk shall date stamp each application upon receipt at which time the application is considered officially received by the Town.

3. Prior to presenting the application to Town Council for consideration:
   - A background screening of the applicant shall be performed in accordance with the Town of Stallings Committee and Board Member Background Screening Policy; and
   - Prior to Town Council consideration, the applicant must attend a meeting of the committee to which they are applying to introduce him(her)self and observe the committee's processes.

4. When a vacancy exists, the application(s) of the applicant(s) who have not been disqualified as a result of the background screening shall be brought, by the Town Clerk, to Town Council for consideration for appointment to fill any expired or vacant term(s) in accordance with the procedures outlined in this policy.

5. The Council shall, in a public vote, decide to either approve or deny the application.

6. Applications for Vacant Positions:
   - A vacancy on a board or committee can occur either during a term or due to the expiration of a term;
   - If a vacancy occurs on a board or committee before the end of the term, and if the board or committee has an alternate position(s), and that position has a seated member, the first alternate shall fill the remaining duration of the vacant term and the second alternate will assume the first alternate position and so on and so forth;
   - If a vacancy becomes available on a board or committee before the end of the term, and if the board or committee does not have an alternate position(s) or if the alternate position is vacant then that vacancy shall be filled in accordance with the procedures outlined in this policy;
   - If a vacancy occurs as a result of the expiration of a term and the incumbent committee member does not desire reappointment then the vacancy shall be filled in accordance with the procedures outlined in this policy; and
   - The Town Clerk shall notify the applicant(s) of the Town Council's decision regarding their respective appointment as soon as possible following the Town Council's decision.

7. Applications for Reappointments:
   - A Town committee or board member who desires to be reappointed to the same committee or board at the expiration of their current term shall submit an application to the Town Clerk in accordance with the procedures outlined in this policy; and
   - For a reappointment, the application(s) shall be brought, by the Town Clerk, to Town Council for consideration in accordance with the procedures outlined in this policy.

8. Removal:
   - Members of Town boards and committees serve at the pleasure of the Town Council; and

- The Council may, at its discretion, remove any member of any committee for any reason at any time with or without cause.

Committee (Volunteer) and Board Background Screening Policy

Purpose:
The purpose of this policy is to establish clear guidance on the use of background screenings as part of the application process for, and ongoing oversight of, volunteer positions within the Town and for membership on Town committees and boards.

a) ***Definitions***

1. Guilty: Means that a person was found guilty following a trial, entered a guilty plea, or entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

2. Volunteer: An individual who serves the Town primarily because they choose to do so and without the promise of compensation or the expectation of pay.

b) ***Overview***

1. This policy is being implemented to ensure that the Town identifies and retains the best possible volunteer corps, and to ensure that the Town's volunteers meet the highest possible standards, and to attempt to safeguard the well-being of those involved in the Town's programs, committees and boards.

2. Background screenings provide a means to verify the accuracy of information provided by a volunteer or prospective volunteer, and will be used to determine the suitability of an individual to volunteer in the Town's programs as a means to enhance the safety and security of all participants in Town programs, Town volunteers and Town employees.

3. All volunteer applicants aged eighteen (18) years and older will be required to undergo a background screening.

4. Applicability:
   - This policy will apply to any potential volunteer who applies to participate in the Town's programs or who is seeking appointment to any of the Town's committees and boards;
   - This policy will also apply to any active volunteer currently participating in the Town's programs or who is a current member of any of the Town's committees and boards; and
   - This policy does not apply to volunteers who are minors.

5. Information Collection and Confidentiality:
   - The type of information that may be collected as part of a background screening includes, but is not limited to, criminal conviction record checks, sex offender registry checks, social security verification and if applicable reference checks;
   - Information obtained during a background screening must be reasonable and appropriate for the position for which the volunteer is applying;
   - The Town will ensure that all information obtained from the background screening process will only be used as part of the volunteer review process and will be kept

confidential as required or permitted by the Fair Credit Reporting Act (FCRA) and the North Carolina Public Records Act;

- All records and information obtained during the background screening process will remain the property of the Town and will be held in confidence and will only be used to determine the eligibility and suitability of a volunteer applicant; and
- No portion of any record or information obtained during the background screening process will be disseminated to the public in any form.

6. The results of a background screening will be used as a basis for approving or denying a prospective volunteer's application or an active volunteer's eligibility to continue in a volunteer capacity.

7. Background screenings will be conducted for all new applicants and conducted biannually for active volunteers.

8. Statutory Requirements:
   - The background screenings shall be consistent with the guidelines set forth by the laws requiring written authorization for, and proper storage and disposition of, covered information derived from such reports, and must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA);
   - Background screenings shall be consistent with the guidelines set forth by the laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report;
   - Information discovered as a result of a background screening will not be used to discriminate on any basis including race, color, national origin, religion, sex, disability, age, veteran's status or sexual orientation; and
   - Information obtained in the course of a background screening will not be used in violation of any federal, state or local law.

9. Conflict with Law:
   - In the event of any conflict between this policy and the General Statutes of North Carolina, the General Statutes shall control. To the extent any provisions of this policy exceed the requirements of applicable laws; such provisions shall be deemed as local policy and guidance and shall confer no additional rights on third parties.

c) ***Disqualifying Factors***

1. Disqualifying factors, as identified within this section, will be used as criteria to determine suitability of an individual to participate in the Town's volunteer program or serve on a committee or board.

2. Any volunteer applicant who has been convicted of any offense that would be considered a felony in North Carolina is not permitted to volunteer.

3. Any volunteer who has been convicted of a Class Al, I or 2 misdemeanor or an offense that would be classified as a Class Al, I, or 2 misdemeanor in North Carolina in the prior five (5) years is not permitted to volunteer.

4. Any volunteer who has more than one (1) conviction for a Class Al, I or 2 misdemeanor or an offense that would be classified as a Class Al, I, or 2 misdemeanor in North Carolina in the prior ten (10) years is not permitted to volunteer.

5. A volunteer applicant who has a pending felony charge or class Al, I, or 2 misdemeanor charge may not volunteer until disposition of the charge.

6. Any current volunteer who has been charged with a felony or Class Al, 1 or 2 misdemeanor will have their services suspended until disposition of the charge.

7. If an applicant falsely states on their application that they do not have a criminal record and the background screening report indicates that the individual does in fact have a criminal record, the applicant shall be disqualified from volunteering.

8. Termination:
   - A current volunteer's failure to disclose pending charges shall result in immediate termination of the volunteer's position with the Town;
   - If during the course of volunteering with the Town, a volunteer is arrested and charged with a crime, they may be suspended and/or terminated from their position until the final adjudication of the offense; and
   - If a volunteer is found to have withheld information with the intent to mislead or is found to have falsified information pertaining to convictions, residences, education, employment history, or any information deemed pertinent to the volunteer position, the volunteer will be disqualified from further consideration for any volunteer position with the Town and the volunteer's services will be terminated.

Procedure:

a) ***Background Screening of Volunteers***

1. All volunteers shall be legal residents of the United States.

2. The Town shall pay for the background screening of volunteers.

3. The volunteer applicant shall complete the applicable volunteer application and background screening form(s) and submit them to the Town Clerk for processing.

4. An applicant, or active volunteer serving at the time this policy is adopted, will be required to sign a release authorizing the Town to perform background screenings. The release will remain in effect until it is either:
   - Revoked in writing;
   - The volunteers' participation is terminated;
   - The volunteer is not reappointed: or
   - The volunteer resigns.

5. If an applicant, or active volunteer serving at the time this policy is adopted, refuses to sign the release, the applicant shall be withdrawn from consideration. In the case where

an active volunteer serving at the time this policy is adopted refuses to sign the release, their volunteer position will be terminated.

6. Background screening for a new applicant will be conducted prior to the participation in any Town program or appointment or any Town board or committee.

7. Background screenings shall be performed by the Stallings Police Department in accordance with the Department's established procedures.

8. Once the background screening results report has been submitted to the Town Manager, the Manager shall determine whether or not there are any factors which would disqualify the applicant.

9. If there are no disqualifying factors then:
   - In the case of an application for a volunteer in a Town program the application will be processed accordingly; or
   - In the case of an application for a Town board or committee the application shall be forwarded to Council for consideration of appointment in accordance with the Town's Committee and Board Member Appointment Policy.

10. If a volunteer's background screening results report includes a disqualifying factor as listed, the Manager shall immediately disqualify that individual from volunteering.

11. In the event the background screening results report reveals information that precludes the volunteer applicant from being accepted into a Town program, the Town Clerk shall send the applicant volunteer a confidential letter informing them of the denial of their application. If applicable, the letter shall inform the volunteer applicant his/her appeal rights in accordance with this policy.

b) ***Appeal***

1. There is no right of appeal for a volunteer who is denied a position with the Town based on a conviction of any of the crimes set forth in this policy.

2. Upon receipt of the background screening results report indicating the existence of a disqualifying factor, the prospective volunteer will be notified and, depending on the disqualifying factor, may have the option to appeal.

3. The first level of appeal is to the Manager to resolve an extenuating circumstance or to clarify an error. If the Manager upholds the prior decision to deny the application the volunteer may appeal to the Council as a second level of appeal.

4. The appeal to Council must be in writing and received at the Town Hall within ten (10) business days of the applicant receiving the notification.

5. The notice of appeal should include:
   - The full name and address of the appellant;

- The grounds for the appeal (provide a detailed explanation of the appellant's objections to the decision; describe additional facts or factual errors in the decision);
- The particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decision); and
- The appellant's signature.

6. The Council will consider the appeal at the next regularly scheduled Council meeting.

7. The decision of the Council regarding the appeal is final.

8. The Town Clerk will respond, on behalf of Council, within ten (10) working days of a decision.

Committee and Board Member Stipend Policy

Purpose:
The purpose of this policy is to ensure that the guidelines and procedure for the remuneration of its committee and board members' time and effort is clearly documented and understood and to establish clear criteria for the payment of a stipend to committee and board members for their attendance at Town of Stallings committee and board meetings.

a) ***Definitions***

1. Attendance stipend: An amount paid to an appointed Town committee member for attendance at an officially conducted committee meeting.

2. Officially Conducted Committee Meeting: A committee meeting where a quorum of committee members is physically present, the meeting is called to order and attendees properly sign-in for the purpose of performing the committee's business.

3. Work Session: A session held by committee members during a regularly scheduled committee meeting time frame when it is determined that a quorum is not present for the regularly scheduled committee meeting but the committee members in attendance proceed to conduct the committee's work.

b) ***Overview***

1. For the purpose of this policy, the term "committee" will be used to mean both 'committee" and/or "board."

2. Full voting committee members and alternate non-voting committee members are eligible to receive an attendance stipend for attending an officially conducted committee meeting.

3. Youth honorary members, Council liaisons, staff liaisons and ex-officio members to committees are not eligible to receive an attendance stipend for attending an officially conducted committee meeting.

4. The attendance stipend amount paid to committee members shall be fifty (50) dollars per each single officially conducted committee meeting.

5. Attendance stipends shall be paid to committee members for attendance at committee meetings where a quorum is present or when, due to lack of a quorum, a work-session is conducted.

6. A committee member may, on an exception basis and with pre-approval of the Committee Chairperson, attend an officially conducted meeting via telephone and such attendance shall make them eligible to receive the attendance stipend for that meeting. However, this provision does not apply to members of the Planning Board or the Board of Adjustments due to their quasi-judicial nature and statutory requirements.

7. Attendance stipends shall be paid to committee members only for attendance at committee meetings of committees to which they are appointed.

8. Attendance stipends shall not be paid for a cancelled committee meeting or for a committee meeting where no quorum is present and the members present do not conduct a work session.

Procedure:

1. Upon initial appointment to a Town committee, the appointee will submit the appropriate federal and state tax and bank direct-deposit information to the HR/Accounts Payable Director in order to facilitate the future processing of the attendance stipend.

2. At the beginning of each officially conducted committee meeting, the staff liaison will circulate a sign-in sheet for each attendee to sign acknowledging their attendance.

3. In the event that a member attends by telephone, the staff liaison shall mark that member as present on the attendance sign-in sheet.

4. In the event that a quorum of the committee's appointed members is not present but the committee members in attendance proceed to conduct a work session in order to perform the committee's work, attendance must be taken for the participating committee members utilizing an attendance sign-in sheet.

5. At the conclusion of the committee meeting, the staff liaison, or the committee chairperson in the staff liaison's absence, will submit the meeting attendance sign-in sheet to the HR/Accounts Payable Director for stipend payment processing.

Finance Policies

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Policy for Voiding or Reducing Accessed Civil Penalties

Small Claims Court Policy

Fund Balance Policy

CPI-Based Salary Increase Cap

Public Records Request and Special Service Charge Policy

Bid Policy

Purpose:
The purpose of this policy is to establish comprehensive guidelines, thresholds and a properly documented procedure that shall be adhered to in the solicitation of bids for the performance of construction, purchase and service contracts awarded by the Town.

a) ***Definitions***

1. Construction Contract: A contract for the erection, construction, alteration or repair of any public building, other public work, or public improvement.

2. Purchase Contract: A contract for the purchase of apparatus, supplies, materials or equipment.

3. Service Contract: A contract for the purpose of performance of an identifiable task performed by either professional or nonprofessional personnel for maintenance, repair, housekeeping, communication, technical or advisory services.

4. Road Construction/Repair Contract: A contract for the construction, alteration or repair of any Town maintained road.

b) ***Overview***

1. General Statements
   - Nothing stated herein shall be construed to excuse the Town from complying with any requirement set forth in the NC General Statutes.
   - This policy shall not create specific legal rights in favor of any person, corporation, or other legal entity.
   - No person, corporation or legal entity shall have a cause of action against the Town, an elected official, officer, agent or employee of the Town due to failure to comply with the terms of this policy; and
   - The requirements of the Town's Bid Policy do not apply to the exceptions listed in NC General Statute 143-129 (e) or the alternative competitive bidding methods of NC General Statute 143-129.9.

2. Statutory Requirements
   - The Town of Stallings is subject to the competitive bidding requirements contained in Chapter 143, Article 8 of the NC General Statutes.
   - NC General Statute 143-129 contains formal bidding requirements for construction or repair contracts ("Construction Contracts") estimated to cost five-hundred thousand (500,000) dollars or more. No contract subject to the provisions of NC General Statute 143-129 may be entered into unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes (E-Verify).
   - NC General Statute 143-131 contains informal bidding requirements for Construction Contracts estimated to cost between thirty thousand (30,000) dollars and four- hundred and ninety-nine thousand, nine-hundred and ninety-nine (499,999) dollars.

3. Conflict with Law
   - In the event of any conflict between this Policy and the NC General Statutes, the General Statutes shall control; and
   - To the extent of any provisions of this policy exceed the requirements of applicable laws; such provisions shall be deemed as local policy and guidance and shall confer no additional rights on third parties.

4. Reporting
   - The Town Manager shall regularly make quarterly reports to the Council informing them of all informal bid contracts involving the Town.

5. Exemptions
   - Pursuant to NC General Statute 143-64.31 and 143-64.32, the Town Council may exempt itself from the requirements of the Mini-Brooks Act which governs the procurement of professional services performed by architects, engineers, surveyors, and construction managers at risk.
   - Exemptions to the Mini-Brooks Act shall be by resolution, stating the reasons for exemption, the circumstances attendant thereto and, the total estimated cost; and
   - Exemptions to the Mini-Brooks Act shall only apply to projects with a total estimated cost of $50,000 or less.

Procedure:

a) ***Bid List***

1. Any business that performs Construction, Purchase, or Service Contracts for the Town may, upon request, be added to the Town's Bid List.

2. Any business that has performed a Construction, Purchase, or Service Contract with the Town in an amount in excess of thirty thousand (30,000) dollars for the period up to five (5) years prior to the date of the establishment of this policy shall initially be included on the Bid List.

3. The existence of the Bid List, and the identity of the businesses on the Bid List, shall permanently be advertised on the Town's website. The website shall specify that any business may, upon request, be added to the Bid List.

4. The Town Manager may remove any business from the Bid List if the business no longer exists, is not financially capable of performing a contract with the Town, or for any other documented good cause. The Town Clerk shall maintain the Bid List.
   - The Manager has the discretion to reject all bids and go through the bidding process again: and
   - All contracts in this category shall be approved and awarded by Town Council.

b) ***Identifying Bidders***

1. For the purpose of identifying bidders, the Town Management may consult with available sources, such as, but not limited to, the Yellow Pages, the Internet, a Chamber of Commerce, and the Bid List to identify businesses that are believed to be capable and responsible in performing the type of contract for which they are being identified.

c) ***Soliciting and Receiving Bids***

1. When soliciting for a Contract that is the subject of this policy, the Town Manager shall:
   - Review the Bid List and identify the businesses that they believe are in the business of providing the goods or services required by the contract.
   - At their discretion, add businesses to the Bid List, before soliciting bids.
   - Keep a record of the businesses solicited for bids as well as the number of bids that are received for each project. The record shall not be subject to public inspection until the contract has been awarded; and
   - The Town Clerk shall receive all bids submitted, regardless of whether the business is on the Bid List and deliver the bids to the Town Manager.

2. As of 06-13-2022, per NCGS 143-129(b), the Town Council authorized bids solely electronically, whether for a particular contract or generally for all contract that are subject to NCGS 143-129. The complete resolution solidifying this action is attached as an addendum to this document.

d) ***Construction and Repair Contracts***

1. The Council shall comply with the provisions of NC General Status 143-128.2 in the solicitation of minority participation and reporting requirements for contracts for the erection, construction, alteration or repair of any building awarded pursuant to NC General Status 143-131 or 143-128.2.

2. Construction and Repair Contracts estimated to cost between thirty thousand (30,000) dollars and four hundred ninety-nine thousand, nine hundred ninety-nine (499,999) dollars:
   - Contracts in this category shall follow the requirements of NC General Statutes 143-131 which contains informal bidding requirements for construction contracts estimated to cost between thirty thousand (30,000) dollars and four-hundred ninety- nine thousand and nine hundred ninety-nine (499,999) dollars.
   - The Council shall comply with the provisions of NC General Statutes 143-131 with respect to bids on contracts that are subject to that statute, including, but not limited to, awarding the contract to the lowest responsible bidder.
   - With respect to bids that are for contracts not subject to the provisions of NC General Statute 143-131, the Manager has the discretion to reject all bids and go through the bidding process again; and

- All contracts in this category shall be approved and awarded by Town Council.

3. Construction and Repair Contracts estimated to cost more than four hundred ninety-nine thousand, nine hundred ninety-nine (499,999) dollars.
   - Contracts in this category shall follow the requirements of NC General Statutes 143-131 which contains formal bidding requirements that cover construction or repair contracts ("Construction Contracts") estimated to cost more than five-hundred thousand (500,000) dollars.
   - All contracts in this category shall be approved and awarded by Town Council.

e) ***Purchase Contracts***

1. The Council shall comply with the provisions of NC General Statutes 143-131 with respect to bids on contracts that are subject to that statute, including, but not limited to, awarding the contract to the lowest responsible bidder.

2. The Council shall comply with the provisions of NC General Statutes 143-131(b) and NC General Statutes 143-128.2 in the solicitation of minority participation and reporting requirements for contracts for purchase of apparatus, supplies, materials and equipment awarded pursuant to NC General Statutes 143-131 or 143-128.2.

3. Purchase Contract estimated to cost $30,000 - $89,999:
   - Contracts in this category shall follow the requirements of NC General Statutes 143-131 which contains informal bidding requirements for Purchase Contracts estimated to cost between thirty thousand (30,000) dollars and eighty-nine thousand, nine hundred and ninety-nine (89,999) dollars.
   - With respect to bids that are for contracts not subject to the provisions of NC General Statute 143-131, the Manager has the discretion to reject all bids and go through the bidding process again; and
   - All contracts in this category shall be approved and awarded by Town Council.

f) ***Service Contracts***

1. Service contracts are not subject to the requirement to award to the lowest responsible bidder. Therefore, Town Council may, at their discretion, award the contract to the bidder of their choosing.
   - There are no North Carolina Statutes which contain bidding requirements for contracts for the provision of services ("Service Contracts") in any amount.

2. Exceptions—This policy for Service Contracts shall not apply to:
   - Contracts for the provision of architectural, engineering, surveying, or construction management at risk services, which are subject to the provisions of NC General Statutes 143-64.31; and
   - Contracts of employment with the Town.

3. For service contracts estimated to cost more than thirty thousand (30,000) dollars:

- Informal bidding procedures shall be followed as prescribed in NC General Statutes 143-131; and
- All contracts in this category shall be approved and awarded by Town Council.

Quick Reference Matrix

Contract Type	Council Approval Required	Bidding Process Required
Any Contract < $30K	No	None
Construction $30K - $499,999	Yes	Informal
Construction > $499,999	Yes	Formal
Purchase $30K - $89,999	Yes	Informal
Purchase > $89,999	Yes	Formal
Service $30K	Yes	Informal

Capital Maintenance and Infrastructure Improvement Plan

Purpose:
The purpose of this policy is to ensure that planning for future large-scale maintenance and infrastructure projects are properly and formally considered and aligned with Council's strategic direction and that funding for such efforts is identified and forecast so that these identified efforts and projects are executed in a timely and scheduled manner and are financially sustainable.

a) ***Definitions***

1. Project: A project is a temporary effort with a defined beginning and end, a defined scope and assigned resources and is unique in that it is not a routine operation, but a specific set of tasks designed to accomplish a singular goal.

2. Infrastructure: The basic facilities and installations that help a government or community run, including roads, schools, phone lines, sewage treatment plants and power generation.

3. Fund Balance: The portion of the Town's reserve funds not restricted, committed, or assigned.

b) ***Overview***

1. The five (5) year Capital Maintenance and Infrastructure Improvement Plan (CMIIP) for the Town is the foundation of the Town's financial planning process. The Plan is designed to aid the Mayor, Council, and Town Manager in the design, acquisition, and construction of capital assets and major maintenance projects. The CMIIP directly reflects the Town's vision and strategic goals for the future.

2. The CMIIP represents the long-term plan to address the Town's improvement needs. The types and levels of services the Council chooses to provide to its citizens primarily drive expenditures. This Plan allows the Town to maintain the current level of services to our citizens while expanding others.

3. The development of this CMIIP is only one step in the process of improving the Town's facilities and infrastructure. This CMIIP provides a guide for decision makers and the citizens of the Town. By fully examining funding options and alternatives during the planning process, the Mayor, Town Council, and staff are able to make fully informed decisions and maximize Town resources. This process not only provides an orderly and recurring method of planning and financing improvements, it improves transparency by showing a well-defined prioritization of the Town's long-term plans.

4. This Plan is updated no less than annually to ensure it is based on the most accurate information available and is therefore reflective of the current and projected economic environment. Typically, the CMIIP is prepared in conjunction with the operating budget and is finalized in June in conjunction with final approval of the budget. Adoption of the CMIIP by the Council does not constitute a guarantee to fund a particular item, but rather signifies an intention to fund the outlay at the indicated level during the ensuing years.

5. Once the CMIIP is updated, it is presented to the Council for approval. After the CMIIP is approved, the objective of the Town Manager and Finance Officer is to ensure funding in the appropriate fiscal year to proceed with the planned projects. The Council appropriates funds in the annual budget to ensure project funding.

6. General Statements
   - Nothing stated herein shall be construed to excuse the Town from complying with any requirement set forth in the NC General Statutes.

   - This policy shall not create specific legal rights in favor of any person, corporation, or other legal entity.

   - No person, corporation or legal entity shall have a cause of action against the Town, an elected official, officer, agent or employee of the Town due to failure to comply with the terms of this policy.

7. In the event of any conflict between this Policy and the NC General Statutes, the General Statutes shall control. To the extent any provisions of this policy exceed the requirements of applicable laws; such provisions shall be deemed as local policy and guidance and shall confer no additional rights on third parties.

Procedure:
The CMIIP is a separate budgeting process within the annual operating budget. The CMIIP process is used to plan for the budgeting and financing of large infrastructure, facilities, equipment, and other fixed assets. The Town uses the CMIIP to ensure that high-dollar, long- lived projects are aligned with its strategic direction and that the projects are financially sustainable.

a) ***Specific Criteria***
   1. Specific criteria are used to determine whether a funding request is classified as a project. The criteria are:
      - The total cost is estimated to exceed twenty-thousand (20,000) dollars;
      - The project must be considered an addition to, or significant maintenance of, fixed asset under governmental accounting standards;
      - The expense is for either a construction project or the purchase of capital equipment; and
      - The attributes of the project, (type, location, size, estimated cost) must be specifically identified. For the purposes of this CMIIP, design and engineering costs are always included in the total cost of the project.

b) ***Available Funding Sources***
   - Current General Fund: Appropriated current year operating revenues will be used to fund smaller projects or supplement larger projects.
   - Fund Balance: The Town's unassigned fund balance can be used as necessary to fund projects. The Council gives final approval for any fund balance spending.

- Installment Financing: A funding source provided by a banking institution in which the funding is typically collateralized by the asset being purchased. It is a contractual obligation specifying payment terms, including principal and interest to be paid over a period of time, generally five (5) to fifteen (15) years.

- Grant Funding: Funds can be received from various sources, but can generally be used only for a specific purpose. Funds can be granted from Federal or State agencies.

- General Obligation Bonds: A funding source requiring voter approval which is used to finance major capital projects. General obligation bonds fund capital projects with an expected life of thirty (30) to forty (40) years.

c) ***CMIIP Selection Process***

1. The CMIIP provides information for all capital expenditures greater than twenty- thousand (20,000) dollars which the Town plans to undertake during the next five (5) fiscal years.

2. The CMIIP is updated as needed to make necessary adjustment for changing capital needs, updated design or project details, changes in funding, and to add a fiscal year of planning to replace the year just completed.

3. The first step in the CMIIP is for the Town's staff to gather strategic direction from the Council on their goals and objectives. The Council gathers information through a variety of means, both formal and informal, including the Council's annual Planning Conference.

4. Staff evaluates the status of the Town's fixed assets to determine if any repair or upgrade requests are required.

5. Cost determinations of all projects are also the responsibility of staff.

d) ***Impact on the Operating Budget***

1. To fund the CMIIP, the Town forecasts General Fund revenues and expenses through the five (5) year planning period. Forecasts are based upon historical trends, future growth expectations, and inflation.

2. In developing the CMIIP, staff analyzes the impact of the CMIIP on the General Fund.

3. The forecast cost listed in the CMIIP will reflect only the direct costs of the improvements.

4. Certain capital expenditures have an additional ongoing impact on the operating budget beyond the direct cost. These impacts may include the hiring of additional staff, the need to allocate additional revenues for funding, or significant and recurring maintenance and operational costs.

Check Signing Policy

Purpose:
The purpose of this policy is to establish comprehensive guidance to identify authorized Town check signatories and to ensure that a proper documented procedure shall be adhered to for the signing of all checks issued by the Town.

a) ***Definitions***

1. Signature card: A form filed with the bank listing the employees who are authorized to sign Town checks. The form includes a signature, printed name, and job title.

2. Facsimile signature or signature stamp: A mechanical method or stamp used to endorse a check.

3. Bonded: Agreement under which a bonding or insurance company guarantees payment of a specified sum as damages, in the event one or more of the employees covered in the bond cause financial loss to the Town.

b) ***Overview***

1. In order to sign Town checks, an individual must be specifically authorized by state statute or by the Town Manager in order to draw upon the bank accounts of the Town. The Finance Officer is authorized by NC General Statutes159-25(b). The other signers are authorized by this policy.

2. The authorized signers for the Town are the Town Manager, Deputy Town Manager, Finance Officer, Deputy Finance Officer and, the Chief of Police.

3. Each authorized signer of Town checks shall be duly financially bonded.

4. In the event of any conflict between this Policy and the NC General Statutes, the General Statutes shall control. To the extent any provisions of this policy exceed the requirements of applicable laws; such provisions shall be deemed as local policy and guidance and shall confer no additional rights on third parties.

Procedure:

1. All checks issued by the Town are required to have two signatures:
   - The signature of the Finance Officer or Deputy Finance Officer is required as the primary signatory.
   - The order of preference for the secondary required signature is as follows—Town Manager, Deputy Town Manager, or Chief of Police; and
   - In the event that a single employee has multiple titles (i.e. Deputy Town Manager and Deputy Finance Officer) that employee shall only be authorized to sign the check once.

2. Facsimile signatures are not allowed under any circumstances.

3. Wire transfers should only be used in emergency situations and/or when the use of a check is clearly inappropriate. Documented approval from the Town Manager, Finance Officer, or deputies is required for wire transfers.

4. If any of the authorized check signers terminate employment with the Town, a new signature card shall be created as soon as the new employee begins employment.

Credit Card Policy

Purpose:
The purpose of this policy is to establish comprehensive guidance to ensure that purchases by and through the Town shall follow an established procedure whereby purchases that are below the threshold for the use of a purchase order (Purchase Order Policy) are properly authorized, documented and auditable through the use of Town credit cards and that employees using Town credit cards for purchase understand their responsibilities.

a) ***Definitions***

1. Designee: A designee is a Town employee who has a business need to make a purchase on behalf of the Town and does not have a Town credit card issued to them in their name and therefore is designated by the Town Manager to use a Town credit card issued to "Town of Stallings" to complete the purchase.

b) ***Overview***

1. This Policy shall govern the procurement of all goods and services by any department of the Town by requiring the use of a credit card for all purchases totaling less than two-thousand (2,000) dollars.

2. Town issued credit cards are for Town business only and will not be used for cash advances, personal or non-business related purchases or for the purchase of alcohol.

3. Town credit card numbers shall not be distributed beyond those employees authorized to use a Town credit card and should not be saved in online accounts to which those who do not have a business need may have access.

4. The cardholder, or designee, is responsible for ensuring that credit card purchases conform to this policy and are within approved expenditure levels.

5. Receipts will be turned in to the Finance Officer no later than one week of the closing date of the statement.

6. Receipts for meals or entertainment must clearly indicate the names of all persons in attendance, the organization they represent and the business purpose of the meeting.

7. Conflict with Law
   - In the event of any conflict between this Policy and the NC General Statutes, the General Statutes shall control. To the extent any provisions of this policy exceed the requirements of applicable laws; such provisions shall be deemed as local policy and guidance and shall confer no additional rights on third parties.

Procedure:

a) ***Individual Issuance and Designation***

1. The Town may have credit cards which are issued in the name of "Town of Stallings" as well as credit cards which are issued to individual employees in said employee's name.

2. The Town Manager is responsible for the distribution and designation for all Town issued credit cards.

3. The Town Manager shall determine individual credit limits for employee issued cards with said limit not to exceed five-thousand (5,000) dollars for any individual employee.

4. Only personnel specifically authorized by the Town Manager shall be issued, use or have access to a Town credit card or the numbers for Town credit cards.

5. In the event that an employee has the need to use a Town credit card and does not have one issued in their name they may be designated to use a card issued to "Town of Stallings" with the approval of the Town Manager.

6. Under no circumstances may any employee use a Town credit card issued in the name of another employee.

7. An employee, who has been issued a Town credit card in their name, or a designee to use a "Town of Stallings" named card, is solely responsible for all purchases on the card and for ensuring that the credit card or number is not used by unauthorized personnel.

8. The cardholder shall not share their card number with anyone other than for the purposes of Town related business transactions.

9. Credit card numbers of Town credit cards shall not be stored in an online account that anyone other than the cardholder, or a designee, has access to.

10. Recipients of a Town credit card issued in their name will sign a Town of Stallings Credit Card Issuance Policy Acknowledgement Form upon card issuance.

11. Designees authorized to use a "Town of Stallings" credit card will sign a Town of Stallings Credit Card Designee Policy Acknowledgement Form upon first usage.

b) ***Purchase Approvals***

1. All purchases on "Town of Stallings" named credit cards by a designee are to be expressly approved by the Town Manager prior to the purchase.

2. Purchases by employees using Town credit cards issued in their name are authorized to make purchases in the course of normal business up to a limit set by the Town Manager but not to exceed two-thousand (2,000) dollars.

c) ***Receipts and Statements***

1. The credit cardholder or, in the case of a "Town of Stallings" card the designee, is responsible for receiving, printing and retaining all receipts for all credit card purchases including receipts for online and restaurant purchases.

2. The cardholder, or designee, shall mark all receipts with a description and business purpose of the purchase in order to ensure proper coding by the finance department.

3. All receipts must be submitted to the finance department within one week of the statement closing date.

4. If a receipt is lost, the purchaser shall make every reasonable effort to obtain a duplicate receipt from the vendor. In the event that a duplicate receipt cannot be obtained then the purchaser shall provide a written description with vendor name, date of purchase, cost of item(s) and business purpose for the purchase to the Town Manager for approval.

5. Credit card statements are mailed directly to the Town finance department and will be reconciled against each purchase made on a Town credit card.

6. Credit cardholders, and designees, will be required to explain and resolve any discrepancies identified during the reconciliation of their purchase(s).

d) ***Employment Termination***

1. Upon termination of employment, a Town credit cardholder shall return the card to the Town Manager.

2. A Town credit card issued in the name of an employee who is terminating or being terminated shall be cancelled immediately.

e) ***Policy Violation***

1. Violations of this policy may result in disciplinary action up to and including termination as well as the pursuit of criminal and/or civil action in accordance with the Town's Personnel Policies and applicable law.

Purchase Order Policy

Purpose:
The purpose of this policy is to establish comprehensive guidance to ensure that purchases by and through the Town shall follow an established procedure whereby purchases are properly authorized, documented and auditable through the use of purchase orders.

a) ***Definitions***
   1. Encumbrance: A point in time when funds have been designated and committed for a purchase but not yet expended.

   2. Pre-audit: The process by which fund availability has to be validated prior to an encumbrance.

b) ***Overview***
   1. This Policy shall govern the procurement of all goods and services by any department of the Town by requiring the use of a purchase order for all purchases totaling two-thousand (2,000) dollars or more.

   2. A purchase order is required for the procurement of all goods and services expected to exceed two-thousand (2,000) dollars with the exception of those items listed below.

   3. No procurement with a value in excess of two-thousand (2,000) dollars shall be divided into multiple procurements with values less than that amount for the purpose of circumventing the requirement of a purchase order.

   4. Failure to comply with the requirements of this Policy subjects such employee to disciplinary action in accordance with Town personnel policies and may subject such employee to personal liability when authorized by applicable law.

   5. In the event of any conflict between this Policy and the NC General Statutes, the General Statutes shall control. To the extent any provisions of this policy exceed the requirements of applicable laws; such provisions shall be deemed as local policy and guidance and shall confer no additional rights on third parties.

   6. The following purchases do not require a purchase order however they do require an invoice and/or receipt for payment:
      - Utility bills (electricity, natural gas, solid waste, telephone, water, etc.);
      - Travel reimbursements for employees;
      - Withholding taxes and other payroll deductions;
      - Insurance;
      - Legal services; and
      - Items governed by other Town policy, contract, or by State or federal requirements.

Procedure:

a) ***Finance Review***

1. The Local Government Budget and Fiscal Control Act requires that funding for a purchase order request be available in the proper budget line item prior to pre-audit.

2. Before the expense is incurred, an encumbrance will be made to satisfy the funding requirements of that encumbrance for the entire fiscal year.

3. For expenditures that cross fiscal years, the entire amount will be encumbered.

4. The encumbrance entered into by the Town's departments shall be pre-audited by the Finance Officer or a designated Deputy Finance Officer.

5. In order for a purchase order to be valid, a pre-audit certification must be signed by the Finance Officer or the designated Deputy Finance Officer and, marked as follows: "This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act."

b) ***Internal Policies***

1. A purchase order must be issued before goods and services are ordered.

2. The Finance Officer will determine the proper line item for the recording of both the encumbrance and subsequent payments.

3. If the budgetary line item does not contain sufficient available funds for the encumbrance, the disbursement will be held until its funding requirements are satisfied. Funding requirements may be accomplished through a line item transfer or a request for a budget amendment.

4. Once funds are encumbered, in no case will these funds be unencumbered except for the legal termination of any associated contract (if applicable).

5. All payments to a vendor shall reconcile to a purchase order, even if the payment consists of multiple invoices.

6. Purchase orders are required for all capital projects. The estimated amount of the project shall be entered.

7. Projects with the potential for multiple purchase orders will be entered at the pre-determined or projected amount of the total project. The project will be tracked in the Town's accounting system through the entry of all disbursements made as part of the project.

8. Administrative entry of the purchase order requests is the responsibility of the following Town positions:
   - Police Department: Designee

- All other departments: Finance Officer (or designee)

9. The backup for all purchase orders will be the HR/Accounts Payable Director.

10. Upon entry of the purchase order request, the employee entering the request shall notify the following staff members as appropriate:
    - Police Department: Chief of Police
    - All other departments: Finance Officer

11. All purchase orders require approval by the Town Manager prior to procurement of goods or services.

c) ***Emergency Purchase Orders***

1. Emergency purchase orders shall be issued only in the event of special emergency involving the health and safety of people or property, or in the event the requesting department cannot continue to operate without issuance.

2. To secure an emergency purchase order, the requesting department shall submit a written requisition marked "EMERGENCY" to the Finance Officer or the Senior Town staff official available with a statement explaining the nature of the emergency.

3. The Finance Officer, or Senior Town staff official, shall refer the request to the Town Manager or designee. If the Town Manager determines the existence of a bona fide emergency and the Finance Officer verifies that funds are available, the requesting department will be notified of authorization to make the purchase.

4. For weekend, holiday, and overnight purchases requiring an emergency purchase order, the department may make the emergency purchase and provide written documentation to the Finance Officer not later than the next working day in order that a purchase order can be issued for the emergency purchase.

5. Any deviations from this section of the Policy must be approved by the Town Manager.

d) ***Year-end Purchase Orders***

1. Any department that has an encumbrance that it wants carried into the subsequent fiscal year shall present the request to the Finance Officer in writing with justifications no later than July 31st of the new fiscal year into which the encumbrance is to be carried.

2. The Finance Officer shall present all necessary year-end encumbrances requiring payment during the following fiscal year to the Town Council for their approval.

3. All other outstanding encumbrances shall be administratively closed-out at year-end.

Service Provider Policy

Purpose:
The purpose of this policy is to provide comprehensive guidance to ensure that the Town is performing periodic evaluations of its service providers to stimulate competitive financial agreements and to encourage high performance standards and avoid complacency from its service providers.

This policy will set the timing and the requirements for the due diligence to be performed on a regular basis to ensure that the Town is receiving the best possible service at the best possible price from each of the Town's service providers.

a) ***Definitions***
   1. Service Provider(s): Organizations, businesses or individuals which are providing services to the Town either under a contract or on an at-will basis in exchange for payment from the Town.

b) ***Overview***
   1. This policy shall apply to all of the Town's at-will and short-term renewable contracted service providers including but not limited to:
      - Auditor;
      - Building Inspection/Code Enforcement;
      - Cleaning/Janitorial;
      - Computer/information Technology service and support provider;
      - Landscaping; and
      - Legal.

   2. The procedures in this policy shall be performed during the annual budget process.

   3. Service providers exempted from this policy are those that are high-cost and under long-term contracts and which solely fall under the Bid Policy including but not limited to:
      - Trash removal.

Procedure:
a) ***Competitive and Performance Due Diligence***
   1. On a recurring bi-annual basis, beginning in 2015, the Town Manager shall solicit a minimum of three (3) competitive proposals for each of the services provided to the Town which have not been exempted by this policy.

   2. In the event that there are not three (3) like service providers willing and able to submit proposals, the Town Manager shall make a best effort to collect as many competitive proposals as are available.

   3. Each prospective provider for the respective service shall be given the same requirements, in written form, against which to provide their proposal.

4. Current service providers are eligible and encouraged to submit a competitive proposal though doing so does not guarantee acceptance of their proposal nor their continuing engagement with the Town.

5. Upon receipt and review of the competitive proposals for the respective services the Town Manager shall compile the relevant information for presentation to Council during the budget discussions and prior to the adoption of the Budget Ordinance.

Uncollectable Debt Policy

Purpose:
The purpose of this policy is to establish uniform guidelines for determining delinquent accounts receivable, which ultimately result in uncollectable debts. This policy also establishes proper authorization for accounting entries to remove such receivables from the Town's assets which shall result in fairly presented valuation of accounts receivable in the Town's statements.

a) ***Overview***

1. The Tax Collector shall adhere to all NC General Statutes and shall follow the Town's adopted procedures in the execution of their duties related to tax collections and in order to actively pursue delinquent tax accounts.

2. There are occasions where non-tax receivable amounts are not collected in a timely manner and are determined to be uncollectable.

3. The Town is empowered by NC General Statute 147-86.22(a)(4) to establish procedures for writing off accounts receivable and for determining when to end efforts to collect accounts receivable after they have been written off.

4. In the event of any conflict between this Policy and the NC General Statutes, the General Statutes shall control. To the extent any provisions of this policy exceed the requirements of applicable laws, such provisions shall be deemed as local policy and guidance and shall confer no additional rights on third parties.

5. This policy applies to all non-tax accounts owed to and deemed receivable by the Town.

6. Federal, state or local intergovernmental account receivables, which are governed by originating contractual agreements, are excluded from this policy.

Procedure:

1. Criteria for determining ultimately uncollectable account receivable:
   - Expired statute of limitations—the debt has exceeded three (3) years or other applicable statutory limitations;
   - Bankruptcy—the account has been discharged through bankruptcy court;
   - Deceased—the debtor is deceased with no estate;
   - Court Refuses Judgment—the debt cannot be substantiated in court;
   - Unjustifiable cost—the amount of uncollectable debt is less than fifty (50) dollars or the cost of collection would exceed the recoverable amount; and
   - Untraceable—the circumstance where the customer has provided false identification, left the country, cannot be located and/or, a correct identity cannot be established.

2. The Town Manager shall identify those accounts meeting one or more of the above criteria and submit a listing of the accounts deemed uncollectable including amounts and reason for write-off to the Finance Officer for review.

3. The Finance Officer shall present to Town Council, annually at an official meeting, those uncollectable accounts recommended for write-off and request Council's approval to make the appropriate accounting entries and to recognize the write-off of the uncollectable debt(s).

4. After Council approval, the Finance Officer shall have such accounts written off in the accounts receivable subsidiary ledger and shall determine that approved total amounts appear in the financial records of the Town.

5. Though the debt will have been removed from the accounts receivable financial records and is no longer recognized as collectible for financial reporting purposes, the legal obligation to pay the debt will remain. The record of the debt will be retained in the appropriate financial account until the amount owed has been collected.

Policy for the Voiding or Reducing Accessed Civil Penalties

Following the issuance of a Notice of Violation and failure to comply with the standards of a Town Ordinance, the Code Official, Police Official, or other Town Official may issue Civil Penalties to the property owner, the property occupant, contractors, or other parties in interest. The purpose of Civil Penalties is to secure compliance with Stallings' Ordinances, cover administrative costs for enforcement, and establish equity for the residents who are in compliance with the rules. This policy does not impact the right to appeal a Notice of Violation to the Board of Adjustments as set forth in the Town's Development Ordinance.

Voiding:

1) Should it be determined after Civil Penalties have been issued that the penalties have been issued in error, the issuing Official may submit a memorandum to the Town Manager, through the appropriate department head, stating the facts of the matter, a request for authorization to void the collective penalties and stating the total amount of the penalties issued. Upon authorization, the issuing Official will notify the property owner or other parties who were issued the penalties that the penalties have been voided and removed. A copy of the notice will be filed with the case file documents.

Reducing:

2) Should the property owner, the property occupant, contractors, or other parties in interest request that correctly issued Civil Penalties be reduced, the following procedures apply.
   - The premises where the violations were observed/occurred shall be brought fully into compliance with the issued Notice of Violation and the ordinance that was violated. Verification of compliance must be made by the issuing official and/or department that issued the original Notice.
   - The person or persons requesting the reduction or waiver shall submit such request in writing, stating the facts and circumstances to support their request.
   - The request shall be signed by the requestor and include all appropriate contact information in the document.
   - The request shall be submitted to the Town administrative offices for review and submittal to the Town Council for possible action at their next regularly scheduled meeting.
   - Requests under this policy should be limited to Civil Penalties that have accrued in excess of $2,500.
   - The requestor will be notified of the date and time the matter will be addressed by the Town Council.
   - The Town Council may reduce or affirm the full amount of the Civil Penalties at their discretion by a simple majority vote. Should the Council choose to reduce the amount of the Civil Penalties accessed, they should use the following information to determine the maximum amount of the reduction.

     i.$2,501 to $10,000 may be reduced by no more than 50%.
     ii.$10,001 to $50,000 may be reduced by no more than 75%.
     iii.$50,001 and above may be reduced by no more than 85 %.

- Upon a decision by the Town Council, the total amount shall be due and payable in full within ten (10) workdays of the decision. If payment cannot be made in full, the requestor may, within ten (10) workdays of the decision, request to enter into an agreement and payment schedule as discussed in section 3 below.
- The Town Council may also pass on addressing the matter, and thus, the Civil Penalties shall stand, in full, as a debt owed to the Town, and further collection action shall follow. The requestor shall be notified if the Town Council declines to hear the matter.

3) Should a person subject to Civil Penalties agree to pay the penalties but is unable to make payment in full, they may request to enter into an agreement to schedule a payment plan with the Town. The agreement will be submitted in writing and signed by the requestor. See the attached sample of the agreement and schedule of payments. The Town may also choose to decline the request for the agreement. The agreement shall contain the total amount due, a down payment amount, and equal installments to be paid monthly by a specified date, and such agreement shall be limited to a period of not to exceed twelve (12) months for amounts between $1,200 and $6,000. For amounts more than $6,000, the agreement shall be limited to not more than twenty-four (24) months. Any amount less than $1,200 shall not be eligible for a payment plan agreement.

STATE OF NORTH CAROLINA
COUNTY OF UNION

INSTALLMENT AGREEMENT
FOR PAYMENT OF
CIVIL PENALTIES ASSESSED

WHEREAS, the Town of Stallings previously had cause to issue one or more Notices of Violation to the owner(s) of the property located at 608 Carson Street (7538-15-54-0380) for violations of the Town of Stallings Code of Ordinances; and

WHEREAS, the property owners, _____, failed to abate the noted violations in a timely manner as required by the Notice of Violation dated August 15, 2023; and

WHEREAS, the Town of Stallings issued a Notice of Civil Citation on October 4, 2023, due to continued failure by the owners to comply with the previous Notice of Violation; and

WHEREAS, the owners continued the violations, and the Town of Stallings issued a Demand for Payment letter on January 3, 2024, in the amount of $ 4,600.00 (Four Thousand Six Hundred Dollars and No Cents); and

WHEREAS, on January 17, 2024, an inspection of the property with _____, revealed that all but a few violations were abated by the owners and the remaining items were to be removed soon. A verbal agreement was made to stop all penalty accrual as of January 3, 2024, due to the current level of compliance and the owner suggested that she would be able to pay the penalties on a payment plan; and

WHEREAS, on February 7, 2024, it was noted that all violations were abated by the owners:

WHEREAS, _____, has agreed to make a down payment in the sum of $_____ and to make monthly installment payments in the amount of $_____ each month as described herein;

WHEREAS, the Town of Stallings acknowledges receipt of the sum of $_____ as the down payment; and

NOW THEREFORE, the Town of Stallings agrees to the following payment schedule as described herein, and further states that failure to make the scheduled payments as required herein will result in the Town initiating a civil action in the North Carolina General Court of Justice for collection of the unpaid balance of penalties, which may include additional attorney fees, interest, court costs and other such relief as permitted by law.

PAYMENT SCHEDULE
Payments are due not later than the date of each month as indicated below:

May 17, 2024,	**$400.00 (Down payment)**
June 17, 2024,	$400.00
July 18, 2024,	$380.00
August 19, 2024,	$380.00

SAMPLE

September 18, 2024,	$380.00
October 18, 2024,	$380.00
November 18, 2024,	$380.00
December 18, 2024,	$380.00
January 17, 2025,	$380.00
February 18, 2025,	$380.00
March 18, 2025,	$380.00
April 18, 2025,	$380.00
	$4,600.00

I, _____, do hereby acknowledge, agree, and promise to pay to the Town of Stallings, the total balance of $4,600.00 (Four Thousand Six Hundred Dollars and No Cents) as required in the terms of this Agreement and installment payments, without interest, in accordance with the payment schedule above.
In the event that any part thereof is not paid when due, I acknowledge and agree that the Town of Stallings will initiate a civil action in the North Carolina General Court of Justice for collection of the unpaid balance of penalties, which may include additional attorney fees, interest, court costs and other such relief as permitted by law.

WITNESS my hand this _____ day of _____, 2024.

_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name

State of _____
County of _____

I, _____, Notary Public of said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and Notarial Seal, this _____ day of _____, _____.

_____	_____
My Commission expires	Notary Public

Acceptance of agreement for the Town of Stallings

_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title and Department	Title and Department

SAMPLE

Small Claims Court Policy

Current Code Enforcement procedures are that upon confirmation that a violation of a Town Ordinance does exist, the Code Official or other persons designated by the Town, shall give written notice to the owner of the property where the violation exists. If the property is not occupied by the owner but by a tenant of the owner, a copy of the Notice of Violation should be issued and addressed to the tenant as well as the property owner. The notice will state the nature of the violations observed, the ordinance violated, and provide for a specific period in which to cure, abate, or remove the violations as prescribed by the specific ordinance violated.

If the violations remain after the deadline on the Notice of Violation, a Notice of Civil Citation may be issued advising of the civil penalty amount as set forth by the ordinance violated. The penalties shall continue to accrue daily until the premises are brought fully into compliance with the Notice of Violation and the specific ordinance violated.

If the penalty is not paid within fifteen (15) days of the Date of Issue of the Notice of Civil Citation, the Town may institute a civil action in the North Carolina General Court of Justice for the collection of the penalty, which may include the attorney fees, interest, court costs, and other such relief as permitted by law.

The violations must be fully corrected, and the total amount of the penalty paid immediately to avoid further accrual of the debt. If the violator decides to pay the penalty in full, they may make payment to the Town in person, by mail, or other means as may be available from time to time.

If the violator is unable to make payment in full, they may request to schedule a payment plan with the Town. Such payment plan must provide for the complete payment of the total debt within a period not to exceed twelve (12) months for accrued amounts of $5,000.00 or less. For amounts of more than $5000.00, the payment planshall not exceed a maximum of twenty-four (24) months.

If payment is not received within fifteen (15) days of the Date of Issue of the Notice of Civil Citation or a payment plan is not arranged as described above, the Town may institute a civil action in the North Carolina General Court of Justice for the collection of the penalties, which may include additional attorney fees, interest, court costs, and other such relief as permitted by law.

Most of the following information was compiled from a few sources including the North Carolina Department of Justice "A Citizen's Guide to Small Claims Court" found at www.ncdoj.gov and the Legal Aid of North Carolina "A Guide to Small Claims Court" found at www.legalaidnc.org.

If such collection action is necessary, the Town may file a suit in the Small Claims Court, which is part of the District Court Division of the North Carolina state court system. The current maximum amount of money that can be requested in a small claims case in Union County is $10,000. This is also the current maximum by state law. Cases are heard and decided by a Magistrate without a jury, and the Plaintiff and Defendant usually represent themselves.

§7A-210. Small claim action defined.

For purposes of this Article, a small claim action is a civil action wherein:

(1) The amount in controversy, computed in accordance with G.S. 7A-243, does not exceed ten thousand dollars ($10,000).

§7A-243. Proper division for trial of civil actions generally determined by amount in controversy.

Except as otherwise provided in this Article, the district court division is the proper division for the trial of all civil actions in which the amount in controversy is twenty-five thousand dollars

($25,000) or less; and the superior court division is the proper division for the trial of all civil actions in which the amount in controversy exceeds twenty-five thousand dollars ($25,000).

If you are requesting an amount above $10,000 and up to $25,000, the case must be filed in the District Court. A request for more than $25,000 must be filed in Superior Court.

The Chief District Court Judge may assign any case to trial before a magistrate if it meets the small claims criteria, and in most counties the judge enters a general order that all such cases are to be heard in Small Claims Court. Small claims cases may be appealed for a trial by jury before a judge in the District Court.

Small claims cases, unlike District and Superior Court cases, must be filed in the county where at least one of the defendants resides. A small claims case is filed in the Clerk of Superior Court's office in the appropriate county. The forms may be printed and completed in advance, or the Clerk of Superior Court can provide the forms. You will need to provide three (3) copies of the complaint, stating the claims and what relief is requested from the magistrate. For a claim for money form, cvm200-en.pdf can be used for the complaint.

File No.

COMPLAINT
FOR MONEY OWED

G.S. 7A-216, 7A-232

Name And Address Of Plaintiff

County | Telephone No.

VERSUS

Name And Address Of Defendant 1 ☐ Individual ☐ Corporation

County | Telephone No.

Name And Address Of Defendant 2 ☐ Individual ☐ Corporation

County | Telephone No.

Name And Address Of Plaintiff's Attorney

STATE OF NORTH CAROLINA

_____ County

In The General Court Of Justice
District Court Division-Small Claims

1. The defendant is a resident of the county named above.
2. The defendant owes me the amount listed for the following reason:

Principal Amount Owed	$
Interest Owed *(if any)*	$
Total Amount Owed	$

(check one below)

☐ On An Account *(attach a copy of the account)*	Date From Which Interest Due		Interest Rate
☐ For Goods Sold And Delivered Between	Beginning Date	Ending Date	Interest Rate
☐ For Money Lent	Date From Which Interest Due		Interest Rate
☐ On a Promissory Note *(attach copy)*	Date Of Note	Date From Which Interest Due	Interest Rate
☐ For a Worthless Check *(attach a copy of the check)*			
☐ For conversion *(describe property)*			

Other: *(specify)*

I demand to recover the total amount listed above, plus interest and reimbursement for court costs.

Date	Name Of Plaintiff Or Attorney (Type Or Print)	Signature Of Plaintiff Or Attorney

(Over)

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INSTRUCTIONS TO PLAINTIFF OR DEFENDANT

1. The PLAINTIFF must file a small claim action in the county where at least one of the defendants resides.

2. The PLAINTIFF cannot sue in small claims court for more than $10,000.00. This amount may be lower, depending on local judicial order. If the amount is lower, it may be any amount between $5,000.00 and $10,000.00, as determined by the chief district court judge of the judicial district.

3. The PLAINTIFF must show the complete name and address of the defendant to ensure service on the defendant. If there are two defendants and they reside at different addresses, the plaintiff must include both addresses. The plaintiff must determine if the defendant is a corporation and sue in the complete corporate name. If the business is not a corporation, the plaintiff must determine the owner's name and sue the owner.

4. The PLAINTIFF may serve the defendant(s) by mailing a copy of the summons and complaint by registered or certified mail, return receipt requested, addressed to the party to be served or by paying the costs to have the sheriff serve the summons and complaint. If certified or registered mail is used, the plaintiff must prepare and file a sworn statement with the Clerk of Superior Court proving service by certified mail and must attach to that statement the postal receipt showing that the letter was accepted.

5. The PLAINTIFF must pay advance court costs at the time of filing this Complaint. In the event that judgment is entered in favor of the plaintiff, court costs may be charged against the defendant.

6. The DEFENDANT may file a written answer, making defense to the claim, in the office of the Clerk of Superior Court. This answer should be accompanied by a copy for the plaintiff and be filed no later than the time set for trial. The filing of the answer DOES NOT relieve the defendant of the need to appear before the magistrate to assert the defendant's defense.

7. Whether or not an answer is filed, the PLAINTIFF must appear before the magistrate.

8. The PLAINTIFF or the DEFENDANT may appeal the magistrate's decision in this case. To appeal, notice must be given in open court when the judgment is rendered, or notice may be given in writing to the Clerk of Superior Court within ten (10) days after the judgment is rendered. If notice is given in writing, the appealing party must also serve written notice of appeal on all other parties. The appealing party must PAY to the Clerk of Superior Court the costs of court for appeal within twenty (20) days after the judgment is rendered.

9. This form is supplied in order to expedite the handling of small claims. It is designed to cover the most common claims.

10. **The Clerk or magistrate cannot advise you about your case or assist you in completing this form. If you have any questions, you should consult an attorney.**

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In addition, three (3) copies of the Magistrate Summons must be submitted, and only the top portion of the first page should be filled out, including the names and addresses of all parties. A filing fee of $96.

You must file your suit in the county where the defendant or one of the defendant's lives. If the defendant is a business, file your suit in the county where it does business. Anyone doing business under a name other than their own name must register their assumed name with the Register of Deeds in each county where they do business.

If the defendant is a corporation, you must use its correct corporate name on all court documents. Corporations doing business in North Carolina are required to register with the Secretary of State's office. Call the Secretary of State's office at (919) 807-2225 or visit its website (www.secretary.state.nc.us/corporations) to find out the correct corporate name, and the name and address of the person who is listed as the registered agent for the corporation.

If a corporation is registered in another state but not in North Carolina, do not file suit in small claims court. You will need to file your suit in district court or superior court, and you will probably need the assistance of an attorney.

STATE OF NORTH CAROLINA

_____ County

FileNo.

In The General Court Of Justice
District Court Division - Small Claims

Plainliff(s)

MAGISTRATE SUMMONS

☐ **ALIAS AND PLURIES SUMMONS (ASSESS FEE)**

G.S. 1A-1, Rule4; 7A-217,-232

VERSUS

Defendanl(s)

Date Original Summons Issued

Dale(s) Subsequent Summons/es) Issued

TO

Name And Address Of Defendant 1

Telephone No. Of Defendant 1

TO

Name And Address Of Defendant 2

Telephone No.Of Defendant 2

IMPORTANT! You have been sued! These papers are legal documents, DO NOT throw these papers out! You may want to talk with a lawyer about your case as soon as possible, and, if needed, speak with

& someone who reads English and can translate these papers!
jIMPORTANTE! jSe ha entablado un proceso civil en su contra! Estos papeles son documentos legales. jNO TIRE estos papeles!
jPuede querer consultar con un abogado lo antes posible acerca de su caso y, de ser necesario, hablar con alguien que lea ingles y que pueda traducir estos documentos!

A Small Claim Action Has Been Commenced Against You!

You are notified to appear before the magistrate at the specified date, lime, and location of trial listed below. You will have the opportunity at the trial to defend yourself against the claim stated in the attached complaint.

You may file a written answer, making defense to the claim, in the office of the Clerk of Superior Court at any lime before the time set for trial.

If you fail to appear and defend against the proof offered, the magistrate may enter a judgment against you.

Dale Of Trial | Time Of Trial ☐AM ☐PM

Location Of Court

Name And Address Of Plaintiff Or Plaintiff's Attorney

Dale Issued

Signature

ODepulyCSC D Assistant CSC D Clerk Of Superior Court

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(Over)

SAMPLE

RETURN OF SERVICE

I certify that this summons and a copy of the complaint were received and served as follows:

DEFENDANT 1

Date Served	*Time Served* ☐ AM ☐ PM	*Name Of Defendant*

☐ By delivering to the defendant named above a copy of the summons and complaint.

☐ By leaving a copy of the summons and complaint at the dwelling house or usual place of abode of the defendant named above with a person of suitable age and discretion then residing therein, who is named below.

☐ As the defendant is a corporation, service was effected by delivering a copy of the summons and complaint to the person named below.

Name And Address Of Person With Whom Copy Left (if corporation, give title of person copy left with)

☐ Acceptance of service. Summons and complaint received by: ☐ Defendant 1. ☐ Other: *(type or print name)*	*Date Accepted*	*Signature*

☐ Other manner of service *(specify)*

☐ Defendant WAS NOT served for the following reason:

DEFENDANT 2

Date Served	*Time Served* ☐ AM ☐ PM	*Name Of Defendant*

☐ By delivering to the defendant named above a copy of the summons and complaint.

☐ By leaving a copy of the summons and complaint at the dwelling house or usual place of abode of the defendant named above with a person of suitable age and discretion then residing therein, who is named below.

☐ As the defendant is a corporation, service was effected by delivering a copy of the summons and complaint to the person named below.

Name And Address Of Person With Whom Copy Left (if corporation, give title of person copy left with)

☐ Acceptance of service. Summons and complaint received by: ☐ Defendant 2. ☐ Other: *(type or print name)*	*Date Accepted*	*Signature*

☐ Other manner of service *(specify)*

☐ Defendant WAS NOT served for the following reason:

FOR USE IN SUMMARY EJECTMENT CASES ONLY:

☐ Service was made by mailing by first class mail a copy of the summons and complaint to the defendant(s) and by posting a copy of the summons and complaint at the following premises:

Date Served	*Name(s) Of The Defendant(s) Served By Posting*
Address Of Premises Where Posted	

Service Fee $	*Signature Of Deputy Sheriff Making Return*
Date Received	*Name Of Deputy Sheriff Making Return (type or print)*
Date Of Return	*County Of Sheriff*

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An affidavit pursuant to the Servicemembers Civil Relief Act (SCRA), telling the court whether or not the defendant is in the military. This is intended to protect the legal rights of active-duty service members. You can search military records to find a person's status https://scra.dmdc.osd.mil/scra/#/home

Court dates are scheduled within 30 days of the day the plaintiff files the case. The Clerk of Superior Court will schedule a court date when the plaintiff files the case and will write it on the magistrate summons form, which is served on the defendant.

Once the case is filed, the plaintiff is responsible for serving the defendant with a copy of the summons and complaint, generally either by having the Sheriff serve the defendant for a fee of $30, or by mailing a copy to the defendant via certified mail, return receipt requested. In most counties, the Clerk will collect the sheriff's delivery fees from you when you file the case and send the summons and complaint to the sheriff for service.

You may also have the papers delivered by certified mail. Make sure to ask for a "return receipt requested" service so you can prove that the papers were received. You should also file an affidavit proving that the papers were received. Your affidavit is a written statement affirming that the summons and complaint were properly mailed to the defendant by certified mail, return receipt requested, and that the documents were delivered to the appropriate person. Attach the original return receipt, signed by the defendant, to the affidavit. Bring the affidavit to a notary public, sign it in their presence, and have it notarized.

The magistrate will make a decision after hearing all of the witnesses. The decision may be announced immediately, but the magistrate can also take up to ten days to consider the case. Neither side may present more evidence during that ten-day period.

If the magistrate rules in your favor and the defendant has not complied with the ruling within ten days after the magistrate signs it, you may initiate a collection process. If the defendant is a corporation, you can pay a small fee and have the clerk's office issue a Writ of Execution, which is a court document directing the sheriff to seize and sell some of the defendant's property in order to satisfy the judgment.

If the defendant is an individual, you must take additional steps before the clerk can issue the Writ of Execution. First, the clerk's office must issue a document known as a Notice of Rights to Have Exemptions Designated. That document must be served on the defendant by the sheriff's office or delivered by certified mail, return receipt requested. The magistrate's ruling will remain on record for ten years and can be renewed for an additional ten years.

Appeals: If the party who loses in small claims court files an appeal within ten days, a new trial will be scheduled in district court. The party requesting the appeal must pay the clerk a fee (currently $92) to have the case heard in district court.

STATE OF NORTH CAROLINA
COUNTY OF UNION

INSTALLMENT AGREEMENT
FOR PAYMENT OF
CIVIL PENALTIES ASSESSED

WHEREAS, the Town of Stallings previously had cause to issue one or more Notices of Violation to the owner(s) of the property located at 608 Carson Street (7538-15-54-0380) for violations of the Town of Stallings Code of Ordinances; and

WHEREAS, the property owners, _____, failed to abate the noted violations in a timely manner as required by the Notice of Violation dated August 15, 2023; and

WHEREAS, the Town of Stallings issued a Notice of Civil Citation on October 4, 2023, due to continued failure by the owners to comply with the previous Notice of Violation; and

WHEREAS, the owners continued the violations, and the Town of Stallings issued a Demand for Payment letter on January 3, 2024, in the amount of $ 4,600.00 (Four Thousand Six Hundred Dollars and No Cents); and

WHEREAS, on January 17, 2024, an inspection of the property with _____, revealed that all but a few violations were abated by the owners and the remaining items were to be removed soon. A verbal agreement was made to stop all penalty accrual as of January 3, 2024, due to the current level of compliance and the owner suggested that she would be able to pay the penalties on a payment plan; and

WHEREAS, on February 7, 2024, it was noted that all violations were abated by the owners:

WHEREAS, _____, has agreed to make a down payment in the sum of $_____ and to make monthly installment payments in the amount of $_____ each month as described herein;

WHEREAS, the Town of Stallings acknowledges receipt of the sum of $_____ as the down payment; and

NOW THEREFORE, the Town of Stallings agrees to the following payment schedule as described herein, and further states that failure to make the scheduled payments as required herein will result in the Town initiating a civil action in the North Carolina General Court of Justice for collection of the unpaid balance of penalties, which may include additional attorney fees, interest, court costs and other such relief as permitted by law.

SAMPLE

PAYMENT SCHEDULE
Payments are due not later than the date of each month as indicated below:

May 17, 2024,	**$400.00 (Down payment)**
June 17, 2024,	$400.00
July 18, 2024,	$380.00
August 19, 2024,	$380.00
September 18, 2024,	$380.00
October 18, 2024,	$380.00
November 18, 2024,	$380.00
December 18, 2024,	$380.00
January 17, 2025,	$380.00
February 18, 2025,	$380.00
March 18, 2025,	$380.00
April 18, 2025,	$380.00
	$4,600.00

SAMPLE

I, _____, do hereby acknowledge, agree, and promise to pay to the Town of Stallings, the total balance of $4,600.00 (Four Thousand Six Hundred Dollars and No Cents) as required in the terms of this Agreement and installment payments, without interest, in accordance with the payment schedule above.

In the event that any part thereof is not paid when due, I acknowledge and agree that the Town of Stallings will initiate a civil action in the North Carolina General Court of Justice for collection of the unpaid balance of penalties, which may include additional attorney fees, interest, court costs and other such relief as permitted by law.

WITNESS my hand this _____ day of _____, 2024.

_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name

State of _____
County of _____

I, _____, Notary Public of said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and Notarial Seal, this _____ day of _____, _____.

_____	_____
My Commission expires	Notary Public

Acceptance of agreement for the Town of Stallings

_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title and Department	Title and Department

SAMPLE

Fund Balance Policy

Purpose:
Maintaining appropriate levels of fund balance is an important aspect to ensuring the overall financial health for the Town of Stallings. This policy is intended to establish a minimum goal for unrestricted fund balance, identify the approach to maintain such levels and provide guidelines for the use of unrestricted fund balance.

Objective:
An adequate fund balance is necessary to support the following objectives:

1. Ensure sufficient cash flow to meet current and future obligations

2. Prepare for economic downturns and/or revenue shortfalls

3. Secure and maintain the highest credit and bond ratings

4. Provide funds for unforeseen emergencies, as well as unexpected and unbudgeted expenditures that may arise

Definitions:
Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.
An accounting distinction is made between the portions of governmental fund balance that are spendable versus non-spendable. Governmental Accounting Standards Board (GASB) Statement 54 separates fund balance into five classifications.

1. Non-spendable fund balance includes amounts that are not in a spendable form or are required, either legally or contractually, to be maintained intact. Examples include inventory, receivables and prepaid items.

2. Restricted fund balance includes amounts that can be spent only for the specific purpose(s) stipulated by law or external resource providers, such as grantors and/or creditors. Examples include funding restricted for streets (Powell Bill funds), drug forfeiture funding restricted for law enforcement, grants and debt.

3. Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town Council, the government's highest level of decision-making authority. Another formal action by the Town Council is required to change or lift the commitment.

4. Assigned fund balance includes amounts that are intended to be used for a specific purpose, but are neither restricted nor committed.

5. Unassigned fund balance is the residual classification for the general fund and includes all remaining funds that do not fall under one of the above classifications. The Town may also use the term unrestricted fund balance when referring to unassigned fund balance. This is the amount available for appropriation.

The General Fund is the main operating fund of the Town.
Enterprise funds, also known as proprietary funds, are used to account for business-type activities. The Town uses

an enterprise fund to account for storm water services. The fund balance or retained earnings of an enterprise fund is to be used for the operating purpose of said fund.

Guidelines:
The North Carolina Local Government Commission (LGC) is charged with overseeing the fiscal health of North Carolina municipalities and counties and has published recommended minimum thresholds for available fund balance based on a municipality's General Fund expenditures.

Total General Fund Expenditures	Minimum Available Fund Balance
Below $100,000	100%
$100,000 - $999,999	71%
$1,000,000 - $9,999,999	34%
Above $10,000,000	25%

The Town Council may elect to set a higher limit based on current operating needs of the Town, the individual fund and future funding needs.
The Town commits to maintain reserves required by law, ordinance and/or debt requirements.
The Town shall maintain an unrestricted fund balance of 34% of the most recently adopted budgeted expenditures for the General Fund and 50% or $1 million, whichever is greater, for enterprise funds.
These goals will be adjusted based upon updated recommendations from the LGC and any significant change in the Town's financial outlook.
If unrestricted fund balance falls below these levels, a plan shall be implemented to restore it within 36 months and included within the annual budget.

Use of Excess Fund Balance:
Should unrestricted fund balance exceed the minimum requirements established by this policy, the excess may be used for any lawful purpose, with priority being given to:

- One-time expenditures which do not result in recurring operational costs
- Unanticipated, unbudgeted expenditures that are necessary before the next fiscal year
- Additional costs for existing capital projects
- Capital projects/expenditures that may otherwise be burdensome to fund from an operating budget

Unrestricted fund balance shall not be used as a funding source for recurring operating expenditures to balance the budget. An adopted budget ordinance may include an appropriation of fund balance as a funding source for one-time expenditures only.

CPI-Based Salary Increase Cap

Purpose:

This policy establishes a cap on salary increases tied to the Consumer Price Index (CPI) to ensure fiscal responsibility while maintaining competitive employee compensation.

Policy Statement:

The Town of Stallings recognizes the importance of adjusting salaries to reflect changes in the cost of living based on the Town's Pay Policy. However, to maintain budgetary control, a cap will be applied to salary increases based on the annual CPI.

The maximum allowable salary increase tied to CPI will be capped at 5.0% per fiscal year, regardless of the actual CPI change. In cases where the CPI exceeds the cap significantly, Staff may review and consider temporary adjustments, subject to Council approval and budget availability.

Technology Reimbursement Policy for Stallings Town Council Members

Policy Statement: Stallings Town Council Members are eligible for a **$600 technology equipment reimbursement** per term to support administrative duties related to their official responsibilities contingent on the Town budgeting for the reimbursement each year.

Guidelines:

1. **Purpose**: The reimbursement is intended for the purchase or maintenance of technical equipment such as computers, tablets, or other necessary administrative tools.
2. **Eligibility**: Each elected official may claim reimbursement once per term. Beginning December 2025, the reimbursement must be used during the first year of the elected official's term. Furthermore, if a current sitting Council Member (as of March 2025) uses his reimbursement prior to December 2025, that Council Member would be ineligible to receive the reimbursement in his next immediate term (which would begin January 2025 or January 2027).
3. **Reimbursement Process**: Officials must submit receipts and a brief justification of how the equipment supports their duties. Reimbursement will be processed through the appropriate administrative office.
4. **Non-Transferable**: The reimbursement is for the official's use only and may not be transferred or gifted.

<u>Public Records Request and Special Service Charge Policy</u>
Adopted pursuant to N.C.G.S.§§ 132-1et seq. and § 132-6.2

(Ord. passed 9-14-2026)

Purpose and Authority:
This policy establishes the procedures of the Town of Stallings (the "Town") for responding to requests for public records under the North Carolina Public Records Act, N.C.G.S. §§ 132-1 et seq., and sets a uniform, objective methodology for imposing a special service charge under N.C.G.S. § 132-6.2(b) when a request requires extensive use of information technology resources or extensive clerical or supervisory assistance by Town personnel. This policy is adopted by the Stallings Town Council (the "Board") and applies to all Town departments, boards, and offices subject to the Public Records Act.

Definitions:

1. "Public record" has the meaning set forth in N.C.G.S. § 132-1, and includes documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form, made or received in connection with the transaction of public business by the Town.

2. "Custodian" means the Town Clerk or such other official designated in Section 3 as responsible for maintaining a given public record.

3. "Actual cost" means, for purposes of routine duplication, the direct, chargeable cost of reproduction as determined under generally accepted accounting principles.

4. "Special service charge" means the additional, reasonable charge authorized under N.C.G.S. § 132-6.2(b) for a request that requires extensive use of information technology resources or extensive clerical or supervisory assistance by Town personnel, or that requires a greater use of information technology resources than the Town has established for the volume of information requested.

Public Records Coordinator:
The Town Clerk shall serve as the Town's Public Records Coordinator ("Coordinator") and shall be the primary point of contact for receiving, logging, and coordinating responses to public records requests. Department heads shall promptly notify the coordinator of any request received directly by their department and shall provide reasonable assistance in locating responsive records. The Town Attorney shall be consulted on any request implicating an exemption, privilege, or pending or threatened litigation.

Fees for Copies of Public Records:
A requester may elect to receive copies of public records in any medium in which the Town is capable of providing them, and no request for a particular medium shall be denied on the grounds that the Custodian prefers another medium. N.C.G.S. § 132-6.2(a). Except as otherwise provided by law or in this policy, the Town shall not charge a fee for an uncertified copy that exceeds the Town's actual cost of making the copy. Absent a specific cost study adopted by the Board, the Town shall apply the following standard duplication rates:

Medium	Charge
Black and white paper copy, 8.5 x 11 or 8.5 x 14	See Town Fee Schedule
Color paper copy	See Town Fee Schedule
Electronic copy (e-mail or download)	No charge, unless a special service charge applies under Section 6
Copy to CD, DVD, or USB drive	Actual cost of the media
Certified	As provided by law for the applicable record

These rates reflect the Town's estimated direct, chargeable cost of reproduction and are not intended to recover staff review time, which is addressed separately in Section 5.

Special Service Charge:

1. When a Special Service Charge Applies:

In addition to the duplication charges in Section 4, the Town may impose a special service charge under N.C.G.S. § 132-6.2(b) when responding to a request for copies:

- requires extensive use of information technology resources by Town personnel; or
- requires extensive clerical or supervisory assistance by Town personnel to search for, retrieve, compile, flag, and prepare the records for production; or
- requires producing the record in a medium that results in a greater use of information technology resources than the Town has established for reproduction of the volume of information requested.

A special service charge may not include time spent by the Town Attorney or other staff conducting legal review, applying exemptions, or redacting confidential information, which the Town bears as its own cost of compliance.

2. Threshold and Rate:

The Town establishes the following objective, uniform criteria for calculating a special service charge, to be applied consistently regardless of the identity or purpose of the requester:

- The first four (4) cumulative hours of staff search, retrieval, compilation, and production time devoted to a request in a calendar month are provided without a special service charge.
- For time reasonably required beyond the initial four (4) hours, the Town will charge a rate of $60.00 per hour for clerical or administrative staff, and $85.00 per hour for information technology or supervisory staff, reflecting the Town's approximate average loaded hourly labor cost for personnel whose primary duties do not include fulfilling public records requests.
- If fulfilling the request requires the actual, out-of-pocket cost of information technology resources (e.g., licensing a third-party e-discovery or redaction tool, or contracting for forensic data extraction), that actual cost may be added to the special service charge.
- Multiple requests received from the same requester within a short period addressing the same or related subject matter may, at the Coordinator's discretion, be treated as a single request for purposes of calculating cumulative staff time.

3. Estimate and Advance Notice Before undertaking work reasonably expected to trigger a special service charge, the Coordinator shall provide the requester with a written, good-faith estimate of the anticipated charge. The requester may then elect to: (a) proceed with the request as submitted and pay the estimated charge; (b) narrow or modify the scope of the request to reduce or eliminate the charge; or (c) withdraw the request. The Town shall not begin the chargeable portion of the work until the requester confirms in writing how they wish to proceed. If actual costs are later expected to exceed the estimate by more than 10%, the Coordinator shall notify the requester and obtain approval before incurring the additional cost.

4. Payment The Town shall require a deposit of fifty percent (50%) of the estimated special service charge before beginning on the production or retrieving the records. Upon completion, the Town shall provide the requester an itemized statement of actual hours and costs and refund any overpayment or bill any shortfall consistent with the approved estimate.

The Coordinator will work with the Finance Department to generate an invoice for any remaining fees/charges. This invoice will then be sent to the requester electronically, by mail, or the requester may be notified via phone. Upon receipt of payment, the Finance Department will notify the Clerk's Office.

Should the requester fail to pay the fees/charges for their request within two weeks of notification, the Coordinator will close the request. The Coordinator will then instruct the Finance Department to cancel the invoice.

5. Release of Requested Records & Closure of Record Requests Once all invoices have been paid, the Coordinator shall release the records to the requester. Upon release of the requested records, the Coordinator will close the request.

6. Disputes A requester who believes a fee charged under this policy is unfair or unreasonable may, consistent with N.C.G.S. § 132-6.2(b), submit the dispute for mediation to the State Chief Information Officer or the CIO's designee. Participating in such mediation does not affect the requester's other rights or remedies under the Public Records Act, including the remedies available under N.C.G.S. § 132-9.

7. Records Not Required to Be Created Nothing in this policy or in N.C.G.S. § 132-6.2 requires the Town to create or compile a record that does not already exist, or to convert a record into an electronic medium in which it is not already kept. If the Town voluntarily elects to create or compile a record as a service to the requester, it may negotiate a separate, reasonable charge for that service with the requester. N.C.G.S. § 132-6.2(e). 9.

Miscellaneous

Grant Application Policy

Hearing Impaired Policy

Public Property Naming Policy

Social Media

Participation Policy for Government Agencies at Park and Recreation Events

Surplus Property Disposal Policy

Technology Use and Security

Policy Prohibiting Pornography on Town Networks and Devices

Vehicle Use Policy

Grant Application Policy

Purpose:
The purpose of this policy is to support creativity and innovation in identifying and addressing problems that cannot be resolved with existing resources but might be suitable areas for seeking grant funds while emphasizing the need for adequate transparency, planning and approval of the activities related to the procurement of grants that involve resources and personnel of the Town.

a) ***Definitions***

1. Funding Agency: Any external private or public entity to which the Town may make an application for financial assistance to fund a specific request with a defined term.

2. Grant: For the purpose of this policy, a grant is an award of financial assistance for which the Town, or a department thereof, is considering or has made an application to a public or private entity and is subject to requirements imposed by the funding agency. These requirements include, but may not be limited to, implementing an agreed upon program, being accountable for the use of those funds awarded to the Town to accomplish said program, and providing cash or in-kind matching funds or other contribution of Town resources.

b) ***Overview***

1. It is the practice of the Town to be proactive in its pursuit of supplemental funding sources.

2. Town staff should identify problems that cannot be solved with current resources, engage in broad-based planning to address those problems, and carefully consider whether grants are an appropriate resource to pursue, given their temporary nature.

3. Activities or items funded, in whole or in part, with grant money are not independent of Town operations and budgetary considerations and therefore the application for or pursuit of grants should not be performed simply in reaction to a notice of availability of funds, whatever the source.

4. It is imperative that Council is aware of the potential pursuit of a grant prior to the application for said grant so that Council can understand the financial and conditional implications of the grant and concur with the reasoning for the grant prior to application to ensure that undue effort is not expended and positive relationships with granting agencies are maintained.

Procedure:

1. When a Town department or staff member identifies an opportunity, which can be addressed or a problem that can be solved with grant funds, they should take the following steps:
   - Develop a short business case which includes at a minimum:
     - A description of the opportunity or problem to be addressed by the grant.
     - The amount of the grant.
     - The term or duration of the grant.

- The name of the granting agency.
- The amount of matching Town funds or effort, if any, to be used in conjunction with grant funds.
- Any recurring costs, not considered matching funds, related to acceptance and implementation of the grant that will be the responsibility of the Town during and/or after the term of the grant; and
- Any condition(s) of the funding agency of the grant that the Town must meet in the event of the grants award to the Town.

2. Present the business case to the Town Manager for approval.

3. The Town Manager, upon approving the business case developed and presented above shall approve whether the submittal of a grant application should proceed or if the Town will participate if another entity is initiating the grant. The Town Manager is authorized to approve submitting grant applications and accepting grants, if awarded, on behalf of the Town up to $50,000. This authority is permitted if the grant meets all the following conditions:
   - Matching funds are appropriated, or the grant does not require matching funds.
   - The Town will not be required to otherwise commit resources or maintain any services after the end of the grant period, in excess of $20,000 annually.
   - No position will be added with the grant.
   - No vehicles will be added to the Town fleet replacement schedule as a result of acceptance of the grant.

The Town Manager will notify the Town Council of the grant application at the next Council meeting and, upon receiving approval or disapproval of the grant(s), shall notify Town Council at the next scheduled regular meeting or otherwise through standard reporting processes such as monthly staff reports. The Town Manager and appropriate staff are authorized to execute all required documents associated with grants accepted under this provision. When an application is submitted, the Finance Director will be informed to ensure development of appropriate budget amendments if necessary.

4. Council shall approve or deny the request to apply for the grants that do not meet the criteria noted above. If an application deadline will pass before bringing the item to the Council, then the application, if approved by the Town Manager, should be submitted to avoid missing the deadline and then brought forward for the Council's consideration after the grant has been submitted.

5. Receipt of grant funds does not exempt Town personnel from conducting grant funded activities in accordance with Town policies and procedures which govern fiscal processes, hiring of personnel, employee travel, etc. Regulations and reporting requirements of the funding agency are in addition to, not replacement for, Town policies and procedures.

Hearing Impaired Policy

Purpose:
This Policy explains the procedure for providing accommodations for the hearing impaired for any public meeting held by the Town. This Policy is in place to assist in providing guidelines and information to those citizens requiring a sign language interpreter, enabling equal access, effective communication and full participation in society.

Procedure:

a) ***Notification***
   1. The North Carolina Division of Services for the Deaf and Hard of Hearing (DSDHH) recommends that the Town require a seven (7) day advanced notice to the Town Clerk of the need of a signing interpreter. Upon notification, the Clerk will make arrangements to provide an interpreter for the meeting.

b) ***If Advanced Notice is Not Provided***
   1. The Clerk will maintain contact information for two (2) interpreters and will make an attempt to obtain their services. Should either or both interpreters be unavailable, the Clerk will provide a seat next to him or her for that individual to read the notes made on the Town computer during the meeting, as recommended by DSDHH.

c) ***Transcript of Meeting***
   1. The Clerk will provide a copy of the draft minutes upon completion when requested by the hearing impaired with the understanding that, until approved, they are draft minutes only.

d) ***Amendment Procedure***
   1. This Policy may, from time to time, be amended by a majority vote of the Town Council at a regularly scheduled Council meeting.

e) ***Effective Date***
   1. This Policy shall take effect immediately following a majority vote of the Town Council at a regularly scheduled Council meeting.

Public Property Naming Policy

Purpose:
The Town Council (herein referred to as Council) believes that the naming of public property such as buildings, parks, squares and greenways is a matter of great importance and deserves careful and deliberate consideration. The Council, therefore, establishes this policy to establish a systematic, objective and consistent methodology for the naming of Town-owned property.

a) ***Overview***
This policy shall apply to all Stallings Town owned property subject to the care, custody and control of Council, or their designated authorities. Such property is comprised of all the real estate and personal property owned by the Town of Stallings.

b) ***Policy***
When considering the naming of any public property or portion thereof, Council may consider the following guidelines:

1. Priority should be given to names carrying geographical, historical or cultural significance to the area in which the property is located or to the Town, as a whole.

2. Property may be named after an individual when the individual has a historical association with the property, with the area in which it is located in the Town as a whole, or where the individual played a leadership role in the Town, such as through distinguished service in the military, law enforcement, firefighting or public service. Quality of contribution in these areas shall be considered along with length of service.

3. Naming of public property to honor individuals or families should be based on the following criteria where the nominee has:
   - Made lasting and significant contributions to the protection of natural or cultural resources of the Town;
   - Made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility;
   - Made substantial contributions to the advancement of commensurate types of recreational opportunities with the Town;
   - Been associated with a significant economic development or redevelopment activity;
   - Had a positive impact on the lives of Town residents; and
   - Has volunteered for ten (10) or more years of service to the community.

4. Naming of public property to honor an individual who has served as an elected Stallings Official or as a Town employee shall occur after the person has separated from Town service and should be based on the following criteria where the nominee has:
   - Made contributions over and above the normal duties required by their position;
   - Had a positive impact on the past and future development of programs, projects, or facilities in Stallings;
   - Made significant volunteer contributions to the community outside the scope of their job;

- Had exceptionally long tenure with the Town; a minimum of ten (10) years;
- Significant public support for a memorial to the Town official or Town employee on the occasion of their death or retirement; and
- Been retired, as a Town employee, or out of elected office, as an elected official, for no less than five (5) years.

5. Property may be named after an individual or organization that has made significant financial or civic contributions to the Town, or has made a direct financial grant to the Town for purposes of developing a particular property.

6. Names should be chosen in a manner that avoids duplication, confusing similarity or inappropriateness.

7. All costs including staff time, labor and materials associated with the installation of plaques, monuments and/or replacement of signs resulting from this policy will be borne by the Town.

Procedure:
Requests for the naming of any public property, or portion thereof, may come to Council from any Town official, Department Director or member of the public. The request shall be in writing.

1. The individual making the request shall submit a Letter of Request to the Town Clerk. The Letter of Request shall contain at a minimum:
   - A narrative statement detailing the nominee's history, significant contribution to Stallings and the reasons that the nominee deserves to have a public facility named after them;
   - The name, address and telephone number of the individual submitting the request; and
   - Any additional supporting information such as photographs, testimonials or newspaper articles which positively represent the character and contribution of the nominee.

2. The individual making the request shall make a presentation to Council to advocate and defend the request.

3. Upon receipt of a Letter of Request, or upon a consensus of the Council to name a particular property or portion thereof, Council shall make an announcement at a scheduled public meeting.

4. Prior to voting on the naming of public property, the Council may solicit the advice of surrounding property owners, residents, affected parties, other Town officials or anyone else that Council believes can contribute meaningful input.

5. To provide for an opportunity to receive input from appropriate sources, Council will delay making a decision until at least the next regularly scheduled meeting after the meeting at which the Letter of Request was received.

6. The naming of any property, or portions thereof, shall require a majority vote of the Council members present.

7. This policy is only a guide and nothing herein shall be construed so as to limit Council's authority to use its discretion based on the facts and circumstances surrounding a particular issue.

8. Under extraordinary circumstances, and when it would cast a negative image upon the Town, any Town-owned property named in honor of an individual, family or group may have such naming revoked at the discretion of the Town Council. This policy may be amended or rescinded by the Council by majority vote.

Social Media

Purpose:
The Town recognizes the value in and encourages the use of social media to further the goals of the Town, the missions of its departments and public bodies, and to contribute to the overall vibrancy of its community and the participation of its citizens.

The Town will use social media tools and portals for public service and promotional announcements for Town-sponsored events, programs, and activities to augment the use of other mediums.

Procedure:

1. Those designated and authorized to provide content to Town social media sites do so with the understanding that they are representing the Town via social media and must conduct themselves at all times as representatives of the Town.

2. Information posted to Town social media sites is public information, and there should be no expectation of privacy in regard to the information posted on Town social media outlets.

3. Users are expressly prohibited from disclosing any private information via Town social media.

4. Town elected officials and employees are discouraged from using personal social media accounts to comment on, or to post information to, Town social media sites.

5. All social media site comments and posts by Town officials, staff, employees, volunteers and appointees on Town social media sites or portals are subject to NC General Statutes' Public Records Law, Open Meetings Law, and all other applicable laws, rules, policies, charter provisions and regulations.

6. Only Town information and content developed by those employed, elected or appointed to the Town will be communicated via the Town's social media portals.

7. Any Town employee, staff member, elected or appointed official desiring to communicate information regarding a Town service, event, or program through Town sponsored social media shall develop the content in a concise, professional and meaningful format.

8. The individual creating the content to be communicated through Town social media shall submit the content to be communicated to the Town Public Information Officer (PIO).

9. The Town Communications Officer or his/her designee shall oversee and approve all social media content to be communicated through Town social media prior to transmission. It is the responsibility of authorized Town staff to ensure that information communicated by means of Town social media portals is accurate, up-to-date and appropriate.

Participation Policy for Governmental Agencies at Parks and Recreation Events

Definition:
Governmental Agencies: As defined by NCGS 143-318.10 (b), a "public body" includes any elected or appointed authority, board, commission, committee, council, or other body of the State of North Carolina or County of Union.

Policy Guidelines:

1. Nature of Participation: Governmental agencies must remain nonpolitical in their participation. Their role is to provide information to citizens about various programs, service or volunteer opportunities within the community.

2. Request Process: Governmental agencies wishing to participate in Town of Stallings events must submit a written request 60 days prior to the event to the Parks and Recreation Director. The request must include:
    - The agency's purpose for participating
    - Materials to be distributed
    - How the participation aligns with the event's goals

3. Regulations: Governmental agencies and their vendors must comply with all terms, conditions, and regulations outlined in the Town of Stallings Event Contract.

4. Participation Limitations: A maximum of two (2) governmental agencies may participate in Stallings Fest, Spring Spectacle, Stalloween, and Christmas in the Park. If more than two (2) governmental agencies apply, selection will be based on relevance to the event's theme, community needs, and equitable rotation among agencies to ensure diversity and representation. This selection will be made by the Parks and Recreation Director along with input from the Community Committee.

5. The fee for governmental agencies to participate in Town events is $25 per event.

Exemptions:
Governmental agencies directly associated with the Town of Stallings shall not be subject to the provisions outlined in the policy.

Surplus Property Disposal Policy

Purpose:
The purpose of this policy is to establish comprehensive guidance to ensure that the disposal of Town owned surplus property is accomplished efficiently, economically, properly and legally and to ensure that all property disposals are properly authorized, documented and auditable.

a) ***Definitions***

1. Personal Property: Property which can include any asset that is moveable and is not fixed permanently to any one location such as land or buildings and is not considered real estate.

2. Durable: An item which is designed to be used repeatedly and has a useful life greater than one year.

3. Expendable: An item which is subject to use or consumption and/or is not worth salvaging or reusing.

4. Non-expendable: Items such as equipment, instruments, and tools that are not consumed, and which retain their original identity and characteristics during their useful life.

b) ***Overview***

1. This Policy shall govern the disposal of any Town owned property which is considered to be personal property, durable goods or non-expendable inventory regardless of estimated fair market value or original purchase price.

2. The Town is empowered by NC General Statutes 160A-266 (c) to establish procedures for disposing of personal property valued at less than thirty-thousand (30,000) dollars for any one item or group of similar items.

3. In the event of any conflict between this Policy and the NC General Statutes, the General Statutes shall control. To the extent any provisions of this policy exceed the requirements of applicable laws; such provisions shall be deemed as local policy and guidance and shall confer no additional rights on third parties.

4. The Town Manager may discard any personal property that:
   - Is determined to have no value;
   - Remains unsold or unclaimed after the town has exhausted efforts to sell the property using the procedures in NC General Statute 160A-266; or
   - Poses a potential threat to the public health or safety.

Procedure:

1. When appropriate, the Town Manager, or staff, shall identify Town owned personal property items that are no longer of use to the Town and are appropriate to be disposed of through sale or exchange.

2. The Town Manager shall identify the best market or venue to use, private or public, including but not limited to GovDeals.com, to sell or exchange the property to be disposed of.

3. The Town Manager will make every effort to secure a fair market value for the property being disposed of.

4. Upon sale or exchange, the Town Manager shall:
   - Transfer the title to the property to the recipient;
   - Keep a record of the property sale or exchange and such record shall include:
     - description of the property sold or exchanged;
     - The name of the person or organization to whom the item was sold or exchanged;
     - The date of the transaction; and
     - The amount of money or other consideration received by the Town for the sale or exchange.

5. The Town Manager shall ensure that any funds received for the sale of Town owned personal property is properly deposited into the proper Town bank accounts.

6. The Town Manager shall report on a quarterly basis any Town owned property that was disposed of in accordance with this policy. Said report shall include the information maintained in above.

Technology Use and Security

Purpose:
The purpose of this policy is to establish comprehensive guidance for the proper use of, and security for, Town-owned, leased, contracted or used technology devices and the associated data which may be stored on, or transmitted through, such devices.

This policy shall provide guidance for the use of Town technology and devices to include but not limited to: cell phones; smart phones; iPads; tablets; desktop and laptop computers; computer networks; email systems; internet usage; Town social media portals; portable media devices; and, any related or associated technology not explicitly listed.

a) ***Definitions***

1. Private Information: Private information includes information that is protected by the NC General Statutes or other regulatory agencies. This information may include, but is not limited to:
   - Social Security Information;
   - Tax ID Information;
   - Credit Card Information;
   - Bank Account Information;
   - Driver's License Information;
   - Criminal Justice Information; and
   - Addresses, phone numbers or employee personnel file contents not considered public information.

2. Portable media device: A portable media device shall be defined as, but not limited to, portable hard drives, CDs, DVDs, jump drives, flash drives, memory sticks, SD memory cards, etc.

3. Users: Town staff and employees, elected officials, committee members and service providers who have access to or use Town-owned, leased, contracted or used technology and devices designated for Town work.

b) ***Overview***

1. This policy shall cover the distribution and use of all Town-owned, leased, contracted or used technology and devices designated for Town work performed by Town elected officials, staff, employees, volunteers and appointees.

2. Mobile devices can enhance the operational effectiveness and efficiency of those doing the Town's work while away from the office. The Town supports the use of mobile devices for appropriate business purposes.

3. The Town has an overriding interest in deciding what is published on behalf of the Town through social media outlets and in establishing guidelines for the use of social media for consumption by the general public.

Procedure:

a) ***Phones and Mobile Devices***

1. Provision of a mobile device is not considered an entitlement or granted as a benefit.

2. Mobile devices shall be issued only to those employees with a demonstrated need.

3. The Town Manager is responsible for authorizing the distribution of cellular phones and/or mobile devices.

4. The Town Manager is responsible for authorizing staff to take their Town issued cellular phones and/or mobile devices home after hours.

5. The Town Manager, or their designee, is responsible for managing the wireless voice service and text messaging service plan(s) and shall make every effort to ensure that the respective plans stay within budget and that charges are appropriate.

6. Users have the responsibility to use all Town-owned, leased, contracted or used technology and devices with prudence and reasonable care. The Town will replace devices damaged in the course of conducting Town business. However, all other loss or damage is the responsibility of the device user and replacement costs will be recovered from the user.

7. Use of cell phones and/or mobile devices shall be for official Town business use.

8. The Town Manager shall review copies of monthly bills to ensure that cell phones and/or mobile devices are used appropriately and the Town is being reimbursed for any use that cannot be identified as official Town business which results in additional expense to the Town.

9. Users may be requested to review the invoices for the cell phone and/or mobile device assigned to them and should be prepared to justify the calls listed on the invoice.

10. Any extra charges on the monthly billing statement that are for business use shall be signed off as such by the user.

11. Any misuse of cell phones and/or mobile devices shall be addressed immediately upon discovery.

b) ***Computer and Laptop Devices***

1. User access to the Town's computers, networks, internet services and e-mail services is to aid the user in the performance of their official Town business responsibilities.

2. The level of access users have to computers, networks, internet services and e-mail services is based upon specific business requirements.

3. Users must have approval of the Town Manager in order to gain access to the Town's computers, systems or services.

4. Users shall not disable or circumvent any software or controls intended to safeguard Town technology resources.

5. Users shall not install, or attempt to install, on any Town computer or system, any unauthorized, unapproved or personally owned software, shareware or applications.

6. Users must protect all unattended technology resources and promptly report any suspicious activity that may affect information security, or which results in the loss or theft of a device containing Town information to the Town Manager.

c) ***Email and Internet Use***

1. E-mail has been provided to assist and enhance communication.

2. Users shall only access their Town-provided email accounts using an e-mail program approved by the system administrator.

3. Email attachments are a common method of spreading viruses. Viruses can be transmitted simply by opening an infected email. Every email attachment should be treated as suspect and should not be opened without first confirming its legitimacy and content with the sender.

4. Users should not open any attachment that is in the form of an executable file. An executable file is a file that will run a program on the computer.

5. Internet access is provided primarily for activities related to a user's specific Town responsibilities.

6. Only Town installed and approved internet browsers will be used to browse internet websites from Town provided devices and computers.

7. Users should exercise caution when browsing websites including sites received in, or linked from, e-mail. Viruses can be transmitted simply by navigating to a site that is designed to transmit viruses to others.

d) ***Data Security***

1. In all cases, the responsibility for protecting the Town's data, and in particular private information, rests with those who have access to and/or handle the technology and information data systems. This responsibility includes persons who routinely and appropriately access data during the course of business, those who by the nature and scope of their jobs have access, and to everyone who, by physical proximity to users, have the ability to see sensitive or private information.

2. Users must make every effort to ensure that private information is not improperly disclosed and that Town information that is shared with authorized third parties is properly secured.

3. On any occasion where private information needs to be accessed, transported, or stored on a device that is outside the Town's firewall, the information must be encrypted.

4. Passwords and credentials used to access Town data and systems will be strong, individually owned, changed frequently, always transmitted and if externally stored encrypted, protected and never disclosed to anyone who does not have the need to know.

5. Users are accountable for the security of their user ID's and passwords, and for all actions performed by their user accounts. This includes ensuring password protection or user authentication when using a mobile device that accesses Town applications or resources. Any activity performed on a mobile device or workstation under a user's login ID is presumed to be performed by that user and is the responsibility of that individual.

6. Technology resources, and the data on them, are the property of the Town and are to be used for Town business purposes. Upon termination of Town employment, contract, service or agreement, personnel must return all equipment, software, and information, whether in electronic form or otherwise and the password(s) on those devices changed.

7. Personal use of the Town's data is not permitted.

8. Town private data shall not be accessible, or delivered, to any outside entity or vendor unless a current Non-Disclosure Agreement (NDA) with that entity or vendor has been signed, or unless the private components of the data has been redacted or expunged prior to the entity or vendor receiving it. The Town Manager is responsible for ensuring that a current and signed NDA is on file prior to transmitting Town Private data to any outside entity or vendor.

e) ***Portable Media Devices***

1. As a measure to prevent the introduction of malicious software or viruses into the Town's IT infrastructure, personally owned portable media devices will not be inserted or attached to any Town-owned desktop, laptop or handheld device.

2. If a portable media device is distributed by the Town to any user and that user attaches or inserts that portable media device to any non-Town computer or device, that portable media device will not be inserted or attached to any Town-owned desktop, laptop or handheld device thereafter.

f) ***Personal Use***

1. In recognition of the need for some employees to take care of occasional personal matters, limited personal use of Town-owned equipment is permitted, provided it does not interfere with Town business or incur additional costs for the Town.

2. Personal use of the Town's computers, networks, internet services and e-mail services is permitted so long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. Such personal use must be consistent with appropriate professional conduct. Employees are reminded that all

personal use must comply with this policy as well as all other procedures, regulations and laws. Employees are further reminded that all use may be monitored and inspected.

3. While some incidental personal use of Town-owned, leased, contracted or used technology resources is acceptable, such incidental use is not a right, and:
   - Must never interfere with the Town's business;
   - Is infrequent and brief;
   - Does not have a negative impact on overall staff productivity;
   - Does not interfere with the normal operations of a staff member's department or work unit;
   - Does not result in any additional expense to the Town;
   - Should not adversely affect technology resources, disk space, and network bandwidth;
   - Does not compromise or embarrass either the Town, its residents or its staff in anyway;
   - Does not contravene other elements of this policy; and/or
   - Serves the interests of the Town by allowing staff the flexibility to address important personal matters that cannot be addressed outside of work hours or without leaving the workplace.

g) ***Prohibited Uses***

1. The following uses of Town-owned, leased, contracted or used technologies or devices are prohibited:
   - Any use of the Town's equipment or services for private financial gain, commercial advertising or solicitation purposes;
   - Using, accessing, storing or transmitting pornographic, obscene, sexually explicit, or other inappropriate materials;
   - Using, accessing, or transmitting offensive, threatening, discriminatory, harassing, racial or hate type language or images;
   - Using or accessing any non-business streaming media;
   - Circumventing user authentication or security of any host device, network or account;
   - Attempts to discover another's password (e.g. decryption), except when authorized by the Town Manager;
   - Unauthorized reading, deleting, copying, modifying or printing another staff member's email except when authorized by the Town Manager;
   - The use or distribution of unauthorized software in the course of performing Town business;
   - Soliciting or disseminating information and/or data for political, religious, or other non-business uses not authorized by the Town;
   - Generating unsolicited bulk email (spam) unless for a specific Town purpose;
   - Aiding in the collection of email addresses for any unauthorized purpose;
   - Accessing data for which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties;

- Distributing promotional announcements for events, charities or outside organizations in which the Town has no official interest or sponsorship; and
- Engaging in any activity that is illegal under local, State or Federal law or which violates this or other Town policy.

h) ***Privacy***

1. Users shall have no expectation of privacy in the use of any Town provided technology resources, including Town issued or paid mobile phones. Information systems and the data on them are the property of the Town and are to be used for Town business purposes.

2. All electronic communications sent, received or stored on Town technology resources are considered Town property and may be read at any time. Any Town data and electronic communication are subject to the NC General Statutes public records law and may be provided to third parties in order to comply with this law.

i) ***Violations***

1. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment in compliance with the Town's personnel policy or employment contract as appropriate.

2. Appointees and volunteers found in violation of this policy may be subject to removal from their Town position or appointment.

3. Elected officials found in violation of this policy may be subject to private or public admonishment and/or may be asked to resign their office.

Policy Prohibiting Pornography on Town Networks and Devices

Definition:
House Bill 971/North Carolina General Statute 143-805 requires all public agencies to adopt a policy governing the use of it network and devises owned, leased, maintained, or otherwise controlled by the Town of Stallings.

Purpose:
The Town of Stallings prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

Policy Guidelines:

1. No employee of the Town of Stallings, elected officials, or Town appointees shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained devise, or a privately owned or controlled device.

2. No employee, elected official, or appointee of the Town shall view pornography on a devised owned, leased, or maintained or otherwise controlled by the Town.

3. Each year, and no later than August 1st, the Town shall report information required in NCGS 143-805 to the State Chief Information Officer.

4. This policy shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS 143-805(d).

5. The terms used herein shall be defined as set forth in NCGS 143-805(g).

6. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained or otherwise controlled by the Town shall remove, delete or uninstall the pornography no later than January 1, 2025.

7. Any employee of the Town who violated any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.

8. Any appointee of the Town who violates the provision of this policy shall be subject to removal by the Town Board.

9. Any elected official who violates any provision of this policy shall be subject to censure proceedings.

Vehicle Use Policy

Purpose:
The Town may issue a take home vehicle as defined by the guidelines in this policy. All vehicles are the property of the Town and may be assigned to all sworn law enforcement personnel and specific civilian positions as deemed necessary by the Town Manager. The purpose of this policy and procedure is to establish uniform vehicle use guidelines for all employees and elected officials concerning the assignment, temporary use, or one-time use of any Town vehicle.

Procedure:

a) ***General Requirements***

1. Town-owned vehicles are to be used primarily for official Town business only. Personal use is permitted based only by approval from the Town Manager. When conducting Town business off-site, vehicles may be used to travel to a nearby restaurant for lunch where the cost/benefit in time in traveling to the office for a personal vehicle would not be in the best interests of the Town.

2. Vehicle privileges listed in the benefits of any contract employee will supersede this policy when there is any conflict between the two. All requirements concerning proper usage and reporting accidents are still valid for contract employees.

3. Employees and elected officials driving Town vehicles are required to have a current driver's license as required by North Carolina state law, regardless of whether the employee drives the vehicle on a regular, partial, or other basis. Employees and elected officials are not to drive vehicles if they are using alcoholic beverages or prescription and/or non-prescription drugs which can impair driving ability.

4. Only Town employees and elected officials and individuals on official business are to ride in Town-owned vehicles. Exceptions may be granted by the Town Manager. Vehicles are not assigned, nor shall they be used for the convenience of the employee with regard to transportation needs or other non-business activities.

5. Employees shall utilize the utmost care in operation of their vehicles and shall require passengers to wear and properly secure their seat belts.

6. Alcoholic beverages are not permitted in Town vehicles at any time. Lawfully confiscated alcoholic beverages may be transported by law enforcement personnel only.

7. All gasoline purchases, repair, and maintenance shall be paid for by the Town.

8. All other federal, state, and local driving laws shall be followed without exception.

b) ***Take Home Vehicle Assignment***

1. An employee assigned to a vehicle may commute to and from work to the employee's residence if the employee's residence is no more than fifteen (15) miles for

Administrative personnel and twenty-five (25) miles for Police personnel outside the Town limits with the vehicle not traveling outside North Carolina. The employee's residence is defined as the residential address recognized by the Town as the said employee's physical address.

2. Any employee who lives greater than the fifteen (15) miles for Administrative personnel or twenty-five (25) miles for Police personnel from the Town limits or outside North Carolina the employee must arrange to have their vehicle parked at a location approved by the Town Manager. The location must be within the fifteen (15) miles for Administrative personnel or twenty-five (25) miles for Police personnel threshold and will preferably be a police department, town hall, or other government facility. If no such location can be found, the Town vehicle will be left at the Town Hall parking lot. Once a location has been approved, written authorization from the approved location must be obtained by the employee and presented to the Town Manager. The employee may then leave the assigned vehicle for said residential commuting purposes at the approved location only. If the employee's recognized residential address should change and is still outside the fifteen (15) miles for Administrative personnel or the twenty-five (25) miles for Police personnel threshold or outside North Carolina, the approved location may be re-evaluated if it benefits the town.

3. If an employee either cannot find a suitable place to park the car or chooses not to use the car as a take-home vehicle, the employee shall receive no compensation or benefit allowance.

4. Employees hired before March 25, 2013 shall be allowed to live up to thirty-five (35) miles from the Town limits while still having the right to drive their vehicles home as listed in above. The grandfathering of existing employees is conditioned upon the current residence and commuting miles as of March 25, 2013. No existing employee as of March 25, 2013 will be allowed to receive grandfathering status if they move from their current recognized place of residence to a new place of residence outside the fifteen (15) miles for Administrative personnel or twenty-five (25) miles for Police personnel limit or outside North Carolina. This includes changes in residence which are currently outside the fifteen (15) or twenty-five (25) mile limit but result in a greater commute. Any employee qualifying under this provision will revert to the fifteen (15) miles for Administrative personnel and twenty-five (25) miles for Police personnel limit if they leave employment with the Town and later return to work for the town.

c) ***Take Home Vehicle Use***

Operators of vehicles must comply with IRS requirements applicable to take-home vehicles.

1. Vehicles are to be driven directly to work and directly to the employee's residence after work; however, employees may make incidental stops which do not add significant time, mileage, or cost to the Town. These stops should be kept to a minimum. {"De minimis" (very small or trifling matters) stops en route from residence to workplace for personal business are not prohibited by the IRS.} Any deviation from this restriction for non-Town related business to and/or from work must be approved by the immediate supervisor for the police department and by the Town Manager for non-police department employees.

2. All Administrative employees will use an Auto Mileage Log provided by the Town. This requirement excludes Sergeants and Officers assigned to a patrol squad. All other administrative police personnel and Town personnel who are assigned a take home vehicle are required to record into the Auto Mileage Log each time the vehicle is used for non-Town related business, including commuting miles from the town limits of Stallings to and from the recognized residential address.

3. Adverse weather conditions may occasionally dictate use of the vehicles. The department head for employees will determine any restrictions due to inclement weather conditions.

d) ***Accidents Involving Town Vehicles***

When any employee operating a Town vehicle becomes involved in any type of accident which involves property damage, personal injury, or damage to any Town vehicle or to a private citizen's vehicle, the supervisor on duty shall be immediately notified for police department employees. The Town Manager should be notified for the non-police department employees. An internal Town Accident Report should be filled out for every accident involving a Town vehicle.

1. If an accident occurs inside the town limits of Stallings, the NCSHP shall be contacted to investigate the accident.

2. If the accident occurs outside Stallings, the NCSHP or the original agency with jurisdiction shall be called to investigate the accident.

3. A Town Police Department shift supervisor may investigate an accident that occurs inside the Town limits involving a Town vehicle under the following circumstances:
   - A single vehicle accident involving an animal; and
   - An accident that has property damage under the reportable limits.

4. Photographs should be taken if at all possible by the supervisor/employee and attached with the wreck/Town Accident Report.

5. The supervisor and members involved are not to discuss at any time which party is or may be at fault. All discussions and opinion statements are prohibited, other than with the investigating officer/agency.

e) ***Disciplinary Actions***

1. The privilege of assignment of a take-home vehicle can be revoked at any time by the Chief of Police or the Town Manager.

2. The privilege of assignment to a take-home vehicle can be revoked as part of any disciplinary action taken against any employee by the immediate supervisor after consulting with the Command Staff (Lieutenant or higher for the PD, Town Manager for the Town's staff).

3. Any officer who has been involved in two or more motor vehicle accidents within a twelve (12) month period that are deemed to be the officer's fault may lose the privilege to use a take-home vehicle for an amount of time specified by the Chief of Police.

f) ***Conservation of Fuel***

The following fuel conservation guidelines shall be implemented and adhered to by all personnel where applicable.

1. Each employee operating a town vehicle must ensure that the vehicle is in proper operating condition at times. The employee must ensure that the following work is completed on a timely basis:
   - Proper tune-ups at regularly scheduled intervals;
   - Proper tire inflation;
   - Front-end alignment;
   - Oil change at regularly scheduled intervals; and
   - Clean air filter proper brakes.

2. Employees shall promote conservation by maintaining a vehicle in peak operating condition at all times in order that fuel consumption can be reduced:
   - Officers will reduce vehicle idling time and long idle time when possible;
   - All employees shall drive at or below posted speed limits at all times except in the answering of emergency calls by sworn law enforcement officers, at which time the vehicle must be operated in accordance with the Stallings Police Department Policy and Procedure manual;
   - When possible, pick up and transport more than one prisoner to the magistrate's office to reduce trips; however, personal safety is NOT to be sacrificed for fuel economy;
   - Practice safe driving and fuel economy at all times;
   - Officers on patrol shall park and shut off the engine for fifteen (15) minutes each hour whenever practical. During this fifteen (15) minute shut-off time, the officer is encouraged to visit business establishments, execute foot patrols, observe school districts, potential trouble spots, or do reports. Compliance with this policy is important to conserve fuel and to promote public relations; and
   - Officers conducting traffic checkpoints shall not leave the motor idling for long periods of time unless the vehicle is being used as a warning device.

Travel & Training

SECTION I. GENERAL

Applicability
The intent of this policy is to provide Town departments and employees with guidelines for payment and reimbursement of travel expenses pertaining to official travel. All employees of the Town are subject to this policy. This revised policy is effective February 10, 2026, superseding all previous editions of and directives related to subject policy.

Employee Responsibility
Town employees may have authorized travel expenses paid for or reimbursed by the Town. Under no circumstances may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed from a non-Town source.

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and using personal funds. Employees will be held personally responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.
Violations of this policy can result in disciplinary action up to and including recommendations for dismissal from Town employment. Willful violations may result in criminal prosecution.

SECTION II. DEFINITIONS

Authorizing Individual – The Department Head is responsible to approve or disapprove requests for travel reimbursements and training expenditures. Department Heads and Assistant Town Manager's travel requires approval by their immediate supervisor.

Car Allowance – A stipend paid to qualifying Town employees or other individuals to compensate those employees for local mileage traveled in a personal vehicle in lieu of submission of a Mileage Reimbursement Form.

Common Carrier - Commercially scheduled airplane, rail, bus, or taxi.

Conference - Formal gathering to conduct Town business and exchange information for which registration fees may be paid.

Duty Station - The job location at which the employee spends the majority of his or her working hours or the point at which the authorized travel originates.

Excess Expenses/Costs - Any travel expenses/costs that exceed the limitations set forth in this policy.

Local Travel - Any official business travel that would have a round trip of less than 30 miles from the employee's primary position assignment location to another destination and back. Multiple destinations within one travel event do not add together to become one round trip for the purposes of this definition. For example, an employee leaves Town Hall and travels to park facilities for a total of 32 miles. This is still considered local travel as the round-trip mileage from Town Hall to any one of the destinations and back is less than 30 miles.
Other Expenses - Refers to a line item on travel reimbursement form where expenses not otherwise categorized should be recorded.

Town Employee - Any non-elected individual who is paid on the Town payroll system.

Town Funds - Any funds deposited with the Town.

Town Manager – The Town Manager of the Town of Stallings or his or her designee.

Transportation Expenses - Includes personal automobile, taxi, ride share, bus, train, airplane auto rentals, tolls and parking fees.

Travel - All activities involving expenses for transportation, lodging, meals, or other eligible expenses authorized to be paid from Town funds or which involve Town vehicles for transportation.

Travel period - The time spent away from the duty station on Town business.

Willful Violations - Excess costs such as indirect routes, luxury accommodations, and services unnecessary or unjustified in the performance of official Town business.

SECTION III. GENERAL GUIDELINES

The appropriate Authorizing Individual must approve all travel prior to any expense or obligation being incurred. Following travel, the final reconciled travel expense reports shall be filed with the Finance Department within seven (7) working days after the end of the travel period. Reimbursement requests for travel in the month of June shall be submitted no later than the 25th of June.

Travel Authorization

Employees shall complete and submit a Travel Authorization and Expense Report for approval to their appropriate Authorizing Individual. Approval will be based upon need, cost/benefit of travel and the availability of sufficient unexpended funds. An approved copy of the form shall be submitted with another Travel Authorization and Expense Report upon return from travel. For all employees, certain costs require advance approval by the Town Manager:

- Estimated Lodging costs of $250 or more per night (before taxes and fees.)
- Three (3) or more departmental staff attending the same overnight event.
- Travel and training expenses totaling $2,000 or more for a single employee

International travel or travel outside of the continental United States is not permitted without Town Council approval.

Travel Expense

Accommodation, common carrier transportation fares, and registrations may be paid in advance by the Town or directly by the employee but should not be billed to the Town except in extenuating circumstances. A Town issued purchasing card may be utilized for all non-meal-related travel expenditures when applicable in accordance with the Town's policies and procedures. All other travel costs are to be paid directly by the employee. The employee should reserve transportation and lodging in advance when possible and employees are encouraged to utilize Town vehicles and travel with other employees of the Town. If a travel agent or travel agency is utilized, employees should use agencies that do not charge additional or supplemental fees to the Town.

Non-Town Employees and Elected Officials

Non-Town employees who are traveling on official Town business and whose expenses are paid by the Town are

subject to this policy, including per diem allowances, to the same extent as Town employees. Travel expenses for members of a non-employee's family are not eligible to be paid by the Town. The duty station for all non-Town employees and elected officials is Town Hall.
Elected officials will generally follow the same process as Town Employees. Elected officials do not need to get preapproval by submitting a form. All other sections apply to elected officials.
Travel and training costs for elected officials will be expensed on a first-come, first-served basis, based on budget availability and policy compliance unless otherwise determined by Town Council. If an official's expenditure or reimbursement request(s) exceeds the applicable budget or violates this policy, the elected official shall request the Town Council approve a budget amendment to cover the excess amount and/or a policy exemption at a Town Council meeting.

Prospective Employees
The Town Manager is authorized to approve reimbursement of travel expenses of individuals visiting for employment interviews. The expenses should generally be limited to transportation, meals and lodging.

Registration Fees
The Town allows reasonable registration fees for Town employees. Approved fees may be paid by the employee and then reimbursed or paid by the Town in advance. General registration fees should be listed on the Travel Authorization and Expense Report for appropriate approval. Any additional activities that the employee cares to attend are the responsibility of the employee.

Transportation
Common Carrier - Actual coach fare (substantiated by receipt) will be reimbursed. First class travel or equivalent premium seating is not permitted to be covered by Town funds. Penalties and charges resulting from the cancellation of airline reservations or other travel reservations shall be the Town's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the Town. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the Town will be obligated to pay the penalties and charges.
Reduced Rates - When traveling by common carrier to conduct official Town business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the Town of reduced transportation rates may be reimbursed subsistence for additional travel days if it is cost effective.
Personal Vehicle - An employee may use his/her personal vehicle for travel and be reimbursed at the approved mileage rate if one of the following conditions is met:

a) A Town vehicle is not readily available or use of such is not practical.
b) The employee needs a specially equipped vehicle.

Actual Mileage – Actual mileage is reimbursable. The total number of miles should be measured from the duty station or home, whichever is less if leaving from home to the destination and return. A minimal amount of additional use, such as driving the vehicle to and from meals or to and from a hotel to the School of Government for a class, is allowed.
Town Vehicles – Town vehicles should be used when practical and for authorized travel in accordance with Town policies. A minimal amount of additional use, such as driving the vehicle to and from meals or to and from a hotel to the School of Government for a class, is allowed.
Parking Fees and Tolls – Reimbursable or allowable on Town issued purchasing card when accompanied by receipt(s).

Rental Vehicle - Travel Authorization and Expense Report should include prior approval for use of a rental car and an itemized receipt is necessary for reimbursement or to accompany purchasing card records.
Commuting – No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to his/her duty station.
Travel to/from Airport (from Employee's Duty Station or starting destination, whichever is closest): Reimbursement for travel between this location and the nearest airline terminal and for appropriate parking may be made under the following circumstances. For travel
by:

a) Taxi - limited to reimbursement rate for use of private vehicle;
b) Private vehicle - The approved mileage rate for a maximum of two round trips with parking charges. Receipts are required.

Travel to/from Airport (at Travel Destination): Reimbursement for travel to and from the airline terminal at the employee's destination may be made as listed below:

a) Airport or hotel shuttle - one round trip fare;
b) Bus or mass transit - one round trip fare;
c) Taxi (when shuttle service is not available) actual fare to and from airline terminal or
d) Rental vehicles - as defined above.

Taxis, Ride-Share and Shuttles other than trips to and from the Airport - The actual cost of taxi, ride-share service (Uber, Lyft, etc), and shuttle fares are reimbursable when required for travel on official Town business.
Luggage – When traveling by airline, a ticket may be purchased to include the cost of one checked bag if the additional cost is reasonable. Otherwise, a Town purchasing card may be used to cover the cost of one checked bag, or this cost can be reimbursed based upon appropriate documentation and included in the *Other* section of the Travel Authorization and Expense Report. Should a Town employee or other qualifying individual require more than one checked bag, the additional costs are the responsibility of said employee or other qualifying individual.

Lodging

Reimbursement - Employees should request and utilize government and/or the lowest lodging rates where applicable, as well as seek reasonably priced accommodations while considering personal safety and total cost to the Town.
Additional expenses incurred for personal preference are not reimbursable. Specific dates of lodging must be listed on the Travel Authorization and Expense Report and include an itemized receipt from a commercial lodging establishment.
Tips - Baggage handling tips may be claimed for porters at terminals and hotels as "Other Expenses" up to $5 for each instance.

Meals

Meals are reimbursed on an individual per diem basis determined by the U.S General Services Administration (GSA), which may vary by travel destination. Per diem amounts are inclusive of tips and no receipts are required to be turned in. Town purchasing cards are not to be used for meals during travel instead of per diem.
Per diem eligibility is determined by required travel time and whether any meals are provided by the conference/class/meeting/hotel/etc. Any full meals provided eliminate that individual per diem from an employee's travel reimbursement. Note: Continental breakfasts are not considered to be a breakfast meal.
Per diem eligibility for travel days are based on the criteria below:

Breakfast - Depart prior to 7:00 am (day of departure).
Lunch - Depart prior to 11:30 am (day of departure) or return after 1:00 pm (day of return).

Dinner - Return after 6:00 pm (day of return). If stopping for dinner would cause the employee to return after 6:00 pm, when he/she would otherwise have returned before 6:00 pm, dinner will not be reimbursed.

Reimbursement - Each meal reimbursement rate must be listed on the Travel Authorization and Expense Report. Actual meal costs that exceed the meal allowance identified must be approved by the Town Manager. Detailed meal receipts must accompany these exceptions. Under these circumstances, meal "tips" are limited to no more than 20%. Expenses for alcoholic beverages are not eligible for reimbursement under any circumstances.
Reimbursement for Meals (Required Employee Attendance) – An employee may be reimbursed for meals, including lunches, when the job requires his/her attendance at a meeting or conference in his/her official capacity, or when the meal is included as an integral part of a conference.
Travel Not Requiring an Overnight Stay - Travel events that do not require an overnight stay may still be reimbursed for meals at the eligible per diem rates. However, the IRS considers such meal reimbursements to be taxable to the employee. Therefore, meal reimbursements for travel that do not involve an overnight stay will be considered income to the employee and taxed appropriately.

Miscellaneous
On occasions, employees may be attending events as representatives of the Town which allow the use of alcohol after their regular work hours, or when not officially on duty nor acting in an official capacity as a representative of the Town.
These occasions may include lunches, dinners and business conferences. On any such occasion, only the moderate and limited use of alcoholic beverages is acceptable. All employees are expected to remain responsible and professional at all times. Employees attending events on behalf of the Town which allow the use of alcohol must adhere to the following guidelines:

1. Employees are strictly prohibited from consuming alcohol while operating, or prior to operating, a Town-owned, leased, or rented vehicle.
2. Employees may not operate a personal vehicle for Town business while under the influence of alcohol or any impairing substance.
3. All other requirements of the Town's Substance Abuse Policy/Drug Free Workplace remain applicable.

SECTION IV. FORMS

All requests for travel authorization, travel expense reimbursements, and mileage reimbursements should be completed on Town forms available on the Admin drive under Forms or from Finance.

Mileage Reimbursement Form
This form is to be used to record mileage traveled by an employee on Town business using their personal vehicle when no other trip expenses are incurred. Employees receiving a Car Allowance (defined in Section II) may not submit local mileage on a Mileage Reimbursement Form. This form should be submitted to the Finance Department at least annually, no later than June 25th of each year, and no more often than monthly. The Authorizing Individual reviews and signs the Mileage Reimbursement Form.

Travel Authorization and Expense Report
This form is required to obtain authorization to travel and to report actual expenses. Estimated expenses for registration, transportation, lodging and meals are calculated and approved by the Authorizing Individual. Copies of documents showing estimated costs for lodging, registration fees, mileage (such as from Map Quest), transportation, and conference brochures with dates and schedules should also be attached. Upon return all actual

expenses are added to the authorization form with the required receipts and supporting documentation attached. Travelers using their personal vehicle should record the total miles driven in the “Auto Allowance” category. The total expense is calculated less any accounts payable checks, and/or purchasing card charges. A check will be issued if there is a "Balance Due to Employee." Taxable meal per diems will be issued through payroll, rather than Accounts Payable, for tax reporting purposes.

Town Manager Adjustments Authorized

The Town Manager is authorized to make relatively minor changes to this policy including but not necessarily limited to aligning amounts with IRS guidelines, and/or adjusting threshold limits to keep pace with cost of living and/or when he/she determines such adjustments are reasonable and proper, and formatting changes.

Transportation Planning Policies

Acceptance Policy for Existing NCDOT Roads

Accepting Existing Private Roads by Developer

Accepting Existing Private Roads by Homeowners

Compaction Requirement for Road Subgrades

Street Light Policy

Traffic Calming Mission

Acceptance Policy for Existing NCDOT Roads

Purpose:
In establishing a recommendation to accept roads in this category, the Town will consider the cost of repairs or re-surfacing such that the road is brought to existing NCDOT standards at the time of acceptance. The Town may recommend negotiation with NCDOT to share in the cost of repair or re-surfacing in order to meet the current standards. If re-surfacing is required, it shall be applied in a single lift of one and one-half (1.5) inches using Type S 9.5B asphalt.

Upon agreement with NCDOT, the Town will seek to use a QMS-approved vendor to repair or re-surface the road. Prior to acceptance, a Town engineer or representative will check for quality assurance and ensure all agreed-upon repairs or re-surfacing has been completed.

Accepting Existing Private Roads by Developer

Purpose:
ln establishing a recommendation to accept roads in this category, the Developer will incur all costs associated with the repairs or re-surfacing such that the road is brought to existing NCDOT/Town standards at the time of acceptance. If re-surfacing is required, it shall be applied in a single lift of one and half (1.5) inches using Type S 9.5B asphalt.

Procedure:
Listed below are standards the Town requires before accepting an existing private street for public maintenance. The following list should give you an idea of the standards needed for Town streets. However, there may be other nonconforming items not known to the Town, since an inspector has not visited the site.

1. A fifty (50) foot right-of-way (R/W) centered along the street must be dedicated to the Town and recorded at the Union County Register of Deeds office. For a street serving less than fifty (50) dwelling units, a forty (40) foot right-of-way (R/W) will be acceptable.

2. The street width must be a minimum of twenty-six (26) feet measured from the back of the curb. For a forty (40) foot right-of-way (R]W), a width of twenty-two (22) feet will be acceptable.

3. Obstructions within the right-of-way (R/W), such as excessive slopes, retaining walls, rigid mailbox structures, etc., must be removed.

4. Any existing lighting, which is substandard, must be brought up to standard or moved outside the right-of-way (R/W).

5. A subsurface investigation report from a certified material testing company must be submitted describing the type and condition of the subgrade and pavement.

6. All subgrade failures and/or damaged surfaces must be repaired as indicated by the pavement report.

7. Any private utility lines must be converted to public lines in accordance with the Utility Department or other public utility specifications. This will include service lines to any gaslights.

8. Storm drainage must meet current Town/NCDOT requirements for public streets.

9. Two ten (10) foot by seventy (70) foot sight distance triangles measured along the street right-of-way (R/W) are required at the intersection of streets to be maintained. All landscaping which exceeds thirty (30) inches in height above the elevation of the intersection within these sight triangles would have to be trimmed or removed.

Accepting Existing Private Roads by Homeowners

Purpose:
ln establishing a recommendation to accept roads in this category, the Town will consider the cost of repairs or re-surfacing such that the road is brought to existing NCDOT standards at the time of acceptance. The Town may recommend negotiation with the current owners to share in the cost of repair or re-surfacing in order to meet the current standards. If re-surfacing is required, it shall be applied in a single lift of one and one half (1.5) inches using Type S 9.5B asphalt.

Procedure:
Listed below are standards the Town of Stallings requires before accepting an existing private street for public maintenance. The following list should give you an idea of the standards needed for Town streets. However, there may be other nonconforming items not known to the Town, since an inspector has not visited the site.

1. A fifty (50) foot right-of-way (R/W) centered along the street must be dedicated to the Town and recorded at the Union County Register of Deeds office. For a street serving less than fifty (50) dwelling units, a forty (40) foot right-of-way (R/W) will be acceptable.

2. Obstructions within the right-of-way (R/W), such as excessive slopes, retaining walls, rigid mailbox structures, etc., must be removed.

3. Any existing lighting, which is substandard, must be brought up to standard or moved outside the right-of-way (R/W).

4. Streets shall have the following paving widths at time of acceptance:

Up to 500 linear feet	= 18’ minimum width
500’ – 1500’ linear feet	= 20’ minimum width
Over 1500’ linear feet	= 22’ minimum width

Compaction Requirements for Road Subgrades

Purpose:
For land development activity in the jurisdictions of the Town the following compaction test results will be required for new road construction.

Procedure:

1. Compaction testing must be performed by a qualified geo-technical firm of the developer's choosing at no cost to the Town. The subgrade shall be compacted to one- hundred (100) percent of the maximum density obtainable with the Standard Proctor Test to a depth of eight (8) inches below the subgrade surface. A density of ninety-five (95) percent Standard Proctor is required for depths greater than eight (8) inches.

2. The compaction reports shall identify the source of the soil used for the Standard Proctor. The source and soil type of the Standard Proctor must match the subgrade material being tested. Moisture content must also be indicated on the compaction reports and within the acceptable limits for approval.

3. Testing procedures must be in accordance with NCDOT specifications unless otherwise noted in this document.

4. Inspections performed for other agencies such as Public Utilities may be used to partially fulfill these testing requirements.

5. Nuclear Density test results will not be accepted for micaceous soils.

6. Within public and private roadways and alleys, compaction testing is required in the following locations:
   - Every one-hundred and fifty (150) feet in areas of fill;
   - Within three (3) feet of one-third of the drainage depth, on sewer structures, pipes and manholes that are located in the curb line or under proposed pavement;
   - As directed by the inspectors in cul-de-sacs; and
   - Additional tests may be required by the inspector based on field conditions.

7. Compaction test must be representative of the varying depth of fill material. Tests should be provided for every three (3) feet depth of fill. Depending upon the depth of fill, the maximum number of test locations required for every three-hundred (300) feet of roadway is:

Depth of fill	Number of Tests
1-5’	6
6-11’	12
12-17’	18
18-23’	24
24 +	30

Street Light Policy

Procedure:

1. The street has to be accepted for maintenance either by the Town or the State and be inside the town limits.

2. The homeowners requesting streetlights must sign a petition. A seventy-five (75) percent approval rate from property owners of all lots in a subdivision is required before the Town will consider a petition within a subdivision. If an individual owns more than one subdivided lot, then his/her signature counts for the number of lots owned. Each request will be considered in accordance with approved standards and any special conditions of merit such as pedestrian activity, traffic volumes, accident history, crime rate, vertical and horizontal alignment, and hazardous traffic conditions.

3. Only new subdivisions have the option of choosing between standard lights or decorative lights, unless deemed appropriate by Town Council.

4. The Zoning Administrator and/or Property Manager reviews the site and sends Duke Energy and/or Union Power a map of the area showing where the Town wants lights. Duke Energy and/or Union Power draws a lighting plan for the Zoning Administrator and/or Property Manager's approval.

5. After the plan is approved, a lead petitioner picks up the lighting plan and has the residents sign the plan and collects all installation fees, if applicable. Installation fees may be worked out in a contractual agreement between Duke Energy and/or Union Power and the property owner(s), homeowners association, etc. The town does not pay for installation fees associated with lighting. Installation charges are subject to change.

6. If a citizen does not want a streetlight at his residence, we try to work with that citizen and relocate the light. (We work to please the citizens as much as possible).

7. We correspond with Duke Energy and/or Union Power in writing about any changes requested in the plan.

8. The Zoning Administrator and/or Property Manager approves the installation after all changes have been made and all fees have been paid.

9. Duke Energy and/or Union Power make the requested changes and schedule the light(s) to be installed.

10. The Town will not be responsible for any lighting fixtures installed for the purposes of illuminating private property.

11. Spacing of lighting fixtures shall be at all public street intersections and no less than three-hundred (300) feet apart except where warranted by special conditions as determined by the Town Council.

Traffic Calming Mission

Purpose:
The Mission of the Traffic Calming Program is to improve community safety and to preserve and enhance Town of Stallings neighborhood/subdivisions by working with residents to implement viable solutions to the negative impacts created by traffic on neighborhood/subdivision streets.

b) ***Definitions***
1. VPD: Vehicles Per Day

2. MPH: Mile Per Hour

c) ***Overview***
The process consists of two phases. Phase 1 includes the property owners' request and Town evaluation. Phase 2 includes a property owner petition process and Town implementation of appropriate traffic calming measure(s). This policy is not retroactive for traffic calming devices prior to the adoption date.

Procedure:
a) ***Phase 1: Traffic Calming Process***
1. Property Owner Request – A minimum of three owners of separate properties along a street or residential area must submit a written request to the Town to perform a traffic evaluation on neighborhood/subdivision roadways when the property owners have a traffic concern of vehicle speed that affects pedestrian safety or excessive volumes of through traffic in a residential neighborhood/subdivision. The Town Engineer will provide an official request form.

2. Evaluation – The purpose of the evaluation is to determine whether or not the street qualifies for one or more of three traffic calming measures (speed limit reduction/multi-way stop/speed hump). The evaluation may take approximately four (4) to six (6) weeks to complete from the time the completed official request is received. The Town Engineer will conduct the evaluation based upon the following criteria:
   - Street must be classified as a two-lane, local residential street;
   - Street must not be a Major or Minor thoroughfare or proposed to be a thoroughfare in the future;
   - Street must have an average annual daily traffic volume that is greater than 250 vehicles per day (VPD) and less than 5,000 VPD;
   - Speed of at least fifteen (15) percent of the traffic on the street exceeds the posted speed limit by at least five (5) mph;
   - Street must not operate at forty (40) mph or greater to reduce speeds to twenty-five (25) mph. (twenty-five (25) mph is the lowest speed limit that will be posted).; and
   - Application must not have been denied or become void within last twelve (12) months.

Once the evaluation is completed by the Town Engineer, the Town will notify the applicants in writing of the outcome. All six points in the evaluation criteria must be in the affirmative to qualify for Phase 2. If the street does not qualify, the specific reasons will be included in the notification. If the street qualifies, Phase 2 of the Traffic Calming process will begin.

b) ***Phase 2: Traffic Calming Process***

1. Property Owner Petition – Phase 2 begins when the applicants receive from the Town written notice that the requested street has met the requirements for traffic calming. The qualifying street calming measure(s) are listed and an official petition form noting the measure(s) is provided to the applicants.

   At the same time, the Town notifies the applicants of the measures and provides them with a petition, the Town will mail a letter to the property owners listed on the petition. This letter is based on tax records and will be mailed to all property owners included on the petition notifying them that a traffic calming petition is being provided to the applicants. The letter will identify the type and location of the traffic calming device(s). The letter will give contact information for the applicants initiating the petition request.

   It is the applicants' responsibility to complete the petition by obtaining all necessary signatures and returning it to the Town Engineer. A qualifying petition must be returned to the Town within ninety (90) calendar days of the start of Phase 2 or the petition becomes void. The installation of traffic calming measures on local residential streets requires the submittal of a petition meeting the following criteria:

   - Traffic Calming Petition must be on forms provided by the Town. The Town will only provide forms where the qualifying criteria under Phase 1 have been met;
   - The Traffic Calming Petition must have a minimum of seventy (70) percent of the properties within the Town identified boundary/property listing identified under Phase 1 as signing in favor of the measures. All persons or entities identified as owners per tax records are required to sign in order to qualify a particular property. For example: if a husband and wife are listed as owners of a piece of property, both must sign the petition in order for the property to qualify. If a Home Owners Association (HOA) is listed as the owner of record, the President of the HOA must sign the petition as President. If a property is shown as being an LLC or Incorporated, the person(s) responsible for signing for these business entities must sign for the property to qualify. These signatures are required in order to continue with the process. Properties that have an address on a different street but border on the street affected must be included;
   - The Town Engineer will define the area that must be petitioned. Generally, the entire length of the street must be petitioned. The only exception is when a street changes character or is bisected by a major or minor thoroughfare; and
   - All persons or entities listed as property owner(s) per the tax listings must sign the petition in order for that property to qualify.

   If the subdivision has a HOA, the Town Engineer will notify a representative of the HOA that traffic calming device(s) are warranted per the evaluation methodology.

Once a completed petition is received, the Town will verify the signatures match the tax records and notify the applicants and identified signatories to the petition in writing upon completion of all qualifying applications. Property owners will have ten (10) calendar days from date of this letter to change their signature on the petition if they so desire. After this ten (10) calendar day period, no signature can be added or removed from a petition. Property owner must contact the Town Engineer in writing prior to the ten (10) day period for the change of signature to be valid. If the petition is returned to the Town with insufficient signatures, then the Town will notify signatories in writing to this fact.

c) ***Implementing for Traffic Calming Measures***

1. The Town will be responsible for engineering and implementing traffic calming devices that are deemed warranted by the evaluation methodology. The Town will be responsible for replacing the speed hump when the street is resurfaced. If the subdivision has decorative sign supports, the HOA or the homeowners will be responsible for the cost of installation and maintenance of the decorative sign supports.

2. Only contractors approved by the Town will be authorized to perform installation and/or maintenance of speed hump(s) on Town maintained streets.

3. Speed hump locations will be determined by the Town Engineer and only the standard speed hump installation (See Town Design Standards) will be allowed on Town maintained streets.

4. The Town Council must approve any recommendation to install devices. The Town reserves the right to implement traffic calming devices as needed.

d) ***Three Types of Traffic Calming Measures***

The Town may utilize up to three types of traffic calming measures when a residential street qualifies for traffic calming: speed limit reduction, multi-way stops and/or speed hump(s). Specific criteria must also be met for each measure to qualify for implementation. The criteria for each measure are listed below.

1. Speed Limit Reduction – The following criteria is used to determine if a street qualifies for speed limit reduction:
   - Street must be a local residential street;
   - Street must have at least two-hundred and fifty (250) VPD and less than 5,000 VPD;
   - Street must not be posted at forty (40) mph or greater to reduce speeds to twenty-five (25) mph; and
   - Petition must be signed by all property owners, as shown on the tax records, which represent a minimum of seventy (70) percent of the individual properties on the street, as identified by the Town.

2. Multi-way Stops – Another common traffic calming measure is the installation of the three-way or four-way stop signs. The following criteria are used to determine if multi- way stops are feasible for any specific location:

- Affected streets must be classified as a two-lane, local residential street. (Not a major Transportation Plan roadway or minor transportation plan roadway carrying more than 5,000 VPD);
- Through street must have a minimum volume of two-hundred and fifty (250) VPD;
- Speed of at least fifteen (15) percent of traffic must exceed posted speed limit by five (5) mph;
- The longest leg of a side street of the intersection being considered must exceed four-hundred (400) feet in length;
- The intersection being considered must be at least three-hundred (300) feet from another stop condition; and
- Petition must be signed by all property owners, as shown on the tax records, which represent a minimum of seventy (70) percent of the individual properties on the street, as identified by the Town.

3. Speed Humps – Speed humps are a speed control device generally constructed of asphalt and designed to cause a driver to slow to approximately twenty-five (25) mph. Greater speeds cause the driver to feel discomfort as the car hits the hump. Roads that have these devices typically see a five (5) percent to ten (10) percent reduction in speeds. These devices are used on residential streets intended for use by local residents. They are not used on collector types of roads. Roads identified in the Charlotte Regional Thoroughfare Plan as an expressway and all major/minor transportation or minor roadways carrying more than 5,000 trips per day are not eligible for speed humps. The following shall be used to determine if a street qualifies for speed humps:
   - Street must be classified as a two-lane, local residential street;
   - Street must have at least two-hundred and fifty (250) VPD and no more than 5,000 VPD;
   - Speed of at least fifteen (15) percent of traffic must exceed posted speed limit by five (5) mph;
   - Petition must be signed by all the property owners, as shown on the tax records, which represent a minimum of seventy (70) percent of the individual properties on the street, as identified by the Town;
   - Grade of the street shall not exceed eight (8) percent for vertical traffic calming measure;
   - Speed hump location shall be located at least three-hundred (300) feet. from a curve with a horizontal radius of less than three-hundred (300) feet;
   - Speed limit must be posted at twenty-five (25) mph; and
   - Street should not be a primary emergency services route (as determined by the Town Police Department).

e) ***Removal of a Traffic Calming Device***

If a minimum of three (3) property owners desire to have a traffic calming device removed, they must follow the same procedures outlined above for the installation of a device. Traffic calming devices cannot be petitioned for removal until at a minimum of one (1) year after installation. If petition qualifies for the removal of the device there is no cost to the property owners or HOA. The Town Council must approve any recommendation to remove installed devices.

Safety and Health Program

Safety and Health Program

Purpose:
The purpose of the Safety and Health Program is to establish rules and procedures for a town wide safety program and to outline safety practices and procedures. This program has been established in the interest of the safety of employees and the general public. Adherence to this program and these rules will help protect Town employees and the general public from injuries.

Each department head shall be provided a copy of this program and have possession of it while employed by the Town of Stallings. It is the responsibility of the department heads that the Safety and Health Program be reviewed with their employees. In addition, each employee shall have access to the program in order to carefully study and observe these rules, especially those applying to their particular duties. Safety rules will be strictly enforced and proficiency in the knowledge of these rules is the responsibility of each employee.

The rules identified in this program are applicable to all employees regardless of their employing department. Failure to follow any of these rules may be considered a violation of the Safety and Health Program.

Procedure:
The personal safety and health of every employee is important to the Town, and the Town will strive to meet this responsibility by providing safe and healthful place to work.

The protection of one's fellow employees and the public on town property is a responsibility shared by all. If an employee knows of safety or health conditions that could be improved where he/she works, he/she should notify his/her supervisor or department head. All Town employees are fully covered by the North Carolina Worker's Compensation Act and are required to report all accidents and injuries on the job to their supervisor immediately so that appropriate action can be taken and the necessary forms filed.

The Town considers the safety of its employees a major responsibility. The Town will constantly endeavor to encourage safe working habits and provide safe working conditions for its employees. It is recognized that accident control can only be successful when support comes from management, when adequate coordination and advice comes from staff members, when supervisors accept safety responsibilities, and when employees participate in the elimination of unnecessary safety hazards.

a) ***Safety and Health Program Principles***
   1. The principles of the safety and health program are as follows:
      - Management and supervisory personnel shall provide support for the prevention of accidents and for the implementation of this program;
      - Department directors should hold regularly scheduled safety meetings with supervisors and/or employees;
      - All accidents and safety incidents shall be investigated to determine their causes and the remedial action required to prevent recurrence;

- Supervisors shall be responsible for the safe condition of equipment and materials, for encouraging good housekeeping practices, and for promoting overall safe working conditions.
- Inspections of work places shall be conducted to identify safety hazards, and corrective actions shall be initiated to control unsafe acts, conditions, or procedures;
- Accident prevention principles shall be incorporated into training programs;
- Department heads shall analyze hazardous working conditions, ensure that hazardous conditions are minimized, and that safe work practices are used;
- Personal protective equipment shall be used by employees; and
- Each employee shall be charged with the responsibility of making safety a daily concern.

b) ***Roles and Responsibilities***

All employees, regardless of position shall participate in all required training.

1. The Town Manager is responsible for the overall success of the Town's Safety and Health Program and efforts to reduce/prevent injury and/or losses of Town property and resources by:
   - Requiring accountability at all levels for prevention and elimination of accidents and injuries caused or experienced by Town employees; and
   - Ensuring that department directors properly manage the Safety and Health Program within their department.

2. Department Directors are responsible for:
   - Assuring the overall safety of their employees by providing necessary resources such as supplies, equipment and training;
   - Acting as a safety role model for their employees by reinforcing compliance with all applicable safety standards;
   - Regularly attending and participating in employee safety training sessions and monitoring and evaluating the content of safety topics; and
   - Ensuring supervisors and managers follow and enforce all safety rules.

3. Supervisors and Managers are responsible for:
   - Acting as a role model for safety;
   - Ensuring that employees routinely receive training that emphasizes all facets of job safety including relevant daily pre-job meetings to ensure employees are fully aware of hazards, work procedures, special precautions and required PPE. Additional briefings shall be held during the day if changes in the work occur that may affect the safety of the job;
   - Assuring safety meetings and training are regularly scheduled and attended;
   - Assuring employees understand that safety is a primary requirement of their job;
   - Responding immediately to employee safety concerns;
   - Enforcing all safety rules; and
   - Investigating workplace accidents/incidents and making recommendations for corrective action.

4. Employees are responsible for:
   - Actively developing a safety consciousness and applying safety practices approach every aspect of their job;
   - Following required safety rules, NCDOL standards and training;
   - Reporting unsafe conditions to their supervisor promptly;
   - Reporting all injuries and near miss incidents to their supervisor promptly regardless of how serious;
   - Always using personal protective equipment (PPE) in good working condition;
   - Not removing or defeating any safety device or safeguard provided for employee protection;
   - Encouraging other employees by words and example to use safe work practices on the job; and
   - Making suggestions to their supervisor, safety committee representative or management about changes they believe will improve employee safety.

5. Safety Officer is responsible for:
   - Developing, planning and implementing safety training and procedures for the Town while complying with Federal, State and Local regulations where applicable;
   - Serving as a resource for employees and management and providing an appropriate response to safety questions and concerns;
   - Assisting in identifying hazardous equipment, behaviors, operations, and environments while recommending improvements or solutions;
   - Investigating workplace accidents/incidents and making recommendations for corrective action; and
   - Facilitating all Safety Committee activities.

6. Safety Committee Role and Responsibilities:
   The Town has formed a Safety Committee to help employees and management work togethertoidentify safety issues, develop solutions, review accident/incident reports and evaluate the effectiveness of our safety / health programs – all in accordance with NC General Statutes 95-251 and 252, the Safety Officer shall facilitate all Safety Committee activities. The committee members will bemadeup of management andnon-managementemployees.

   The Committee will meet regularly each month. Other meetings may be called. If a member cannot make a meeting, he/she is to have their alternate attend or the meeting can be re-scheduled within the same month.

   The Safety Committee is responsible for:
   - Reviewing and making recommendations for the safety and health program and conducting an annual review;
   - Reviewing incidents involving work-related fatalities, injuries/illnesses, near miss incidents and safety and health complaints;
   - Conducting inspections at least quarterly and in response to employee/committee complaints;

- Reviewing accident investigation reports, near miss reports, inspection reports, employee suggestions and concerns, and accident analysis; and
- Making appropriate recommendations to the department heads for possible changes in the work practices or procedures, recommendations for safety procedures, protection devices or equipment and training.

c) ***General Safety Rules and Procedures***

Basic Safety Rules

1. Every employee is responsible for their personal safety. Before beginning work of any kind, each employee must survey their surroundings to become aware of any hazards that may exist. If more than one employee is working on the same job, all must understand the procedures to be followed.

2. Under no circumstances shall employees hurry unnecessarily when performing their work. The most efficient—and safest—way to accomplish the goal is to be organized, equipped, knowledgeable, practiced and cool-headed.

3. Employees shall be governed by the safety rules of their own department as well as by the safety rules of other departments or areas where they visit or perform work. Hosting departments must inform visitors and/or contractors of relevant safety rules required of them while visiting/working in their department.

4. Employees shall not operate equipment or perform work outside the scope of their normal duties unless specifically trained and authorized.

5. Employees must take every precaution to guard the public from any known hazards under the control of the Town.

6. Practical jokes, scuffling, "horseplay" or daring of employees is not permitted.

7. Always regard safety considerations as integral and valuable components of every task. Plan your work. Evaluate job safety considerations. Follow instructions. If uncertain about a procedure or condition, ask your supervisor for clarification.

8. Report all injuries, however small. Report all unsafe conditions and unsafe acts to your supervisor. Also report near misses, where an accident or incident almost occurred that would have resulted in an injury or property damage.

9. Use all safety devices and personal protective equipment required for the job.

10. Maintain good housekeeping by keeping your work area clean and orderly.

11. Wear proper clothing. Loose sleeves, cuffs, watches, bracelets, and necklaces shall not be worn around moving machinery or hazardous job tasks. Wear footwear suitable for job conditions, weather conditions, as required.

12. Except as required by manufacturer's instructions and as instructed by the supervisor, oiling, adjusting, or working on unprotected machinery in motion is prohibited. All instructions, precautions and safeguards necessary to assure employee safety must be in place prior to such maintenance.

13. Only authorized personnel are allowed in Electrical Panels. All machinery and equipment under repair and adjustment shall be properly "locked out" and tagged.

14. Know the location of fire exits, the location and method for using fire extinguishers, and the proper method for reporting fires.

15. Don't leave safety practices on the job. Off-the-job safety is just as important as on-the-job safety.

16. Employees shall maintain radio volume at a level that does not create the inability to hear warnings or instructions. Headset radios or earphones for general broadcast radio, music or entertainment shall not be worn when traveling in a vehicle.

Emergency Actions

1. Employees are expected to follow the advice and instructions of their supervisors in the event of an emergency. In the absence of instructions from a supervisor, it shall be the responsibility of each employee to respond in his or her best manner to prevent injury and minimize property damage.

d) ***Post-Accident/Incident Rules and Procedures***

1. Employees shall immediately report, to their supervisor, any accident or incident involving damage, loss of property or equipment, or personal injury (even if the injury does not require immediate medical treatment). Supervisors must ensure that the Town Accident/Incident Report is forwarded to the Safety Officer for PD personnel and to the Human Resources Director for Town personnel within forty-eight (48) hours following any accident or incident with all available supporting documentation.

2. If medical treatment is required for an employee's injury, the employee must go to the medical facility listed in the worker's compensation packet and not to his or her personal physician. The facility listed is the Town's designated medical facility responsible for directing workers' compensation care. **If it is a life-threatening injury, the employee should seek treatment at the nearest hospital emergency room or emergency medical facility**.

3. The supervisor must:
   - Complete a Town Accident/Incident Report and use the Worker's Compensation packet (if applicable). Follow each step outlined on the cover page of the Worker's Comp packet; and
   - Provide employees requiring medical care the Town's worker's compensation insurance instructions found in the worker's comp packet.

4. A police report must accompany Town Accident/Incident reports for motor vehicle accidents or thefts of Town owned property. Vehicle accidents occurring in town may be handled by the North Carolina State Highway Patrol at the supervisor's discretion.

5. It is essential that each accident or incident be reported promptly and with sufficient detail for persons unfamiliar with the accident to clearly understand what happened. Additionally:
   - Note any particular or unusual conditions or circumstances pertinent to the event; and
   - Preserve any tool, device or piece of equipment or material that may be useful during the investigation.

e) ***Motor Vehicle Accidents***

1. Refer to the Town's Vehicle Use Policy for rules and procedures regarding Accidents Involving Town Vehicles.

2. The following safety procedures shall be followed whenever an employee has an accident involving a Town vehicle:
   - Stop immediately. Avoid obstructing traffic, if possible;
   - Turn on your 4-way flashers and warning lights. Place emergency reflectors, cones or flags if available;
   - Aid injured persons and contact EMS as soon as possible, call 911;
   - If you are injured, seek medical treatment as soon as possible;
   - Report the accident immediately to:
     - Law enforcement agency by calling 911; and
     - Your supervisor.
   - Get an insurance exchange slip from the Law Enforcement Officer if other vehicles are involved. Also, refer to the insurance card in each vehicle glove compartment;
   - The employee shall not make any settlements; argue about the accident; or admit responsibility;
   - If an accident involves an unattended vehicle or fixed object, immediately notify the owner or leave your contact information with the vehicle if the owner is not available; and
   - Aid the supervisor in the reporting procedures listed above in this section.

f) ***Post-Accident Substance Abuse Testing***

1. Refer to the Town's Personnel Policy for Post-Accident Drug and Alcohol testing rules and procedures.

g) ***Disciplinary Action***

1. The Town's Personnel Policy addresses poor job performance and detrimental conduct. Safety concerns such as willful or wanton acts that endanger lives and property are covered by this policy and can lead to disciplinary suspension, job demotions or immediate dismissal.

h) ***Training Schedule***

1. Safety training applicable to each job position will occur as follows:

- Upon hiring or being transferred to a new position;
- As needed following an Accident/Incident, near miss, or observed not following proper safety training procedures;
- When training material is updated with new procedural protocol; and
- Required annual refreshers as outlines in the Safety and Health Program Manual Training Schedule.

2. Safety training topics and the training schedule will be outlined in the Safety and Health Program Training Manual. The Safety and Health Program Manual will be updated as needed to ensure OSHA compliance and that appropriate training topics are included for each department as applicable.

3. The Safety and Health Program is designed to inform and train employees of safety policies, procedures, and practices on a regular basis and therefore should be a year- round effort to encourage a safety conscience work environment.

Safety and Health Program –Training Manual

Safety and Health Program – *Training Manual*

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Town Manager's Message:
The Town of Stallings strives to conduct all operations with the highest regard for each employee's personal safety, the safety of our customers, and the safety of the general public.

This manual is intended to help guide us to our goal of an accident free work environment. It is the result of careful thought and application from the Town's operational experience over many years and from the experiences of employees in all departments of the Town of Stallings.

Safety is an individual responsibility benefiting our families, our co-workers, our employer, and ourselves. Each of us must strive to apply the proper techniques for preventing injury and property damage. We also have an obligation to our customers and the general public in keeping safety foremost in our minds as we perform our jobs.

Suggestions are always welcome and will be given careful consideration. You may direct suggestions on making our safety programs and processes more effective through your supervisor, the Safety Officer, or the Town of Stallings Employees' Safety Committee.

The ultimate value of this manual will depend on each employee's individual commitment to learning and following the guidance offered in this basic safety tool.

Thank you for your contributions to making the Town of Stallings an increasingly safer place to work.

Kevin S. Woods

Kevin S. Woods
Town Manager
Town of Stallings

a) ***Training Outline***

1. New Hire Employees will be given initial Safety Training as follows:
   - Employee Safety Orientation;
   - General Training; and
   - Specific Departmental Related Training (See Training Matrix).

2. Employees will be trained as follows:
   - Applicable Annual Refresher Training;
   - Repeat specific Task-Related Safety Training as needed following an Accident, Incident, Near Miss, or observed not following proper safety training procedures;
   - As training material is updated with new procedures and/or standards; and
   - When employee is transferred to a new job which requires additional safety training as outlined in the Training Matrix.

b) ***Training Schedule***

See OSHA General Industry Standard for updated Training and Annual Refresher Requirements.

Once new hire training has been completed, employees are required to attend applicable safety and health related refresher training at the beginning of each year. Where necessary, two (2) training days will be scheduled for each topic so that each department supervisor can ensure full participation by all employees. See the training schedule as outlined below:

Annual Training Schedule

When	Who	Training Topic
January	All Employees	Hazardous Communications Fire Extinguisher
February	Maintenance & Parks and Rec	Portable Hand Powered Tools Lockout/Tagout Gator (Refresher every 3 years)
March	Police Dept Maintenance Parks and Rec	First Aid / CPR / AED
	Police Dept	Bloodborne Pathogens
April ***through*** **December**	All Employees	Safety Updates Safety Reminders and Tips Applicable Safety Information for Town Employees
ALL YEAR	Applicable Employees	New Employee Orientation Safety Training Job Transfer Safety Training New Training added as applicable by position

c) ***Training Topics (All Staff)***

Blood borne Pathogen Awareness

Blood borne pathogens are microorganisms in human blood or certain body fluids that cause disease in humans. The most common ones are hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV) which causes AIDS. Blood borne pathogens may be passed on when the microorganisms enter the body through mucus membranes, through breaks in the skin or through needle sticks. Although rare, any employee may occasionally be exposed to body fluids (ex. Visitor gets sick in your office, co-worker gets hurt, etc.).

1. Assume that any human blood or other body fluids could be infectious.
2. Don't clean up blood and other body fluids unless you have been trained. If you are not trained in clean up, contact the Maintenance Department for proper clean up and disposal.
3. If your skin comes in contact with blood or other body fluids and the skin is intact (no cuts or abrasions) you should wash the skin with hot water and soap. Wash thoroughly. Report incident to your supervisor to determine what further assessment and treatment may be required.

Electrical Safety – Office

1. Do not overload outlets.
2. Do not plug surge protectors in other surge protectors.
3. Minimize the use of extension cords. Do not plug two extension cords together; only use them for a temporary use.
4. Do not cover power cords or extension cords with rugs or mats.
5. Do not run electrical cords through pedestrian aisles.
6. Do not ignore warning signs. If an item feels hot, makes an unusual noise (buzz or hum), smokes or sparks, take it out of service immediately and tag it "Do Not Use". Request to repair or replace.
7. Inspect cords and equipment regularly, defects should be reported immediately.
8. Unsafe electrical cords, faulty electrical or other equipment or electrical hazardous conditions shall be reported immediately to a supervisor and shall be given immediate attention.
9. Unplug cords from the outlet by griping the plug. Do not pull by the cord.
10. Do not use electrical equipment or appliances near water or wet surfaces.
11. Never use electrical equipment when hands or equipment are wet.

Fire Prevention, Extinguishers and Evacuation

1. Smoking is prohibited in Town buildings and vehicles. Smoke in designated outdoor areas and dispose of cigarette butts in approved receptacles.
2. Follow Electrical Safety instructions stated above.
3. Keep storage areas tidy and organized.
4. Keep heaters clear of objects especially combustibles and flammables.
5. When in use, the microwave and oven cooktop should not be left unattended. When baking, always use a timer. Items removed from the oven or microwave shall be removed with caution.

6. Immediately report to your supervisor if you see or smell any suspicious burning or smoke.
7. Keep fire equipment, fire pulls, and evacuation routes (aisles, walkways, stairways and exits) free from obstructions.

First Aid Supplies

1. First aid kits shall be available in all work areas and vehicles. They shall be adequately stocked with "in date" items; shall be readily available; maintained in good condition; and have a contents list and First Aid Booklet.
2. First aid kits must be replenished whenever required first aid components are depleted to 50% of their specified quantity.

Housekeeping and Hygiene

1. Housekeeping, including keeping the work area clean and sanitary, is the responsibility of every employee and shall be maintained in all Town of Stallings buildings, vehicles, and grounds.
2. To prevent slips, trips, and falls, all floors shall be kept free of spills and obstructions. All hazards shall be corrected immediately. If you cannot resolve the hazard, notify your supervisor. For large spills contact Maintenance for proper clean up and wet floor signs.
3. For hazardous substance spills (such as chemicals, or sources of blood borne pathogens-bodily fluids) contact Maintenance for proper clean up and disposal.
4. Store materials on shelves (bookcases, cabinets, refrigerators, etc.) in a manner that will prevent them from falling. Place heavy objects on lower shelves.
5. Employees should practice good hygiene including washing their hands after handling money or chemicals, using the rest room, before preparing food, etc.
6. Employees displaying signs and symptoms of contagious illnesses, especially at the onset of the illness, should not report to work. If symptoms develop during the work day employees should speak to their supervisor and go home immediately so as not to infect other healthy personnel.

Office Ergonomics

1. Make sure the weight of your arms is supported at all times. If your arms are not supported this can cause the neck and muscle strain.
2. Keep your head positioned directly above its base of support (neck). Do not lean your head or neck forward.
3. Do not slouch as this causes pressure on the discs and vertebrae of your back. Move your chair as close to your work as possible and avoid leaning and reaching.
4. The monitor should be placed directly in front of you with the top no higher than eye level. The keyboard should be directly in front of the monitor so you don't have to frequently turn your head and neck.
5. Avoid talking on the phone with the receiver wedged between your neck and ear for long periods of time. This causes neck and back strain.
6. The keyboard and mouse should be close enough to prevent excessive reaching.
7. Avoid eye strain by making sure that your monitor is not too close and should be at least arm's length away. Avoid screen glare by making sure the monitor is not placed in front of a window or bright background. Rest eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.

8. Adjust your chair height so that your feet comfortably reach the floor and are not dangling.
9. Periodically stretch your fingers, arms, back, neck, and legs several times a day to avoid muscle strain and to help circulation.

Office Safety

1. Use caution when walking up and down stairs. Use handrails to assist balance.
2. Exercise caution when walking around blind corners.
3. Do not stand in front of closed doors that may be opened suddenly. Open doors with care to prevent hitting someone on the other side of the door.
4. Doors and drawers of desks and cabinets shall be closed when not in use.
5. Only one drawer of a cabinet shall be open at a time in order to avoid tipping the cabinet.
6. When seated, do not tilt chair legs off the floor.
7. Alternate devices, boxes, chairs, buckets, etc., shall not be substituted for appropriate ladders or step stools when access to elevated objects is necessary.
8. Floors shall be kept as free as possible of tripping hazards such as telephone cords, extension cords, paper clips, rubber bands, etc.
9. All fans shall have approved protective guards.
10. Maintenance or service to office machinery shall be conducted by qualified personnel authorized to perform the service. Employees performing service to office machinery shall read and follow all manufacturers' instructions for the service rendered. Office machinery refers to components such as copiers, printers, scanners, fax machine, shredders, typewriters, and computers.
11. Appropriate footwear must be worn at all times.

Reporting Near Misses

A near miss is an unplanned event that did not result in injury, illness, or damage but had the potential to do so. Reporting any near miss will help to identify the root cause of the incident and determine what safety measures need to be taken to avoid the same or similar incident. Reporting a near miss is easy, non-punitive, and is encouraged to avoid future injury, illness, and/or damage. Submit near misses on the Report a Safety Concern Form.

Safe Driving Practices

1. Use of seat belts are required at all times, for all drivers and passengers.
2. It is illegal to text or email while driving, including while the vehicle is stopped. Voice activated systems are permitted.
3. Be well-rested before driving.
4. Avoid taking medications that make you drowsy.
5. Do not drive impaired by alcohol or any drug including over the counter medications.
6. Avoid distractions such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
7. Continually search the roadway to be alert to situations requiring quick action.
8. Stop every two hours for a break. Get out of the vehicle and stretch, take a walk, and get refreshed.
9. Be patient and courteous to other drivers.
10. Do not take other drivers' actions personally.

d) **Training Topics (Affected Positions)**

Aggressive/Dangerous Animal Awareness and Safety

1. Any employees who are likely to encounter an aggressive/dangerous animal during the performance of their normal duties, such as police officers, parks and recreation workers, and other employees that perform a portion of their duties outdoors, should follow the following guidelines.
2. Employees shall call 911/Animal Control Services immediately if they contact an aggressive animal.
3. If feasible, clear the area of other people while waiting for Animal Control. Crowds may scare the animal and cause it to attack.
4. Call for the animal's owner or handler.
5. Do not run away unless you are certain of quickly reaching a place of safety.
6. Back away slowly while continuing to speak in a firm, calm voice.
7. Back against any available object to prevent an attack from the rear if more than one animal is present.
8. If attacked, use a baton, club or stick to strike the animal rather than throwing anything at it. Sprays may also be useful as a deterrent if available, but should only be used if you are not downwind and have been made familiar with its use.

Chain Saw Safety

Personal Protective Equipment – Employees operating a chain saw or related equipment shall, at a minimum, wear:

- Safety glasses and/or face shields;
- Head protection;
- Hearing protection;
- Gloves;
- Cut-resistant chaps;
- Work shoes or boots; and
- Fall protection, if necessary.

Chain Saw Operation –

1. When starting a chain saw, it shall be placed on the ground or against a solid support. Do not hold the chainsaw off the ground when starting.
2. Ensure the chain brake, if equipped, is locked before starting.
3. The operator shall grip the chain saw with both hands during the · entire cutting operation.
4. The saw bumper shall be against the tree or limb before starting a cut.
5. Chain saw operators shall regularly clear the immediate area around their work to make certain that brush or limbs will not interfere with the chain saw or operator.
6. Chains saws shall not be modified in such a way to allow locking of controls in the "on" position.
7. The saw engine or motor shall be stopped when:
   - Working on any part of the chain or cutting bar;
   - Being moved from one location to another; and
   - Theunit is unattended.

8. Gasoline driven chain saw engines shall be stopped when being refueled. If gasoline is spilled on the chain saw during refueling, it shall be wiped off before the engine is started.
9. A gasoline driven chain saw shall not be used above shoulder level. Employees shall not approach the chain saw operator with the reach of the saw blade while it is in operation.
10. Ropes, pulleys, etc. should be used as necessary to lower larger limbs that may endanger persons and property if allowed to "free-fall".
11. The proper use of fall protection and/or ladders should be reviewed with all employees prior to working from a position other than ground level.

Confined Work Space

The term "confined space" is often misunderstood. The following introductory section is designed to be educational: it explains confined spaces and outlines their characteristics and hazards. Confined Space can be defined as 1) an entire body can fit into the space 2) it is not designed for human occupancy 3) it has restricted entry and exit hence, confined and 4) it may contain a hazardous condition.

1. Review the specific Confined Space Program of the department or facility before beginning work.
2. The potential hazards of a confined space will be determined prior to entering the confined space
3. Any vessel entered shall be properly blinded and/or isolated before work begins.
4. The vessel will be clean, gas free and contain adequate oxygen concentration before entry is permitted.
5. An Entry Permit shall be issued before anyone enters a permit-required Confined Space.
6. A Confined Space Attendant shall be assigned to the work area. The attendant will be adequately trained in the duties of a Confined Space Attendant as defined in OSHA regulations.
7. A Confined Space Attendant shall not leave the area when personnel are working inside a confined space.
8. All personnel entering the Confined Space will be adequately trained.
9. Personnel entering the Confined Space will be briefed by their supervisor as to the risks of the operation.
10. A permitted Confined Space atmosphere shall be monitored on a regular basis. The area should be retested after breaks or lunch periods.
11. Do not enter a confined space unless you are properly attired to do so.
12. Contact a supervisor if assistance is required. Never enter a confined space when unsure of the hazards.
13. Rescue involving a confined space shall not be attempted unless the rescuers are qualified and properly trained and equipped for confined spacerescue.
14. Immediately report any confined space incident and/or accident to your supervisor.

Compressed Gas Cylinders

1. Store all cylinders in upright and fastened positions.
2. Place the protective cap on cylinders when they are not being used.
3. Keep stored oxygen cylinders at least twenty (20) feet from acetylene cylinders and other flammables.

4. Always check the label or stencil on the cylinder to make certain you have the proper gas.
5. Never use oil or grease as a lubricant on valves or attachments of oxygen cylinders.
6. Do not store cylinders next to heat sources.
7. Always transport cylinders in a secured, upright manner.
8. Tag or label all cylinders that are empty and remove them from the workplace.

Electrical Safety

1. Assume that all overhead wires are energized at lethal voltages.
2. Never touch a fallen overhead power line. Call the electric utility company to report fallen electrical lines.
3. Stay at least ten (10) feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work.
4. If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
5. Never operate electrical equipment while you are standing in water.
6. Never repair electrical cords or equipment unless qualified and authorized.
7. Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
8. If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free ofdefects, anduseaground-fault circuit interrupter(GFCI).
9. Only Authorized employees will utilize the Lock Out/Tag Out Program where applicable and enter electrical panel boxes. Un-authorized affected employees should be familiar with the purpose of the Lock Out/Tag Out Program and will not disturb any equipment or energy sources that has been Locked Out/Tagged Out.
10. Always use caution when working near electricity.

Elevated Walking or Working Surfaces

Walking or working surfaces four or more feet above adjacent ground or floor level must be equipped with approved guard rails. Approved fall protection systems shall be used where necessary guard rails are not present.

Fall Protection

1. The purpose of this plan is to address fall protection when working at elevated locations more than four (4) feet (1.2m) above the ground on poles, towers and in aerial devices, and set limits on fall distance's, and training requirements needed to be classified as qualified. It will also address the proper equipment needed while performing certain tasks set-forth in this document.
2. All fall protection equipment shall be inspected before use each day to determine that the equipment is in safe working condition. Defective equipment shall not be used.
3. All equipment shall be used in a way to prevent cuts or abrasion to it.
4. Fall protection equipment shall be used at locations more than four (4) feet (1.2 m) above the ground. Fall protection equipment is not required to be used by a qualified employee climbing or changing locations, unless conditions warrant its use, such as ice, high winds

or contaminants on the structure that could cause the employee to lose their grip or footing.

5. Positioning equipment, consisting of body belt and lanyard may be used by qualified employees on poles, towers or similar structures if other fall protection has not been provided. When using positioning equipment the anchorage must be able to support and limit a potential fall to two (2) feet.
6. While working from any aerial device a full body harness shall be worn and the shock absorbing lanyard shall be attached to the approved anchorage point on the boom or basket. No employee shall attach their lanyard to adjacent poles, structures or equipment while working from an aerial device.

Hair Length

Hair (including facial hair) shall be groomed to a safe length or confined in a hair net or other means when working with or near moving machinery or an external heat source sufficient to ignite hair.

Hazard Communication (Also see Written Programs)

1. Review the Hazard Communication Program of your department or facility before working with any chemicals.
2. Check Safety Data Sheets (SDS) of chemicals prior to use.
3. Wear appropriate personal protective equipment as recommended by safety data sheets when working with chemicals.
4. All personnel working with chemicals shall be adequately trained in potential hazards of the chemicals they are using.
5. Report all injuries or accidents immediately.
6. Clean up all minor spills.
7. Evacuate and cordon off the area, call 911, and contact your supervisor if a major spill of hazardous materials should result.
8. DO NOT attempt to clean up a hazardous materials spill alone.
9. Properly store chemicals in such a way that chemical incidents do not result.
10. Properly label all containers containing flammable, poisonous, toxic, or otherwise dangerous materials.
11. Store insecticides, pesticides, herbicides, flammables, and strong acids in storage that is locked.
12. Post signs informing personnel that hazardous chemicals are located in cabinets, lockers, closets, etc.
13. Employees required to wear respiratory equipment must be qualified to do so. This includes but is not limited to training, medical qualifications, and fit testing of respirators.
14. Only approved solvents will be used to clean parts and materials.
15. Gasoline, kerosene and other potentially dangerous materials may not be used as cleaning solvents.
16. Employees shall wear as a minimum gloves and goggles when working with cleaning solvents.
17. Maintain adequate ventilation when working with chemicals.

18. Solvents and other volatile and hazardous substances shall be used only with adequate personal protection and in well-ventilated areas as stated on their Safety Data Sheet (SDS).
19. Employees should know the location of the nearest fire extinguisher, first aid kit, emergency eyewash, and telephone when working with chemicals.
20. Review JSA's for appropriate PPE.

High Heat Conditions

Employees exposed to high heat conditions shall receive training for prevention and first aid for heat related illnesses. General practices for preventing heat related illnesses include:

- When possible, schedule strenuous activities for coolest time of day;
- Stay hydrated;
- Take frequent, short breaks in the shade or air conditioning, if feasible;
- Avoid eating large meals when working in the heat; and
- Avoid beverages with caffeine.

Ladders

1. Ladders shall be in good repair and used in their intended manner.
2. Wooden ladders shall not be painted.
3. Ladders shall be placed so that the base is one (1) foot out for every four (4) feet of height.
4. Ladders shall be properly secured and equipped with shoes at the bottom to prevent slippage.
5. Always climb and descend facing the ladder.
6. Ladders are not to be used as scaffolds.
7. Only one (1) person shall work on a ladder at a time.
8. Metal ladders shall not be used near electrical lines, electrical cabinets, or energized equipment.
9. Modified ladders shall not be used.
10. Benches, boxes and other materials shall not be used in place of a ladder.
11. Damaged ladders will be tagged and placed out of service.
12. Ladders should be inspected prior to each use, and repaired or taken out of service if not up to standards.
13. Ladders should not be placed in front of doors unless the doors can be secured.
14. Materials should not be carried by hand when ascending and descending a ladder.

Landscaping & Grounds Maintenance Safety

Power Lawn Mowers {Push, Riding and Zero-Turn Radius} Prior to use:

1. Employees shall be adequately trained or have sufficient experience before operating.
2. Review the instruction/owner's manual, especially if you are unfamiliar with a particular piece ofequipment.
3. Ensure that all mowers are equipped with adequate and appropriate guards, which shall remain in place while the mower is in use, including rear shields, grass chute/deflector,and'dead-man' controls.

4. Any adjustments, inspections, or repairs, should be completed while the mower is at· a complete stop with the engine turned off. A spark plug wire shall be removed if necessary to prevent accidental starting.
5. Be cautious when filling the gas tank. Wipe up spills and never attempt to fill a tank on a mower that is still hot from recent use.
6. Fill the fuel tank outdoors. No smoking allowed while fueling.
7. Walk the area to be mowed, carefully removing any debris including rocks, limbs, logs, or anything else the mower blades could throw while cutting.
8. Never disconnect the safety features installed by the manufacturer.

Mower Operation

1. Proper personal protective equipment shall be worn for the task being performed. Necessary personal protective equipment includes protective eyewear, face shields, hearing protection, gloves, and work boots.
2. Do not wear loose-fitting clothing that could get caught on controls or fast-moving parts. Instead, wear long pants, sturdy boots and aform-fitting shirt.
3. Never leave a running mower unattended.
4. Avoid directing the discharge opening toward other individuals or vehicles in the vicinity.
5. When mowing on a slope or incline, it is safer to mow up and down the hill rather than across the face of the slope. Do not operate mowers on a slope greater than fifteen (15) degrees.
6. Avoid wet slopes to prevent losing traction and tipping over.
7. Keep the mower's movement steady and slow enough to adequately maintain control.
8. Maintain a safe distance from drop-offs, water, and other hazards.
9. Do not make rapid corrections or turns.

Line Trimmers & Edger's

1. Employees shall be adequately trained or have sufficient experience before operating.
2. Proper protective eyewear and hearing protection shall be worn by all employees.
3. Never install a blade on a trimmer or edger that was not specifically designed for that machine.
4. Carefully trim around vehicles, doorways, parking lots, and other areas where others may be as flying debris may cause injury.
5. Allow machines to properly cool down prior to re-fueling. Hot engine parts and mufflers may cause a fire should fuels be spilled on or in them.

<u>Lift Equipment</u>

1. Personnel shall be adequately trained in the use of lift equipment
2. Inspect the lift equipment before work begins.
3. Keep all personnel away from the area below the lift.
4. Barricade beneath the swing radius of the lift if applicable.
5. Only one person shall give directions to the equipment operator.
6. When equipment is left unattended, it should be secured and the equipment de-energized.
7. Personnel shall not be lifted or lowered unless proper fall protection equipment is utilized. Contact your Supervisor for additional instructions.

Lockout, Tagout (Also see Written Programs)

1. Review the specific Lockout/Tagout Procedure of the particular location before beginning work.
2. All voltages shall be handled properly and safely.
3. Only qualified individuals will work on live or energized equipment.
4. When working on live equipment, work on only one (1) wire at a time and insulate all conductors which may come in contact with the live circuit.
5. Adequate personal protective equipment must be used when working on live circuits.
6. Use only non-conductive ladders and hard hats when working near energized circuits.
7. Treat all electrical equipment as though it was live.
8. Shut off power before removing guards from motor-driven equipment.
9. Keep the work area as dry as possible.
10. Fuses shall be replaced with fuses of the proper capacity.
11. Finger rings, bracelets or metal watch bands shall not be worn when working with electrical equipment.
12. When opening disconnects, wear proper eye protection to shield the eyes from the flash or sparks.
13. When opening disconnects wear approved hand protection, such as linesman gloves.
14. After repairs, replace cover plates on lighting and power cabinets or electrical enclosures.
15. Restrict the number of people in the work area.
16. Inspect all electrical extension cords for signs of wear.
17. Extension cords shall not be used as permanent wiring in any situation.
18. Ground all electrical power tools.
19. Only qualified individuals shall be allowed to repair electrical equipment.
20. Do not pull on the cord to disconnect equipment.
21. All portable equipment shall be grounded by means of a three wire cord and polarized plug or wire leading from the frame of a machine to a good return ground. ANSI approved insulated portable power tools may be used. Grounding plugs shall not be altered or removed.

Machinery and Equipment

1. Employees working near moving machinery or energized equipment or circuits shall proceed with care in performing their work, considering the effect of each action on themselves or others.
2. Employees shall always be careful to place themselves in a safe and secure position to avoid slipping, stumbling, or moving backward against moving machinery.
3. Employees shall not position themselves on or near any equipment that is at a standstill, this might result in injury if the equipment or machine restarts.
4. Whenever it becomes necessary to work on any machinery, the Town's Lockout/Tagout procedure will be followed.
5. Machine guards shall not be removed except for the purpose of inspection or repairs to the guards or machinery. Guards shall not be removed unless the machine has been locked or tagged out of service. Guards shall be replaced and secured immediately after repairs have been completed.
6. Shafts and other parts of revolving machinery shall not be adjusted, cleaned or repaired while in motion, unless the machinery design requires the motion.

7. Operators shall not wear loose fitting clothing, dangling jewelry, ties, etc., while operating power driven machinery, this can lead to the potential for being caught by the machine.

Maintenance Areas

1. Remove all jewelry from your body before beginning your shift.
2. Do not run a vehicle inside the garage without hooking up the exhaust ventilation system, or without assuring adequate ventilation.
3. Do not remove radiator caps until the engine has cooled and pressure in the hoses eliminated.
4. Clean all spills immediately to prevent slipping hazards.
5. Do not disable solvent tank safety links. They must be kept in working order.
6. All protective equipment must be worn as required.
7. Use the proper tool for the job at hand and keep tools in good repair.
8. All employees are responsible for housekeeping in their work area.

Material Handling and Storage

1. Store and stack material so that the load is stable. Floors and platforms supporting loads must be properly constructed to support the loads.
2. Do not exceed load carrying capacity of vehicles being used.
3. Store and stack material in approved locations. Make sure all aisle widths conform to uniform Fire Code and uniform Building Code.
4. Keep aisles, stairways, exits, fire equipment, water heaters, boilers, electric panels and switch boxes well marked.
5. Do not store materials where exits, firefighting equipment, emergency equipment, ladders, walkways or roadways may be obstructed.
6. Do not store materials near sources of combustion or electrical equipment.
7. Maintain a clear view when moving loads.
8. Sharp or pointed articles shall be so stored as to prevent employee contact with the sharp edges and points.
9. Determine that storage areas above offices and store rooms will adequately support the material to be stored.
10. Be sure that flammables are stored in designated areas.
11. All volatile, corrosive and flammable substances must be store in the yellow safety cabinets, as per OSHA and NFPA requirements.

Manual Lifting

1. Inspect the path that must be traveled when lifting. Where possible, remove obstacles from path.
2. When you must lift heavy materials, use the following procedures:
    - Separate and place both feet close to the object being lifted;
    - Bend knees and squat down to the object to be lifted;
    - Grip the object with the palms of the hands;
    - Position the arms and elbows close to the body;
    - Draw the chin towards the chest to straighten the back and lift with the legs keeping the back in a vertical position; and

- When shifting a load, turn the feet but do not twist the trunk.

3. When two or more individuals are lifting a load, use signals to coordinate the lift so that an injury does not result.

Overhead Hazards

Protection of employees or bystanders in the vicinity of overhead work shall be assured by the use of barricades, signs, nets, guard personnel, or other suitable means. Overhead work includes work from ladders, platforms, raised floor areas, roofs, lifts, etc. Employees in near proximity to overhead work who are not assisting the job shall relocate safely away from the hazard until the work is completed or the hazard is eliminated.

Painting Safety

1. Read and follow the manufacturer's directions carefully when applying any finishing materials, such as lacquer, enamel, paint, etc. if questions arise as to the hazards of the substance, refer to the applicable Safety Data Sheet (SDS).
2. Personal protective equipment, as recommended by the manufacturer, shall be used when applying the products.
3. Any canned spray painting must be done outdoors in a well ventilated area with an adequate amount of clearance from any potential sources of ignition.
4. Any flammable substances, such as paints, thinners, etc., must be stored in proper storage areas or in a UL listed metal storage cabinet.
5. Any flammable substances removed from their original containers shall be stored in UL listed storage containers, if the original container will not meet the requirements.
6. Bond metal containers when transferring flammable liquids, especially those that are known Class I flammable liquids. Refer to Safety Data Sheets for flammability information.
7. Never have more than one day's supply of flammable substances outside of an approved storage area.
8. Clean up all spills promptly and in accordance with the requirements on the Safety Data Sheet (SDS).
9. Dispose of oily, paint or solvent-soaked rags in metal containers with tight fitting lids to prevent possible chemical reactions that may result in "spontaneous combustion".
10. Use properly designed ladders when painting above ground level. Do not work or place elevated equipment within ten (10) feet of power lines.
11. Read and follow the manufacturer's directions carefully when applying any finishing materials, such as lacquer, enamel, paint, etc. if questions arise as to the hazards of the substance, refer to the applicable Safety Data Sheet (SOS).
12. Personal protective equipment, as recommended by the manufacturer, shall be worn when applying the products.

Personal Protective Equipment

1. Personnel shall wear personal protective equipment that is consistent with the Health Safety Assessments conducted. This may include but is not limited to eye protection, hand protection, head protection, skin protection, hearing protection or respiratory protection. Review the appropriate Health and Safety Assessment or contact your supervisor to determine what personal protective equipment is required.

2. Approved clothing appropriate for the work being done shall be worn and maintained in good repair.
3. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing which can become entangled shall not be worn around moving machinery parts.
4. Working without shirts shall not be permitted.
5. Employees will wear hearing protection when working in areas marked with appropriate warning signs or upon instructions to do so by their supervisor.
6. Welders and their assistants shall wear approved eye protection during cutting, welding or brazing operations.
7. Respirators shall be worn as necessary for applicable positions. Departments shall ensure that employees are properly fitted and trained in the use of respiratory equipment. (See Written Program)
8. Employees working in elevated work locations (greater than four feet) shall wear safety belts, harnesses or lanyards.
9. Safety vests or clothing bright green in color and approved hard hats or soft caps shall be worn by all personnel while working on or near traveled right of ways.
10. Gloves shall be worn while collecting refuse and as directed by Supervisor.
11. All personal protective equipment shall be kept clean, in good repair, and ready for use.
12. A hard hat should be worn whenever there is exposure to impact from overhead work, from falling, flying objects, or electrical shock and burns. Hats should be of a color that enhances visibility, and may be equipped with reflective tape for enhanced night visibility.
13. Other personal protective equipment may be required depending on the type of work being done. The object is to make workers as visible as possible to motorists, especially if work is required at night.

<u>Pesticide & Herbicide Safety</u>

1. Before using any pesticide or herbicide, employees shall read the label carefully and follow the directions and precautions.
2. Pesticides shall be stored in a properly labeled, tightly sealed container and under lock and key at all times. The building or structure shall be clearly marked with pesticide warnings.
3. Before handling any pesticides/herbicide, the user should review the SDS and label to identify any personal protective equipment that will be needed to prevent a possible exposure.
4. Mix the pesticides/herbicides in a well-ventilated, well-lit area. Mix only at recommended rates and apply only at specified dosages.
5. Check application equipment for leaking hoses or connections, plugged or worn nozzles, and examine the filter to ascertain that it is free of debris.
6. Employees shall avoid contact *with* skin or inhalation of mists or spray.
7. Safety data sheets (SDS) shall be maintained and kept near material and storage locations.
8. Spray equipment shall be cleaned daily when using oil-based solutions.
9. Pesticides/herbicides shall not be stored or disposed of where they could contaminate people, property or waterways.
10. Empty containers shall be disposed of in a safe manner.

11. Pesticides/herbicides should only be applied under favorable time and weather conditions.
12. Do not eat, drink or use tobacco products while handling pesticides/herbicides.

Poisonous Plant Awareness

Poison Ivy, Oak, and Sumac are classified as *Toxicodendrons* as the substances found in the sap are collectively known as· urushiols. Other related plants and/or plant products (fruits, leaves, etc.) also contain similar oils

Poison Ivy usually has three broad, spoon-shaped leafs or leaflets, but can have more. It may grow as a climbing vine, a creeping vine, or as a bush or shrub, depending upon the surrounding terrain and locale. Leaves are generally 1.5 to 4.5 inches long and 1.5 to 4.5 inches wide and can be shallowly lobed or almost entirely serrated. Poison Ivy is very common throughout Texas, often found along river or creek beds, fencerows, roadsides, and edges of open fields.

Poison Oak has leaves that look generally like oak leaves with usually three, but sometimes up to seven leaflets per group can be anywhere from one to six feet tall. As with Poison Ivy, Poison Oak grows as both a vine and shrub; however, Poison Oak vines generally do not climb. Poison Oak is generally found in more arid, sunny locations.

Poison Sumac has seven to thirteen paired leaflets per leaf stem and the leaves have smooth edge and pointed tips. It is generally found in wooded, swampy areas such as creeks and wetland areas. It is also important to remember that these plants may take on different characteristics during the various seasons and in different locations throughout the country.

1. Sensitivity to these plants can vary and some people who do not appear sensitive may develop sensitivity on later exposures.
2. Exposures to poison ivy, poison oak or sumac are greatest in the spring and summer months when the oil (urushiol) is most abundant.
3. Onset of the rash is from a few hours to several days after exposure. The skin becomes red, blisters appear and usually accompanied by itching. As symptoms progress, swelling and fever may develop.
4. If you are going to be in areas where you know poison oak or ivy is likely to grow, wear long pants and long sleeves, and if practical, gloves and boots. Your best protection is to identify the plant and avoid contact. Barrier creams can provide even greater protection and should be used prior to work in affected areas.
5. Be aware that the plant's oily resin sticks to almost all surfaces and can even be carried in the wind (on particles of dust) when there is a fire burning.
6. If you think you have contacted poison ivy, follow these simple procedures:
   - Wash all exposed areas with cold running water as soon as you can. If this is done within five minutes, the water should neutralize or deactivate the urushiol in the plant's oil before it can bond with your skin and create a rash. Soap is not necessary and may even spread the oil;
   - If possible, change clothes. Wash all clothing outside with a water hose before taking it into the work area or home to prevent the oil from being transferred to furniture or

rugs. Resinous oils can last on tools and clothing for months unless properly cleaned or laundered; and

- Mild rashes can be treated with lotions and by soaking in an oatmeal bath or covering the rash with wet compresses. Contact a physician for treatment of severe cases or if the irritation is not cleared up in three (3) or four (4) days.

Reporting Defects

1. Each employee shall report promptly any defects observed in tools, apparatus, poles or any other equipment owned by the Town.
2. Damaged or defective equipment or tools shall be tagged "Defective" until removed for repair or disposal.

Rope

1. Never overload rope, as it will permanently weaken the strength of the rope.
2. Do not drag rope on the ground or against rough or sharp objects.
3. Wet rope or rope reinforced with metallic strands (including wire rope or cable) shall not be used near power lines or other electrical equipment.
4. Rope shall be stored away from heat, chemicals, moisture, sunlight, rodents and biological agents.
5. Reverse rope (end for end) periodically so that all sections receive equal wear.
6. Keep rope clean. If rope gets dirty, wash it with clean water. Be sure to dry thoroughly before storing.
7. Kinks shall be removed before strain is put on rope.
8. Rope shall be inspected routinely for damage or rot.

Slings

1. Ensure slings are in good condition and of sufficient strength, considering splices, knots and leg angles. Hooks, rings and other fittings must be approved, properly used and in good condition.
2. Slings with cuts, excessive wear or other damage shall be properly disposed of.
3. Slings shall not be shortened with knots, bolts, or other makeshift devices.
4. Slings shall be protected from sharp edges of loads.
5. Slings shall not be pulled from under loads resting on the sling.

Slip Hazards

1. Hazards due to wet or otherwise slippery surfaces shall be cleaned immediately or identified to warn or guard personnel from the hazard until it can be removed.
2. Snow and ice shall be promptly removed from all walkways and work areas wherever practical.

Tools

Hand and Power Tools – General:

1. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. The supervisor has the authority and responsibility to condemn unserviceable tools regardless of who owns the tool.

2. Defective tools shall be tagged to prevent their use and removed from the job site.
3. Employees shall always use the proper tool for the job to be performed.
4. Hammers with metal handles, screwdrivers with metal continuing through the handle, and metal measuring tapes shall not be used on or near energized electrical circuits or equipment.
5. Tools shall not be thrown from place to place or from person to person. Tools that must be raised or lowered from one elevation to another shall be placed in tool bags or firmly attached to hand lines.
6. Tools shall never be placed unsecured on elevated structures.
7. Impact tools such as chisels, punches, etc., that become mushroomed or cracked shall be dressed, repaired, or replaced.
8. Chisels, punches, ground rods, etc., shall be held with suitable holders (not with hands) while being struck by another person.
9. Wrenches with sprung or damaged jaws shall not be used.
10. Pipes shall not be used to extend a wrench or tool handle for added leverage unless the wrench or tool is designed for such use.
11. Tools shall only be used for their designed purpose.
12. Tools with sharp edges shall be stored with guards in place and handled in a manner to prevent injury or damage.
13. Wooden handles that are loose, cracked or splintered shall be replaced. Handles shall not be repaired with tape or lashed with wire.
14. The insulation on hand tools shall not be a means for protecting the user from electric shock from contact with energized sources.
15. When work is in progress, tools must be placed to prevent trip or fall hazards. When work is finished, all tools, scrap material, etc. must be removed and properly disposed of.

Portable Electric Tools – General:

1. The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded or double insulated.
2. All power tools shall be examined prior to use to insure safe operation and the presence and proper operation of all applicable safety devices.
3. All tools shall be kept in good repair. Tools in need of repair or service shall be disconnected from their power source, tagged "Defective," taken out of service, and not used until required repairs have been made.
4. Electric tools shall not be used where there is a hazard from flammable vapors, gases or dust unless approved for such use.
5. Extension cords and power tools used outdoors or in damp or wet environments shall be protected with a Ground Fault Circuit Interrupter (GFCI).

<u>Tree Cutting & Trimming Safety</u>

Before attempting to trim, cut, or remove any tree, carefully consider its characteristics. Items to be considered include:

- Tree lean;
- Tree size;
- Wind conditions;
- Nearby structures;

- Nearby utilities; and
- Other trees or brush in the vicinity.

Before cutting, clear the ground around the tree(s) where the work will be performed, carefully, removing any underbrush or other obstructions. This will provide clear vision, unrestricted movement, and an unhampered escape route when the tree or limb begins to fall.

In advance of the cutting, plan an escape route to the side or rear, depending upon the situation and likely direction of tree and limb fall.

As the tree or large limb begins to fall, stop the saw and lay it in a safe place that will allow unrestricted escape.

Trimming & Cutting Procedures – General:

1. Hold the saw firmly with both hands.
2. If cutting entire tree, make a cut close to the base of the tree but high enough to conveniently avoid running the saw near the soil.
3. Cut through trees up to 8-inches in diameter with one cut.
4. On larger trees, notch (undercut) at least one-third of the trunk diameter on the fall side of the tree. Then, make a lower cut of the 45-degree notch first to prevent pinching or binding of the chain by wedge cut, if used.
5. Make the cut to initiate the fall on the opposite side of the trunk about 2-inches above and parallel to the horizontal notch. Leave wood fibers intact to act as a hinge to keep the tree from twisting and falling in the wrong direction or kicking back on the stump.
6. Guide the saw into the tree, do not force it.
7. Remove the saw from the tree and shut down before the tree falls.

Preventing Saw Kickback – General:

1. Hold the saw firmly with both hands.
2. Grip the top handle of the saw by wrapping hand and thumb firmly around handle.
3. Use a saw equipped with chain brake or kickback guard.
4. Watch for twigs or other impediments that could snag the chain.
5. Don't pinch the chain bar while cutting.
6. Saw with the lower part of the bar close to the bumper, not on the top near the nose.
7. Maintain high saw speed when entering or leaving a cut in the wood.
8. Keep the chain sharp.

e) **Written Programs:**

• Blood borne Pathogen Exposure Control Plan	• Emergency Action Plan
• Fire Prevention Plan	• Hazard Communication Program
• Lockout / Tagout Program	• Portable Fire Extinguishers
• Recordkeeping and Reporting	• Respiratory Protection Program

Blood borne Pathogen Exposure Control Plan

Purpose:
It is the Department's policy to reduce the risk of employee exposure to blood borne pathogens while providing emergency services to the public. This Training Procedure is intended to assist Department officers when dealing with blood borne pathogens.

a) ***Definitions***

1. Blood borne Pathogens: Pathogenic microorganisms (e.g., HIV and HBV) that are present in human blood and other body fluids, that can cause disease in humans.

2. Contaminated: The presence or reasonably anticipated presence of blood or other potentially infectious materials (OPIM) on an item or surface.

3. Contaminated Laundry: Laundry, which has been soiled with blood or OPIM.

4. Contaminated Sharps: Any contaminated object that can penetrate the skin including, but not limited to needles, scalpels, broken glass, and sharp metal.

5. Decontamination: The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or items to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for use or handling.

6. HBV: Hepatitis B Virus.

7. HIV: Human Immunodeficiency Virus.

8. Not Reportable Exposure: exposures that do not require formal reporting procedures: Blood on intact skin; Blood on clothing or equipment; Being present in the same room as the infected person; Touching the infected person; Talking to the infected person.

9. Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from a Department officer's performance of duties.

10. Other Potentially Infectious Materials (OPIM): The following human body fluids - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ (other than intact skin) from a human (living or dead).

11. Parenteral: Piercing mucous membranes or the skin barrier through incidents, such as, needle sticks, human bites, cuts, and abrasions.

12. Personal Protective Equipment (PPE): Specialized clothing and/or equipment worn by a Department officer for protection against blood or OPIM.

13. Regulated Wastes: Liquid or semi-liquid blood or OPIM, contaminated items that would release blood or OPIM, items that are caked with blood or OPIM and are capable of releasing these materials during handling, contaminated sharps, and pathological and microbiological wastes containing blood or OPIM.

14. Reportable Exposure: The direct exchange of a potentially infectious agent from a source individual to a Department officer. These exposures include:
    - Percutaneous: Through the skin, a percutaneous exposure occurs when blood or body fluids are introduced through the skin (i.e., needle sticks, sustaining a cut by a contaminated sharp, blood or body fluids through an open wound/cut).
    - Mucotaneous: A Mucotaneous exposure occurs when blood or body fluids come into contact with a mucous membrane (i.e. blood or body fluids splashed or sprayed into eyes, nose or mouth).
    - Respiratory Route: An unexpected respiratory exposure occurs when a Department officer comes in direct contact with an infected person who is later diagnosed as having a serious communicable disease (e.g., tuberculosis and meningococcal meningitis).

15. Source Individual: Any individual, living or dead, whose blood or body fluids may be a source of occupational exposure to a Department officer.

16. Universal Precautions: An approach to infection control. The concept of universal precautions is to treat all blood and OPIM as if known to be infectious for HBV, HIV and other blood borne pathogens.

b) ***Procedure***

1. Department Responsibilities – The Department shall provide:
    - Information and training regarding the Exposure Control Plan;
    - Protective equipment for all occupationally exposed Department officers;
    - Hepatitis B vaccinations for occupationally exposed Department officers; and
    - Appropriate information and follow-up health care for Department officers who have experienced a reportable exposure.

The Department shall also review its Exposure Control Plan periodically and make all necessary revisions.

2. Occupational Exposure Classifications
    - Officers in the following job classifications should reasonably anticipate occupational exposure to blood or OPIM:
        - All Police Officers;
        - All Detectives;
        - All Sergeants;
        - All Lieutenants; and

    - All Reserve Police Officers.
- Occupationally exposed Department officers should anticipate exposure to blood or OPIM while performing one or more of the following tasks:
    - Performing and administering emergency medical care to injured persons;
    - Performing cardiopulmonary resuscitation;
    - Contact with combative persons;
    - Contact with contaminated evidence and/or property;
    - Response to hazardous material situations, both transportation and fixed site, involving OPIM;
    - Fingerprinting suspects, witnesses and other persons;
    - Processing evidence items; and
    - Collecting and preserving evidence in a laboratory or crime scene.
- Officers are designated as First-line Responders for purposes of providing emergency medical first aid response and the above listings do not cover every incident that Department officers may be exposed to.

3. Exposure Control Procedures
    - Officers shall use universal precautions and/or work practice controls to eliminate or minimize exposure to blood or OPIM. Personal protective equipment (PPE) shall be used when occupational exposure remains after institution of these controls. Officers will not:
        - Eat, drink, smoke, apply cosmetics or lip balm or handle contact lenses while in areas of occupational exposure;
        - Keep food or drink in refrigerators, freezers, shelves, cabinets or on counter tops where blood or OPIM are present;
    - When in occupational exposure areas Department officers shall:
        - Examine themselves for cuts, sores, hangnails or abrasions and cover them with latex gloves or other waterproof dressing/bandage.
        - Wash their hands immediately or as soon as possible after removing gloves or other PPE;
        - Wash exposed skin with hot water and soap immediately after contact with blood or OPIM. If water is unavailable, a germicidal hand cleanser shall be used. Followed by hot water and soap as soon as possible.
    - When mucous membranes come in contact with blood or OPIM, officers shall be immediately flushed with water.
    - Officers shall not shear, break, bend, recap or remove contaminated needles and other contaminated sharps. Contaminated sharps shall be placed in Department Sharps Containers and/or Syringe/Needle Keepers. These containers are puncture resistant, leak proof, labeled and color-coded as “BIOHAZARD.”
    - Officers shall package contaminated evidence in a puncture resistant, leak proof container/bag that is labeled and color coded as "BIOHAZARD". If the item(s) collected can puncture the primary container/bag, the container/bag shall be placed within a secondary container/bag that is puncture-resistant.
    - Officers shall decontaminate all reusable items/equipment, unless unfeasible. When unfeasible, the items/equipment shall be disposed of as contaminated waste. Officers

shall notify his/her supervisor before depositing the item/equipment in the biohazard waste receptacle.

4. Personal Protective Equipment (PPE)
   - The Department issues PPE to officers who are subject to an occupational exposure.
   - PPE consists of but is not limited to:
     - Two (2) pairs disposable latex gloves;
     - Two (2) packets of germicidal towelettes;
     - A face shield or safety goggles and a face mask;
     - Disposable Tyvek suit; and
     - Two (2) "BIOHAZARD" bags;
   - PPE and replacement PPE's are distributed by the officer's supervisor.
   - Officers should select PPE that is appropriate for the potential exposure. Common sense should dictate the type of PPE to be used. When in doubt, select maximal rather than minimal PPE. This does not apply when an officer feels in a specific instance that its use would prevent the delivery of health care or public safety services or would pose an increased hazard to their safety or others.
   - Officers shall wear gloves when there is potential for direct skin contact with:
     - Blood or other body fluids;
     - Infectious materials;
     - Mucous membranes;
     - Non-intact skin of persons;
     - When handling items or surfaces contaminated with blood or OPIM; and
     - Deceased persons.
   - Gloves shall be replaced when their barrier is compromised by a tear or puncture.
   - Disposable gloves shall not be decontaminated or re-used.
   - Officers shall wear masks and safety goggles and/or face shields when there is a potential for eye, nose or mouth contamination due to splashes, spray, splatter, droplets or aerosols of blood or OPIM.
   - Officers will use either a pocket mask or a resuscitation device with a one-way valve when performing mouth-to-mouth resuscitation. **Mouth-to-mouth resuscitation shall be performed as a LAST RESORT**.
   - PPE shall be worn when there is a potential for occupational exposure. Coveralls or similar clothing shall be worn when there is a potential for contaminating clothing with blood or OPIM. Fluid-resistant clothing (including head covering) shall be worn if there is a potential for splashing or spraying blood or OPIM. Fluid-resistant shoe covers shall be worn if there is potential for shoes to become contaminated by blood or OPIM.
   - PPE shall be removed immediately upon leaving a work area. Place the PPE in the appropriate designated area or container for storage, decontamination or disposal.

5. Housekeeping
   - Officers shall clean and decontaminate all equipment (i.e., patrol vehicle, handcuffs, etc.) and environmental working areas (i.e., holding cells, BAC room, fingerprint room, etc.) when contaminated by blood or OPIM.
     - The last person to use the equipment/area is responsible for cleaning it.

- Contaminated equipment shall be stored in puncture resistance, leak proof, color-coded and labeled "BIOHAZARD" container until it can be decontaminated.
- Equipment and/or work areas shall be decontaminated using a 1:100 chlorine bleach solution or germicidal solution. Large pools of blood or OPIM shall be blotted with paper towels before attempting disinfection. Floors and walls do not have to be disinfected unless they have been exposed to blood or OPIM.

- All broken glass shall be handled as if it were contaminated with blood or OPIM Broken glass shall not be picked up by hand. Use mechanical means (i.e., brush/broom and dust pan). Broken glass shall be wrapped in paper/newspaper, placed in a labeled or color coded "BIOHAZARD" bag, and deposited in the "BIOHAZARD WASTE RECEPTACLE".

6. Regulated Waste
   - Contaminated sharps shall be placed in a "SHARPS CONTAINER" located in the evidence room at each substation. At headquarters, "SHARPS CONTAINERS" are located in the Assembly Room.
   - "SHARPS CONTAINERS" are color coded red and/or have the universal "BIOHAZARD" symbol clearly marked on it.
   - "SHARPS CONTAINERS" shall be closed before removal or replacement to prevent spillage during handling, storage, transportation or shipping.
   - "SHARPS CONTAINERS" shall be replaced when they are three-quarters full.
   - Some Department officers may be issued single use "SYRINGE/NEEDLE KEEPERS" for field collection.
   - Other regulated wastes (i.e., disposable gloves, towels, pads, coats, face shields, etc.) that are contaminated with blood or OPIM shall be discarded into containers marked with the red universal BIOHAZARD symbol.
     - The containers are supplied and maintained by the Department's authorized Biomedical Waste Disposal Company and shall be located in the evidence room of each substation or in the PMU at Headquarters.
     - The containers shall be closed when full or before removal to prevent spillage during handling, storage, transport or shipping.

7. Contaminated Laundry
   - Contaminated laundry shall be handled as little as possible, without agitation.
   - Contaminated laundry shall be bagged or containerized at the location where it was used/contaminated. Use leak proof bags/containers that are color coded/labeled "BIOHAZARD".
   - Contaminated laundry shall be transported to the Department officer's unit.
   - Contaminated laundry shall not be transported or stored with non-contaminated items.
   - When Department issued or personal clothing is contaminated by blood or OPIM it will be decontaminated at the Department's expense. Officers shall notify their supervisor and place the items in a leak proof bag/container that is color coded/label "BIOHAZARD". If a supervisor determines that effective decontamination is not practical, they shall make arrangements to have the items transported to the PMU for disposal and replacement.

- Officers who are occupationally exposed shall have a second change of clothing available should their clothing become contaminated with blood or OPIM. Unusual Occurrence (U/O) uniforms are authorized when a second change of clothing is unavailable. Officers shall not take contaminated laundry to their local dry cleaners or residence.

8. Communication of Hazard to Employees
   - Officers shall be warned of possible blood or OPIM contamination by using universal "BIOHAZARD" warning labels, signs, bags or containers.
   - Warning labels/signs shall be affixed to regulated waste containers, refrigerators, freezers or any other receptacle containing blood, OPIM, or any other container used to store, transport or ship blood or OPIM. Labels/signs shall be fluorescent orange, orange-red, or predominantly so, with lettering or symbols in a contrasting color. Labels/signs shall be affixed to the container. Pre-labeled red bags/containers may substitute for affixing labels.

9. Information and Training
   - Officers classified as occupationally exposed shall attend annual training which will consist of but is not limited to:
     - Education on blood borne diseases and mode of transmission;
     - Symptoms of blood borne diseases;
     - Reviewing the Department's Exposure Control Plan;
     - Recognition of tasks that may create injury;
     - Explanation of the types, use and limitations of PPE;
     - Explanation of the HB vaccine, including information on efficacy, safety, methods of administration and benefits of being vaccinated;
     - Information on post-exposure follow-up if exposure occurs; and
     - Explanation of signs/labels and/or color-coding used by the Department.
   - Written records shall be maintained for **three (3) years** after the training date and should include the following:
     - Dates of the session;
     - Contents of the session;
     - Name of person giving the training; and
     - Name of persons attending the training session. All officers shall be tested to see if the course objectives were met.

10. Hepatitis B Vaccination
    It is the Department's policy to reduce the risk of an officer's exposure to hepatitis and other communicable diseases while providing law enforcement services to the public. This training Procedure is intended to assist Department officers when dealing with hepatitis exposure.
    - Department Responsibilities – The Department shall:
      - Provide information on HB vaccine to all occupationally exposed Department officers.
      - Provide HB vaccine free of charge to all occupationally exposed officers and strongly encourage them to take it.

- Arrange time for the officer to receive the HB vaccine during work hours.
- Keep each occupationally exposed officer's immunization status on file. Routine booster dose(s) shall be at the Department's expense.

- Supervisors shall:
  - Review immunization status for each new occupationally exposed officer.
  - Provide direction on where to receive HB vaccine and assist in arranging work time to complete the vaccination series.
  - Ensure that officer documentation is completed and forward copies of the completed immunization record form and the HB Vaccine Program Consent/Waiver form to the Training Unit.
- The Department officer shall:
  - Update their immunization record and complete the HB Vaccination Program Record form.
  - If wanted, request the HB vaccine through their supervisor.
  - Keep their own personal record of immunization.
  - Update the Training Unit records if immunity status changes.
  - Acknowledge their consent by signing the appropriate Hepatitis B Immunization Program Consent/Waiver form before receiving the HB vaccination, or if they do not want the HB vaccine, by signing the Waiver on the back of the form. If an officer initially declines the HB vaccine, but at a later date (while still employed in an occupationally exposed position) decides to accept the vaccine, the Department shall provide the HB vaccine to the officer at that time and at no cost to the officer, provided funds are available.
- Post-Exposure Evaluation and Follow-up – If an officer sustains a "reportable exposure" to blood or OPIM they shall comply with the following:
  - Eyes: If blood or OPIM gets into your eyes, flush immediately with water for at least five (5) minutes or use eye wash if water is unavailable.
  - Mouth: If blood or any OPIM gets into your mouth, rinse your mouth with a 50/50 mix of hydrogen peroxide and water and then rinse with water.
  - Needle Sticks: If you get a needle stick or puncture wound, "milk" the wound to induce bleeding. Wash the wound area thoroughly with soap and water, or if water is unavailable, wash with a germicidal soap/ towelette.
  - Bite or Scratch Wound: Bites, scratches or lesions shall be washed thoroughly with soap and hot water, or: Pour a small amount of hydrogen peroxide on the wound. Use a germicidal soap or towelette to thoroughly clean the wound area. Cover the wound with a sterile dressing or bandage.
- Reporting Procedures:
  - Officers shall immediately verbally report all exposure incidents to their supervisor.
  - Supervisors shall fill out an Accident Investigation Report and submit it via Chain of Command.
  - The officer shall fill out the Department's Occupational Exposure Incident Report form and submit it via Chain of Command to the Personnel Unit.
  - The officer shall immediately seek medical attention. The officer shall tell the E/R nurse or doctor that they have been substantially exposed to blood or OPIM. The officer should obtain HBIG and booster vaccine, if needed. If the

Department officer has not had a HB vaccination, they should start the vaccine, as soon as possible, or within seven (7) days of the exposure incident.

- If an officer sustains a "reportable exposure" from a source individual, the officer and the source must obtain HIV and HBV testing (see statue 10ANCAC 41A.0202 and 0203) through **Union West Urgent Care** provided
  - The exposure occurred on the job; and
  - The request to the Health Officer is made within seven (7) days of the occurrence.
- To ensure testing of the "source individual":
  - If the source individual has been admitted to the hospital, the officer or officer's supervisor shall fully explain the exposure incident to the E/R charge nurse and they will handle it.
  - If the source individual was taken to a different hospital, the officer's supervisor shall call that hospital, fully explain the exposure incident to the E/R charge nurse or doctor and request the source individual be tested.
  - Do not discuss any testing with the source individual at any time.
  - The Health Department may require the source individual to submit to HIV and Hep B blood testing.
  - Exposed officers should practice safe sex with their partner(s) until counseled otherwise by a health care professional.

11. Record Keeping
    - Occupational exposure records shall be maintained for each officer in the Personnel Unit and shall include:
      - The name and social security number of the officer;
      - A copy of the officer's HB vaccination status, including the dates of all HB vaccinations and any medical records relative to the officer's ability to receive the vaccination;
      - A copy of all examinations, medical testing and follow-up procedures; and
      - A copy of the information provided to the health care professional and the health care professional's written opinion.
    - The Department shall ensure that the officer's medical records are:
      - Kept confidential.
      - Not disclosed or reported without the officer's express written consent to any person within or outside the Department, except as required by law.
      - Maintained for duration of employment, plus thirty (30) years.
    - All records shall be made available upon request to authorized OSHA officials, or to the officer or to anyone having written consent.

12. Evidence Examination and Packaging Preparation

    Officers shall comply with the following guidelines when examining, handling or packaging items suspected of being contaminated with blood or OPIM.
    - Use gloves when handling items suspected of being contaminated with blood or OPIM. Some items may require additional protection, such as protective clothing, face shields, etc.
    - Package all sharp items (i.e., scissors, knives, scalpels, razors, broken glass, nails, etc.) in a protective manner and label "SHARP INSTRUMENT":

- Evidence items shall be air-dried and double-bagged or boxed using paper. Both the inside and outside bags shall be labeled "BIOHAZARD."
- Non-evidence items shall be sealed in puncture resistant, leak proof, plastic bags/containers that are color-coded and labeled "BIOHAZARD".

- When used as evidence, package hypodermic needles in specially provided needle/syringe keepers. Non-evidence hypodermic needles shall be packaged in a needle/syringe keeper and later disposed in a Biohazard Waste Receptacle.
- Clothing and other biodegradable evidence shall be air-dried and double-bagged using paper. Both the inside and outside bags shall be labeled "BIOHAZARD."
- All other non-evidence items shall be double-bagged in puncture resistant, leak proof, plastic bags that are color-coded and labeled "BIOHAZARD".
- Tape should be used to package evidence.
- Contaminated evidence shall not be placed in direct contact with tabletops or other non-contaminated surfaces. Wrapping paper, paper bags, drop cloths, or other coverings shall be used as surface coverings.
- When air-drying contaminated evidence, wrapping paper should be draped around the item and marked with BIOHAZARD labels. Officers shall wear disposable gloves, eye protection and masks when air-drying and packaging this evidence.
- Community items (i.e., pens, typewriters, telephones, portable radios, etc.) shall not be handled with contaminated gloves.
- Contaminated items shall be packaged separately from non-contaminated items. A separate Master Evidence Form shall be filled out for contaminated evidence and clearly labeled as BIOHAZARD. The label shall be brightly colored and include both the word "BIOHAZARD" and the universal warning symbol. If a label is not available, the officer shall write in bold red ink "BIOHAZARD," to the blank description section of the Master Evidence Form, on all four (4) pages.
- Labels shall be placed on all contaminated packages so that they are clearly visible from five (5) feet away. Large or odd sized articles (i.e., doors, etc.) that contain contaminated evidence (i.e., bloody fingerprint, etc.) shall have the concerned area protected by taped wrapping paper with warning labels affixed to the covering.
- Once contaminated evidence is removed from a work area, the area shall be cleaned and decontaminated.
- Wrapping paper, disposable gloves, masks or other items used in handling contaminated items shall not be deposited in the general trash. Contaminated items shall be packaged in plastic BIOHAZARD bags/containers.
- Contaminated evidence shall be stored separately from other non-contaminated evidence.
- Contaminated evidence shall be placed in leak proof storage containers when transporting to the PMU.
- PMU shall isolate contaminated evidence during storage. PMU may refuse any contaminated evidence that is not properly packaged and/or labeled.

13. Handling Persons With Suspected Infectious Disease
    - Use gloves when coming in contact with open sores, lesions, weeping dermatitis, wounds, blood or body fluids suspected of being infectious.

- Use extreme caution while conducting searches, making an arrests or rendering assistance.
- Wear leather gloves to avoid punctures by sharp objects when conducting searches.
- Use caution when searching the clothing of subjects. Discretion should determine if a subject should empty his or her own pockets.
- When searching a purse, carefully empty the contents by turning it upside down over a table, car hood or other flat surface.
- Always maintain a safe distance between yourself and the subject.
- Use a flashlight or a mirror attached to a long handle to search hidden areas (i.e., under car seats).

14. In-Custody Guidelines
    - Officers shall notify their supervisor before transporting a subject who has blood or OPIM present on their person or clothing. Ambulances shall be used when the transport is for medical reasons.
    - Subjects with blood or OPIM on them shall be transported alone.
    - Transporting officers shall write "BLOOD/BODY FLUIDS PRESENT" on the booking sheet.
    - Officers shall inform other support personnel (i.e., firefighters, paramedics, booking officers, other law enforcement officers, etc.) when dealing with potentially infectious persons.
    - Suspects with blood or OPIM on them shall be isolated in a holding cell by themselves. A "DO NOT ENTER" sign shall be posted on the holding cell's door and also states the reason (i.e., Blood or OPIM Present. etc.).

15. Tuberculosis Exposure

    It is the Department's policy to reduce the risk of an officer's exposure to tuberculosis and other communicable diseases while providing law enforcement services to the public. This training Procedure is intended to assist Department officers when dealing with tuberculosis exposure.
    - Definitions:
        - Blood borne Pathogens: Pathogenic microorganisms (e.g., HIV and HBV) that are present in human blood that can cause disease in humans.
        - Contaminated: The presence or the reasonable anticipated presence of tuberculosis.
        - HIV: Human Immunodeficiency Virus.
        - Occupational Exposure: Reasonably anticipated contact with TB bacilli may result from the performance of duty.
        - PPD: The Mantoux technique for testing an individual for tuberculosis.
        - Personal Protective Equipment (PPE): A PR disposable mask to be used when possible tuberculosis contact may occur.
        - PR: A disposable, particulate respirator face mask that is designed to filter out particles one (1) to five (5) microns in diameter.
        - Reportable Exposure: The potential exchange of the infectious agent from a source individual to a Department officer.

- Respiratory Route: An unexpected respiratory exposure occurring when a Department officer comes in direct contact with and infected person who is later diagnoses as having a serious communicable disease such as tuberculosis.
- Source Individual: Any individual who is known to have tuberculosis.
- Tuberculosis: A communicable disease caused by a microorganism that manifests itself in bodily lesions, especially in the lungs.
- Tuberculosis Infection: A condition in which tuberculosis organisms are present in the body, but no active disease is evident.
- Tuberculosis Transmission: The spread of tuberculosis organisms from one person to another usually through the air (e.g., coughing, sneezing, talking).

- Department Responsibilities – The Department shall:
  - Appropriate information and training on its tuberculosis exposure control plan;
  - Provide all necessary personal protective equipment (particulate respirators) to officers who are likely to be exposed; and
  - Provide information and follow-up care if an officer receives a reportable exposure while on duty.

  The Department shall review the tuberculosis exposure control plan annually.
- Occupational Exposure Classifications

Officers in the following job classifications should reasonably anticipate occupational exposure to tuberculosis:

- All Police Officers;
- All Detectives;
- All Sergeants;
- All Community Service Officers;
- All Property Management Unit Personnel;
- All Latent Print Examiners;
- All Jail Technicians;
- All Identification Technicians;
- All Identification Clerks;
- All Clerks Who Fingerprint;
- All Evidence Clerks; and
- All Reserve Police Officers.

All officers listed in the above section, should anticipate exposure to tuberculosis while performing one or more of the following tasks:

- Performing emergency medical care to injured persons;
- Performing cardiopulmonary resuscitation;
- Contact with combative persons;
- Transporting a known TB positive subject. The above list does not cover every task in which officers may be exposed.

- Personal Protective Equipment, Procedures

Whenever an infectious TB patient is to be transported, the transporting officer shall wear a particulate respirator. The person being transported should also wear a respirator if available, or a mask if respirator is not available.

Particulate respirators may be beneficial in the following situations:

- When appropriate ventilation is not available and the suspect shows signs and symptoms that suggest a high potential of infectiousness;
- When a suspect is potentially infectious and is likely to produce bursts of aerosolized infectious particles as a result of coughing or spitting;
- When a suspect is potentially infectious and is unable or unwilling to stop coughing.

Comfort influences the acceptability of the respirator:

- The more efficient the respirator the greater the discomfort breathing through it.
- A proper fit is vital to protect against inhaling droplet nuclei.
- Gaps between the respirator and skin cause the respirator to act more like a funnel than a filter, providing no protection.

- Post Exposure and Follow-up

The primary method in which officers will be notified about the exposure to TB is when they are contacted by hospital that diagnosed the patient. The notification may take place between several days to twelve (12) weeks.

All officers, listed in section 4.03.120, should have a baseline PPD test on file:

- The PPD test is available through the County Health Department.
- If the PPD is positive no further PPD testing needs be done since the officer has already been exposed to TB in the past.
- If the previous PPDs have been negative and are more that twelve (12) months old, the officer should have a PPD test taken as close to the time of exposure as possible. A follow-up test should then be taken ten (10) to twelve (12) week after the time of the first test.
- If the skin test becomes positive, the officer must seek medical treatment.

Emergency Action Plan

Purpose:
This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment and assigning responsibilities, human life and Town resources will be preserved. The intent of this plan is to ensure all employees work in a safe and healthful workplace. An employee assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety.

Procedure:

a) ***Means of Reporting Emergencies*** – Emergencies will be reported by one or more of the following means:
   - Verbally to the Supervisor during normal working hours;
   - By telephone/mobile telephone; and
   - Mobile Radios

   1. Alarm System Alert – The Alarm System will alert of a fire emergency requiring building evacuation. Unless notified of alarm system testing, all alarm system alerts will be treated as a real emergency and immediate evacuation procedures should be followed by all employees.

   2. Verbal Alert – The Verbal Alert may also be used for emergency situations using the building intercom system. Remain calm and listen for instructions so that you may respond to the emergency appropriately. The Alert could pertain to evacuation or hazardous weather. The alternate means of notification will be over radios, phones and by direct verbal communication.

b) ***Evacuation Plans –*** Emergency evacuation escape route plans are posted in key areas of the facility. All employees shall be trained on primary and secondary evacuation routes. In the event of an evacuation, it is important to remain calm. All occupants shall promptly exit the building via the nearest exit. If the threat is near that exit, use the next closest evacuation route. During verbal evacuation alerts, listen for specific evacuation route instructions. See Evacuation Routes for each building at the end of this plan.

c) ***Meeting Location and Employee Accountability*** – Upon evacuation, go to the designated meeting location away from the building (back parking lot at the marked 'Town Truck' parking spaces) and report to your supervisor. Each supervisor (or designee) will account for each assigned employee and contractor via a head count. All supervisors shall immediately report their head count to the Safety Director verbally. Employees are to stay with their Supervisor's group until instructed by the Supervisor otherwise.

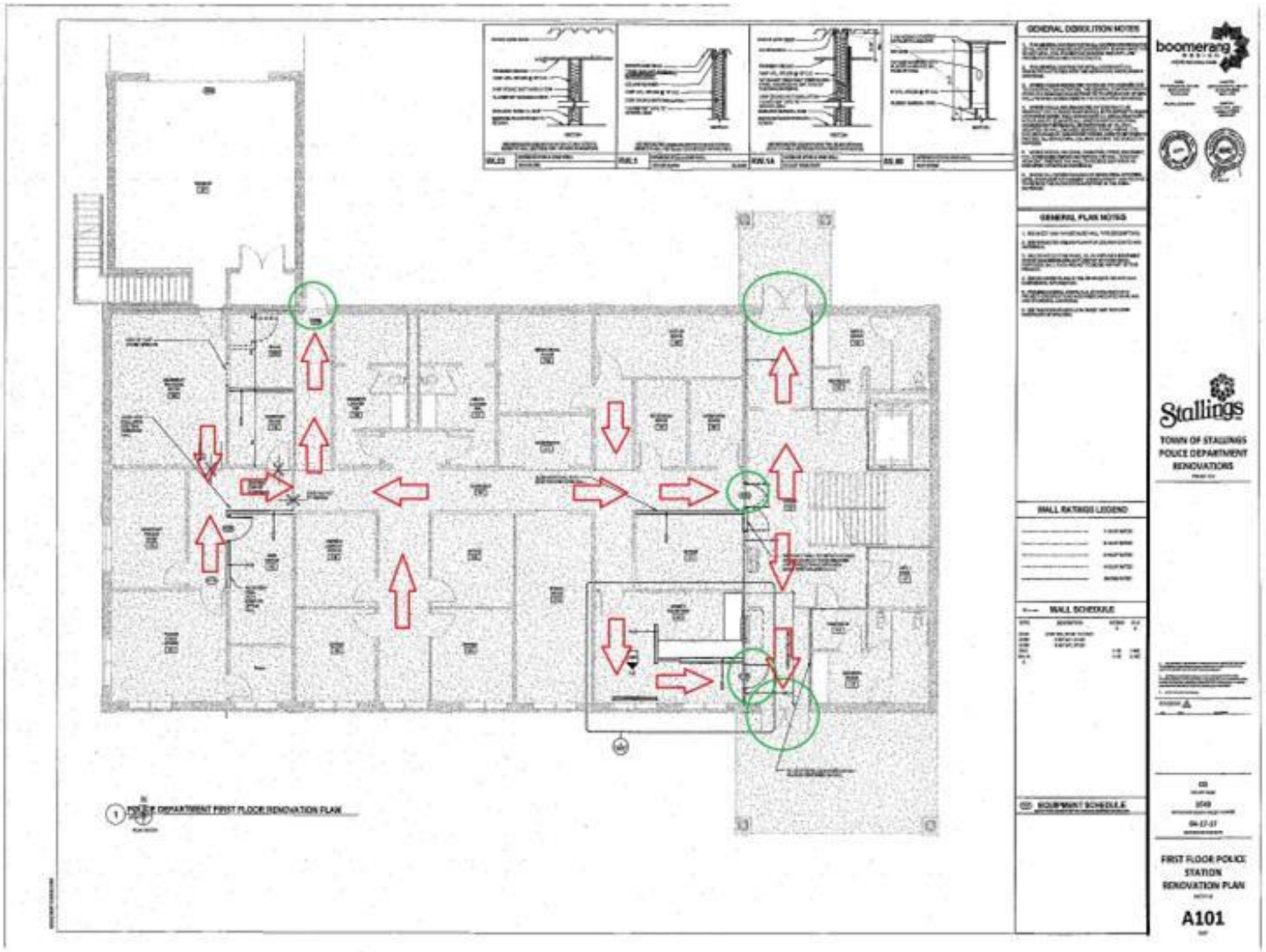
   1. Once evacuated, no one shall re-enter the building. Once the Fire Department or other responsible agency has notified us that the building is safe to re-enter, the Supervisor will give the order to re-enter the building.

d) ***Hazardous Weather*** – A hazardous weather alert consists of verbal alarm and instructions. When a hazardous weather alert is made, all employees should immediately make their way to the designated tornado refuge area in the building (see Tornado Meeting Location Maps at the end of this plan). Use internal routes to make it to this location, do not go outside the building. Stay in the meeting location until given the all-clear sign from the Supervisor.

e) ***Training*** – All employees will be trained at time of hire, when reassigned to new areas, or when there are changes to the building that affect evacuation routes, alarms or meeting locations. Subjects to be covered include:
   - Emergency escape procedures/routes;
   - Fire extinguisher locations, proper use and who is authorized to use them;
   - Head count procedures;
   - Major facility fire hazards;
   - Fire prevention practices;
   - Means of reporting fires/emergencies (use of alarm systems);
   - Housekeeping practices;
   - Smoking Rules;
   - Hazardous weather procedures; and
   - Special duties as assigned to volunteer personnel and those listed above.

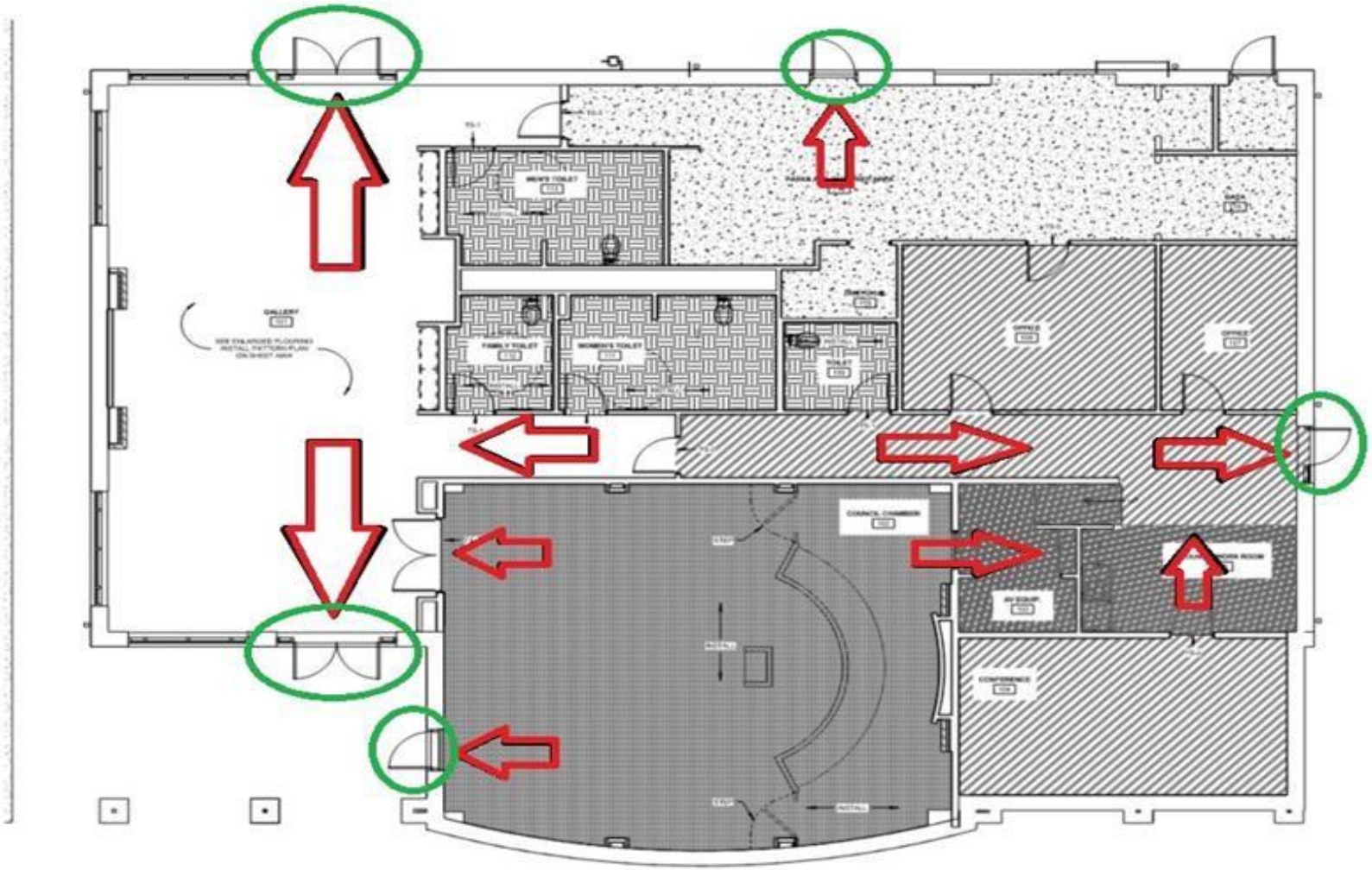
Written records shall be maintained of all Emergency Action Plan training.

Evacuation Plan Exit Routes – Town Hall Building **1st Floor**



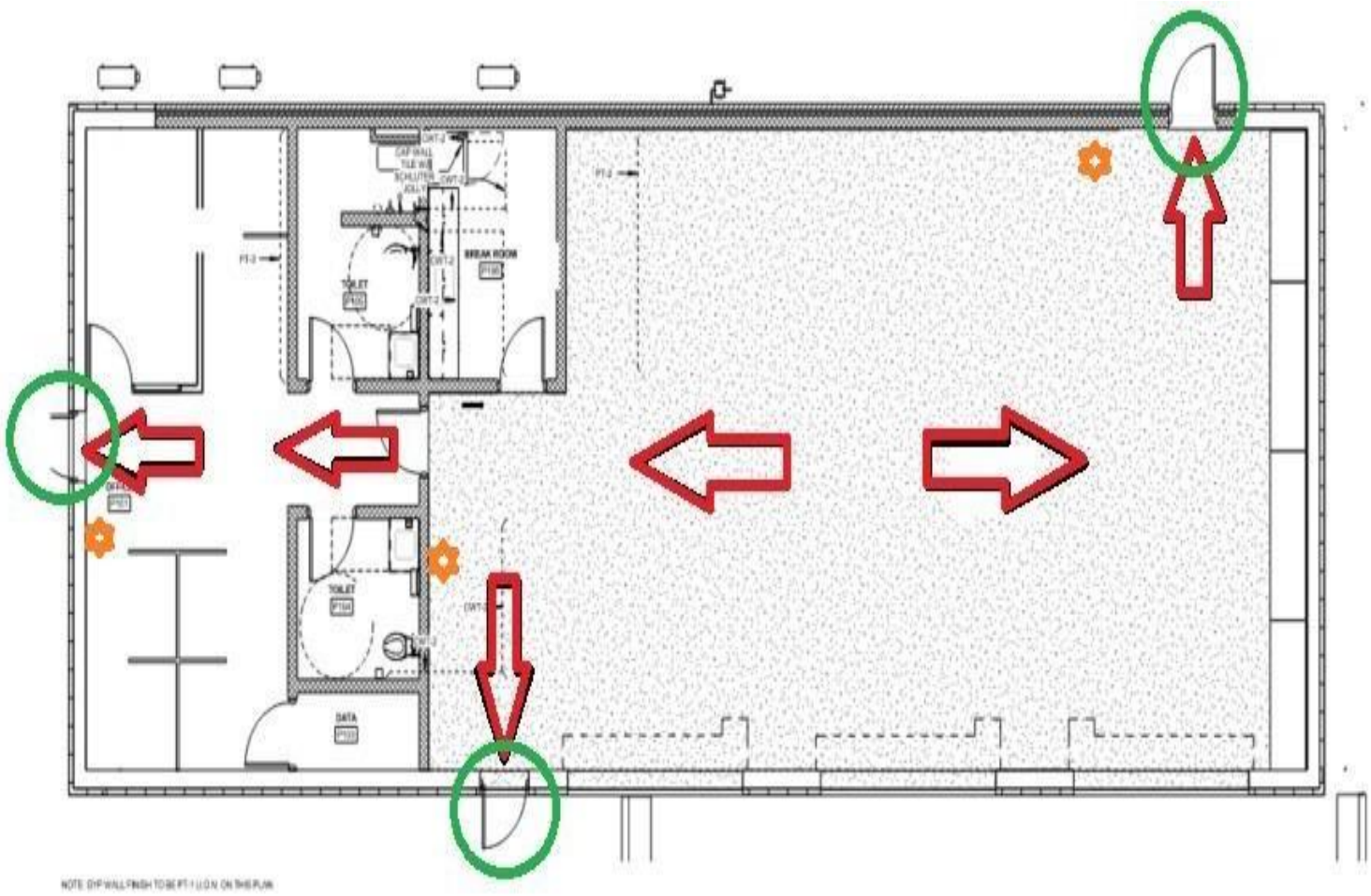
Evacuation Plan Exit Routes – Town Hall Building **2nd Floor**

Evacuation Plan Exit Routes – Government Center Building



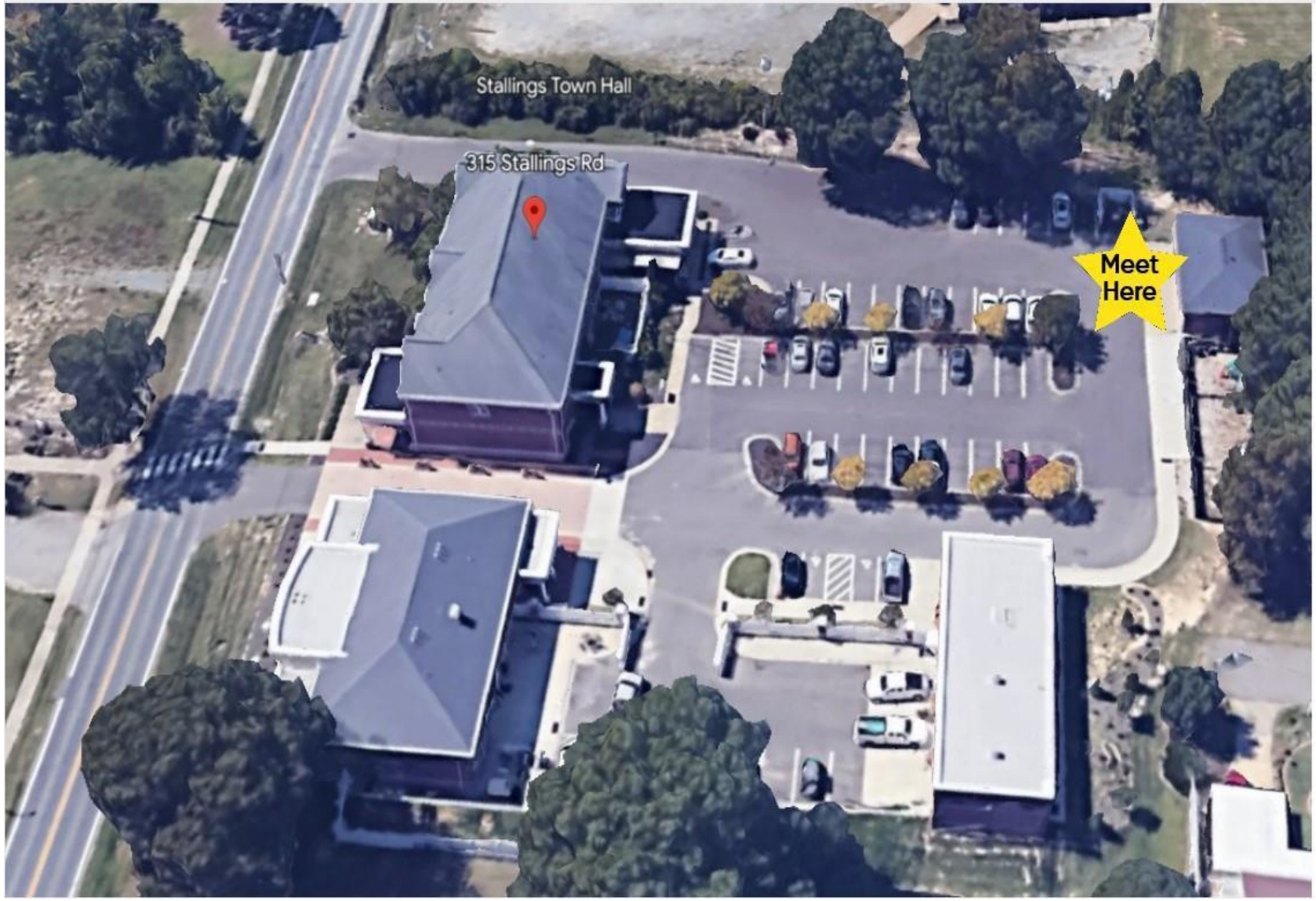
1 ENLARGED TOWN HALL PLAN - FLOOR FINISH PLAN

Evacuation Plan Exit Routes – Public Works Building

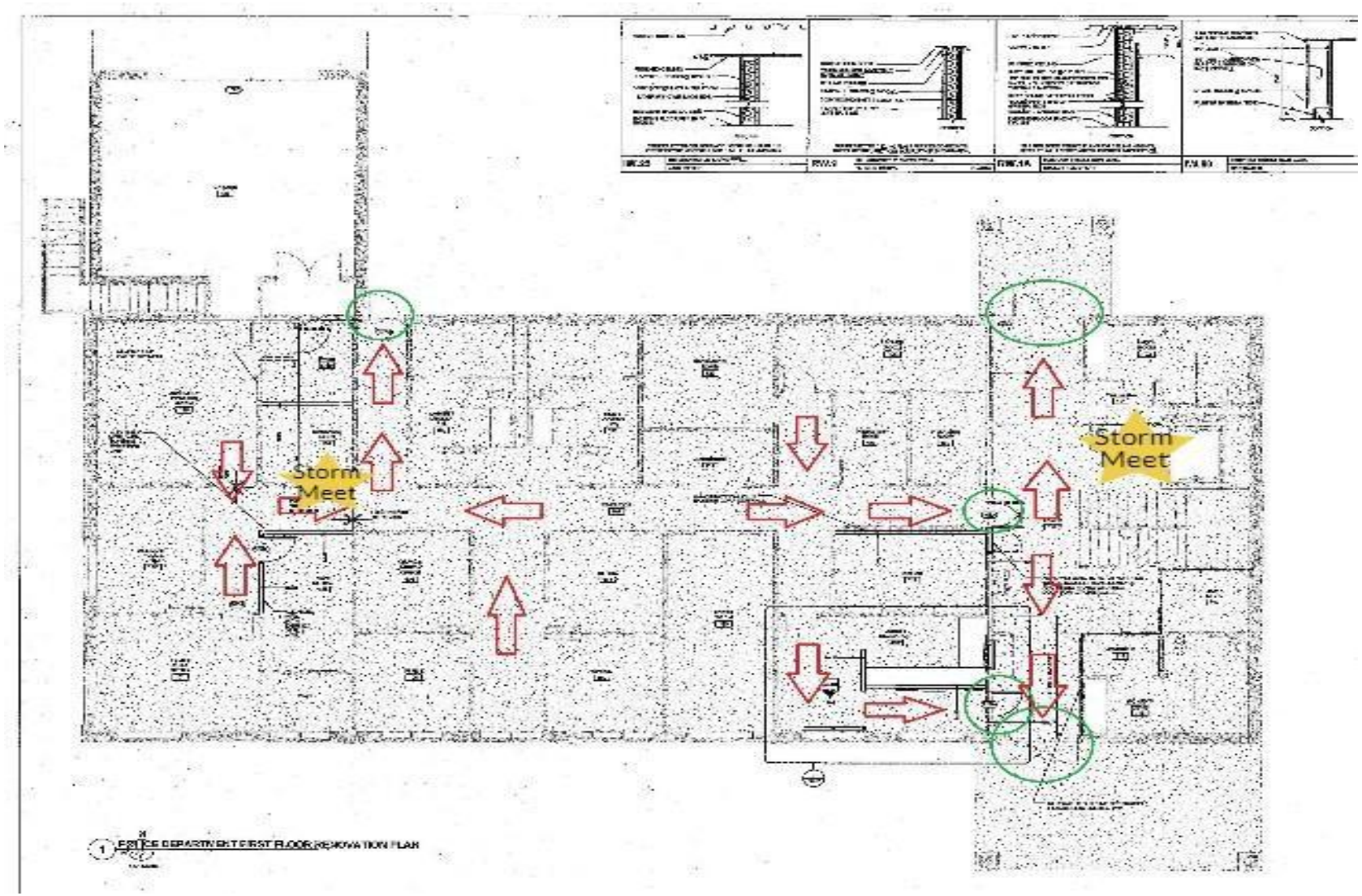


2 PUBLIC WORKS BUILDING ENLARGED PLAN - WALL FINISH PLAN

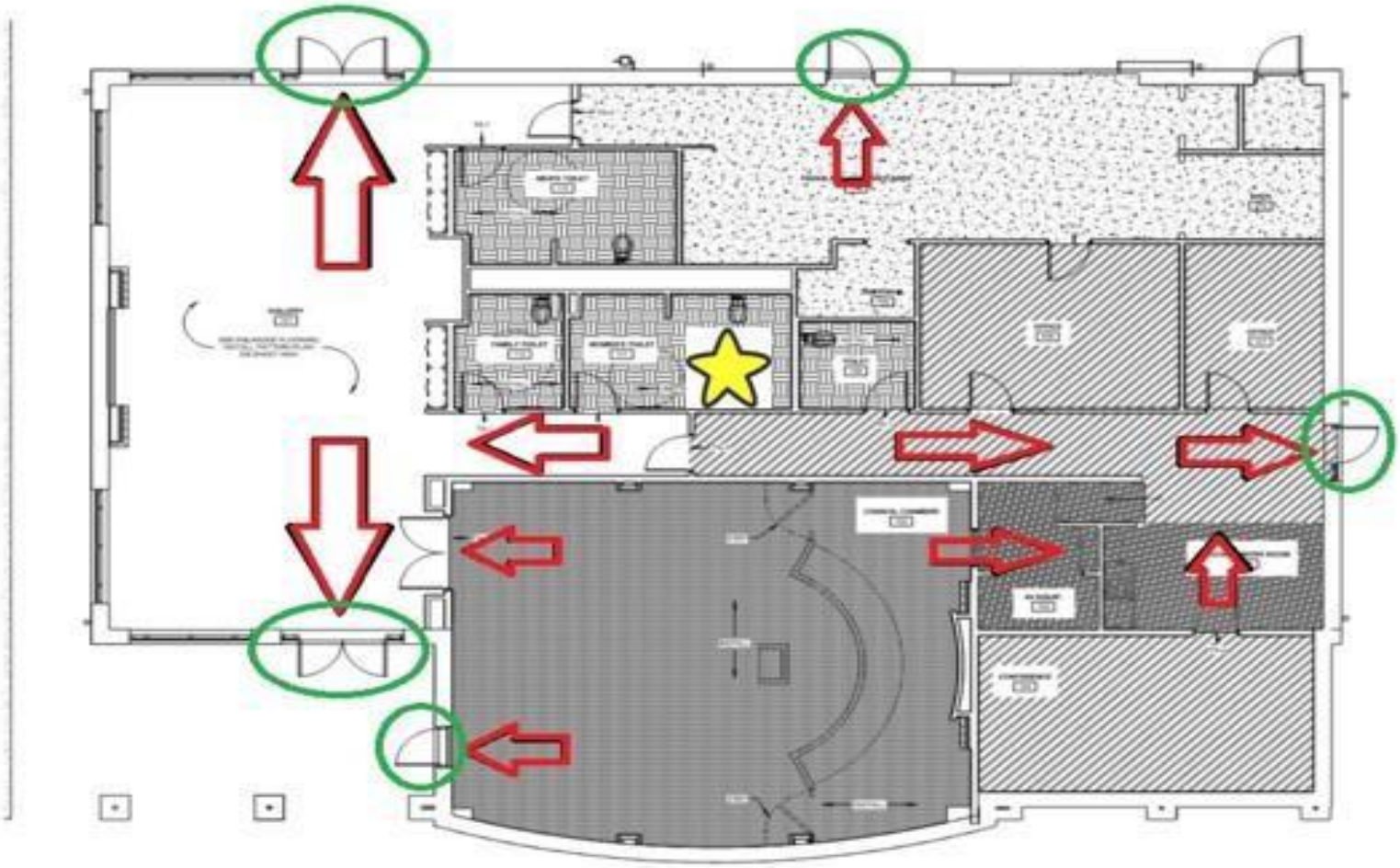
Evacuation Plan Meeting Location



Tornado Meeting Location – Town Hall Building – Meet on 1st Floor

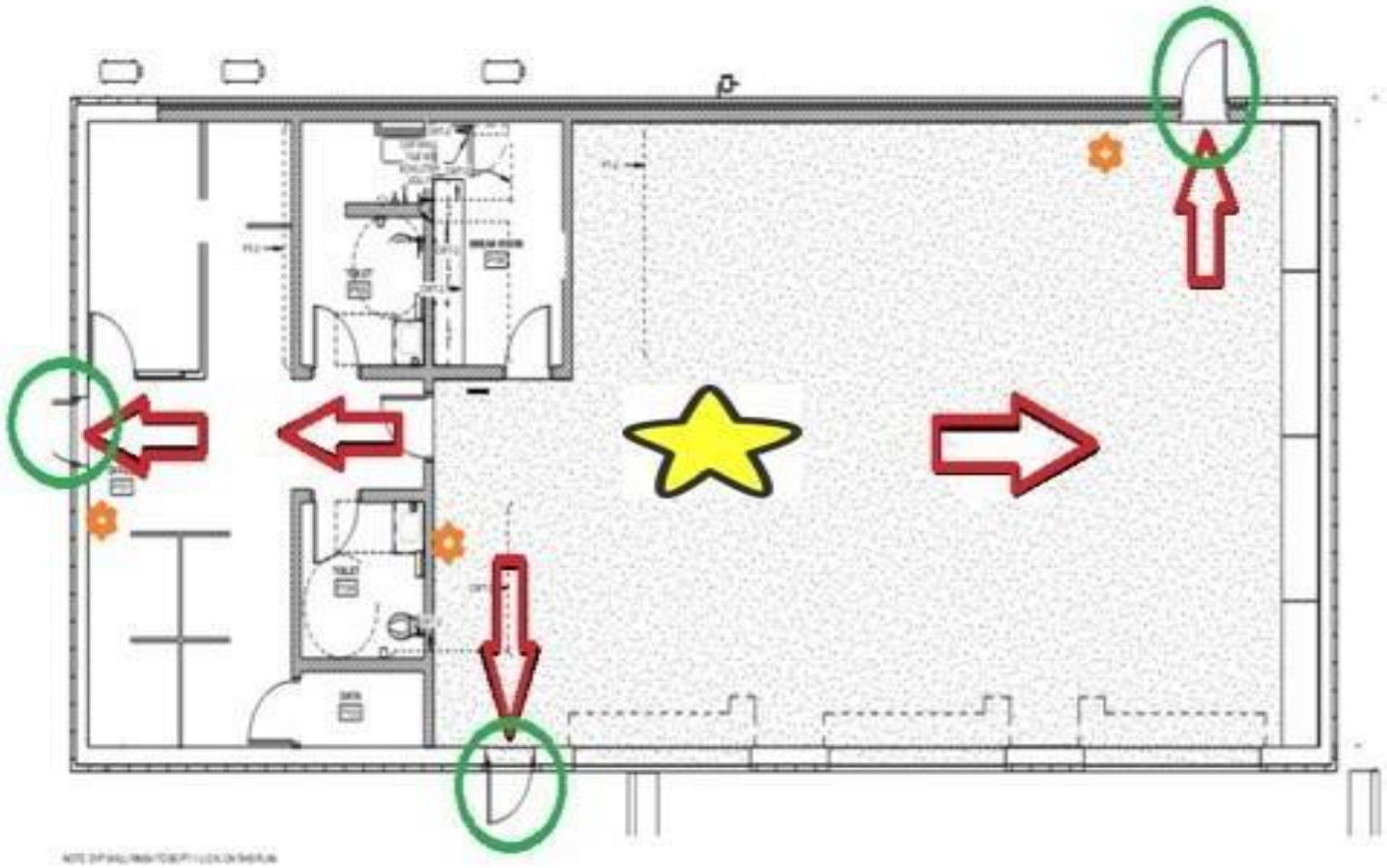


Tornado Meeting Location ☆ – Government Center



1 ENLARGED TOWN HALL PLAN - FLOOR FINISH PLAN

Tornado Meeting Location ☆ – Public Works Building



2 PUBLIC WORKS BUILDING ENLARGED PLAN - WALL FINISH PLAN

Fire Prevention Plan

Purpose:
This document is a plan to prevent workplace fires. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment and assigning responsibilities, human life and Town resources will be preserved. The intent of this plan is to ensure all employees work in a safe and healthful workplace. An employee assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety.

Procedure:
a) ***Storage and Handling Procedures***
The storage of material shall be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes and lighting fixtures. All storage containers or areas shall prominently display signs to identify the material stored within. Storage of chemicals shall be separated from other materials in storage, from handling operations and from incompatible materials. All individual containers shall be identified as to their contents.

Only containers designed, constructed and tested in accordance with the U. S. Department of Transportation specifications and regulations are used for storage of compressed or liquefied gases. Compressed gas storage rooms will be areas reserved exclusively for that purpose with good ventilation and at least 1 hour fire resistance rating. The gas cylinders shall be secured in place and stored away from any heat or ignition source. Pressurized gas cylinders shall never be used without pressure regulators.

1. Ordinary Combustibles (Type A):
   - It is the responsibility of each Supervisor to minimize the use and storage of all combustible materials.
   - Combustibles must be isolated from ignition sources such as welding, cutting or others.
   - Piles of combustible materials shall be stored away from buildings and located apart from each other sufficiently to allow firefighting efforts to control an existing fire.
   - Trash cans used in areas of grinding or welding shall have non-flammable covers in place at all times when not adding or removing trash.

2. Flammable Materials (Type B):
   - Bulk quantities of flammable liquids shall be stored outdoors and away from buildings. Smaller quantities are subsequently brought into a mixing room where they are prepared for use. The mixing room shall be located next to an outside wall equipped with explosion relief vents if required. The room shall also have sufficient mechanical ventilation to prevent the accumulation of flammable vapor concentration in the explosive range.
   - Small quantities (limited to amount necessary to perform an operation for one working shift) of flammable liquids shall be stored in, and also dispensed from, approved safety containers equipped with vapor-tight, self-closing caps, screens or covers.
   - Flammable liquids shall be stored away from sources that can produce sparks.

- Flammable liquids shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with local exhaust ventilation.
- Flammable liquids shall never be transferred from one container to another by applying air pressure to the original container. Pressurizing such containers may cause them to rupture, creating a serious flammable liquid spill.
- When dangerous liquids are being handled a warning sign will be posted near the operation, notifying other employees and giving warning that open flames are hazardous and to keep away.
- The storage and usage areas will include fire-resistive separations, special ventilation, separation of incompatible materials and the separation of flammable materials from other materials when applicable.
- All containers used for dispensing or receiving flammable liquids shall be bonded with each during the transfer and the main storage unit shall be grounded.

b) ***Potential Fire and Ignition Sources***

1. Ensure that utility lights always have some type of wire guard over them.

2. Don't misuse fuses. Never install a fuse rated higher than specified for the circuit.

3. Investigate any appliance or equipment that smells strange. Space heaters, microwave ovens, hot plates, coffee makers and other small appliances shall be rigidly regulated and closely monitored.

4. The use of extension cords to connect heating devices to electric outlets shall be prohibited without special approval by Maintenance or Safety Director.

5. If a hot or under inflated tire is discovered, it should be moved well away from the vehicle. As an alternative, the driver should remain with the vehicle until the tire is cool to the touch before making repairs. If a vehicle is left with a hot tire, the tire might burst into flames and destroy the vehicle and load.

c) ***Welding and Cutting***

The Town does not currently own welding equipment but may have contractors come in to perform this task. Welding and cutting will not be permitted in areas not authorized by management.

If practical, welding and cutting operations shall be conducted in well-ventilated rooms with a fire-resistant floor. If this practice is not feasible, the site supervisor or their designee shall ensure that the work areas have been surveyed for fire hazards; all fire hazards are to be removed; the necessary precautions taken to prevent fires (including assigning a fire watch); and issue a hot permit. This hot permit shall only encompass the area, item and time which are specified on it.

A hot work permit is required whenever welding is to be performed over wooden or other combustibles type floors. The floors will be swept clean, wet down, and covered with either fire-retardant blankets, metal or other noncombustible coverings.

Welding will not be permitted in or near areas containing flammable or combustible materials (liquids, vapors, or dusts). A special hot work permit is always required when welding in or near closed tanks that contain or have contained flammable liquids. The Permit will require that the tank or container has been thoroughly drained, purged and tested free from flammable gases or vapors. Welding shall not begin until all combustible materials have been removed at least thirty-five (35) feet from the affected areas, or if unable to relocate, covered with a fire retardant covering. Openings in walls, floors or ducts shall be covered if located within thirty-five (35) feet of the intended work area.

Fire extinguishers will be provided at each welding or cutting operation covered by a Hot Work Permit. A Fire Watch, trained in fire extinguisher equipment use, will be stationed at all times during the operation and for at least thirty (30) minutes following the completion of the operation. This person will assure that no stray sparks cause a fire and will immediately and appropriately extinguish fires that do start.

d) ***Static Electricity***

The town recognizes that it is impossible to prevent the generation of static electricity in every situation, but the town realizes that the hazard of static sparks can be avoided by preventing the buildup of static charges. One or more of the following preventive methods will be used: grounding, bonding, maintaining a specific humidity level (usually 60-70 percent) and ionizing the atmosphere.

Where a static accumulating piece of equipment is unnecessarily located in a hazardous area, the equipment will be relocated to a safe location rather than attempt to prevent static accumulation.

Areas of concern include painting and finishing areas, propane tank filling and transferring flammable materials into secondary containers.

e) ***Housekeeping and Fire Prevention Techniques***:

- Keep storage and working areas free of trash and combustibles;
- Place oily rags in covered containers and dispose of daily;
- Do not use gasoline or other flammable solvent or finish to clean, except where specified by the JSA for the specific task. Then follow all safety procedures in the JSA;
- Use noncombustible oil-absorptive materials for sweeping floors;
- Dispose of materials in noncombustible containers that are emptied daily;
- Remove accumulation of combustible dust;
- Don't refuel gasoline-powered equipment in a confined space, especially in the presence of equipment such as furnaces or water heaters;
- Don't refuel gasoline-powered equipment while it is hot;
- Follow proper storage and handling procedures;

- Ensure combustible materials are present only in areas in quantities required for the work operation;
- Clean up any spill of flammable liquids immediately;
- Ensure that if a worker's clothing becomes contaminated with flammable liquids, these individuals change their clothing before continuing to work;
- Post "No Smoking" caution signs near the storage areas;
- Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment to the supervisor;
- Keep motors clean and in good working order;
- Don't overload electrical outlets;
- Ensure all equipment is turned off at the end of the work day;
- Maintain the right type of fire extinguisher available for use;
- Use the safest cleaning solvents (nonflammable and nontoxic) when cleaning electrical equipment;
- When working with compressed gas, follow all rules for the type of gas you are working with;
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors shall never be propped open and materials shall not be stored in stairwells;
- Periodically remove over-spray residue from walls, floors and ceilings of spray booths and ventilation ducts;
- Remove contaminated spray booth filters from the building as soon as replaced or keep immersed in water until disposed;
- Do not allow material to block fire extinguisher locations;
- A two (2) foot clearance between piled material and the ceiling must be maintained to permit use of hose streams. These distances must be doubled when stock is piled or racked higher than fifteen (15) feet;
- Check daily for any discard lumber, broken pallets or pieces of material stored on site and remove properly;
- Clean up immediately any pile of material which falls into an aisle or clear space; and
- Use weed killers that are not toxic and do not pose a fire hazard.

f) ***Fire Protection Equipment***

Fire extinguishers must be kept fully charged and in their designated places. The extinguishers will not be obstructed or obscured from view. The fire extinguishers will also be inspected during the monthly building inspection to make sure that they are in their designated places, not tampered with or actuated and not corroded or otherwise impaired.

g) ***Training***

All employees shall be instructed on the locations and proper use of fire extinguishers in their work areas if they are expected to respond to incipient fires. Employees shall also be instructed as to how to operate the building's fire alarm system and be familiar with evacuation routes. The training of all employees shall include the locations and types of materials and/or processes which pose potential fire hazards. The training program shall also emphasize the following:

- Use and disposal of smoking materials;
- The importance of electrical safety and it's fire potential;

- Proper use of electrical appliances and equipment;
- Unplugging heat-producing equipment and appliances at the end of each work day;
- Correct storage of combustible and flammable materials;
- Safe handling of compressed gases and flammable liquids (where appropriate); and
- Hot work permits.

Ongoing training shall include regular review of the program and procedures.

Hazard Communication Program

Purpose:
This program will describe how the Town of Stallings intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.

It is the intent of the Town of Stallings management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

Procedure:
a) ***Roles and Responsibilities***
The Safety Officer is responsible for monitoring all related activities of the Hazard Communication Program to ensure compliance with both the intent and specifics of this program.

Each Supervisor will be held responsible for strict adherence to this program and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to their Supervisor.

There is no job so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt.

Proceed with a job only after being satisfied that it is safe for you to do so.

b) ***Hazardous Chemical Awareness***
A list of all hazardous chemicals for each workplace is readily available, upon request, to any employee, working on any shift. It is located on the Shared Drive labeled Hazard Communication Chemical List.

A Safety Data Sheet (SDS) for each hazardous chemical on the list referenced above is on file with the Maintenance Supervisor.

The SDS are accessible during each work shift for any employee to review. If you have further questions about the SDS program, contact your supervisor.

The Maintenance Supervisor is responsible to ensure that the list of hazardous chemicals is kept current and that a current SDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list will not be ordered without prior coordination with the Safety Officer.

All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable SDS), and the appropriate hazard warnings. If

the chemical is a known or suspected cancer-causing agent (carcinogen), or if it is known to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times.

Maintenance Supervisor will ensure that an adequate supply of labels is kept on hand and made available to the responsible supervisors.

c) ***Training***

The Maintenance Supervisor is responsible for anticipating the hazards that would be present for non-routine tasks, such as chemical spills or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such tasks shall be addressed.

It will be the responsibility of the Maintenance Supervisor to advise contractors of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same persons responsibility to determine if the contractor will be using any hazardous chemicals during this work that would create an exposure to Town of Stallings employees. Appropriate training and protective measures must be taken in order to protect Town of Stallings employees. Prior to any work being performed by an outside contractor involving hazardous chemicals, the Maintenance Supervisor is to be advised.

All employees potentially exposed to hazardous chemicals will complete an information and training program which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Employee training needs and training records of all employees exposed to potentially hazardous chemicals will be stored and monitored for compliance by the Safety Officer.

Employee information for this program will include:

- The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals in their work environment.
- The location and availability of the written Hazard Communication Program, plus the list of hazardous chemicals and the corresponding SDSs.
- The identity upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the SDS will be provided.

Employee training shall include at least the following:

- Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance or odor.
- The physical and health hazards associated with each chemical, as specified in the SDS.

- Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.
- Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the SDS.

Lockout / Tagout Program

Purpose:
This procedure covers the minimum requirements for lockout and/or tagout of energy isolating devices to protect employees from hazardous energy including electrical, mechanical hydraulic, pneumatic, or other energy. It will be used as a facility wide general procedure for isolating all potentially hazardous energy (lockout/tagout) before employees perform any servicing and maintenance activities where unexpected energizations, start up or release of stored energy could cause injury. This procedure, when used in conjunction with the specific information recorded on the attached pages, provides the necessary information for lockout/tagout.

Procedure:

a) ***General***

1. Only trained, authorized employees can lockout/tagout.

2. All affected and other employees working in or entering work areas where lockout/tagout is performed must be trained.

3. Determine all energy isolating devices requiring lockout/tagout to ensure effective control of hazardous energy.

4. Determine the type and magnitude of the energy and required controls.

5. Notify all affected employees of the plans to lockout/tagout.

6. Shutdown the equipment/process by normal procedures.

7. Locate the necessary energy isolating device(s) to equipment/process and operate them to isolate energy sources and affix lockout/tagout devices.

8. Relieve all stored or residual energy and take appropriate measures to ensure it does not re-accumulate.

9. Affix lockout/tagout device as necessary.

10. Verify energy isolation and relief of stored energy after ensuring employees are not exposed and before beginning work.

11. After start buttons are activated, press the stop button.

12. Perform the servicing and maintenance.

13. To safely restore machines, equipment or process to normal production operations, replace all guards and safety devices, remove all personnel, and remove all tools and equipment.

14. Notify affected employees.

15. Remove lockout/tagout devices (by authorized employee installing lockout/tagout devices).

b) ***Lockout / Tagout Device Removal by Employer***

When it becomes necessary to remove the lockout/tagout devices of an employee who is unavailable at the facility, it can be done only by the employer and then under the following procedure; the unavailable employee must verbally speak to the Maintenance Supervisor and the Safety Officer to verify they are not on site and will not be able to return in a reasonable time. With double verification the Maintenance Supervisor can then cut the Lockout/Tagout Device. Use of this procedure will be documented to show program compliance.

c) ***Contractors***

All contractors must comply with the lockout/tagout procedures specified by the site (Town of Stallings) and employees of the Town must not violate the contactors lockout/tagout.

Portable Fire Extinguishers

Purpose:
This document is a plan to prevent workplace fires. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment and assigning responsibilities, human life and Town resources will be preserved. The first priority is always human life. The intent of this plan is to ensure all employees work in a safe and healthful workplace. An employee assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety.

Procedure:
a) ***Training – Employee Role***
Employees are not required nor expected to use Portable Fire Extinguishers in the event of a workplace fire. Employees should follow the evacuation procedures immediately.

Assigned and volunteer employees will be trained in the proper use of Portable Fire Extinguishers. Training will include types of fire extinguishers, locations of fire extinguishers, markings of fire extinguishers, and deployment and use of fire extinguisher.

b) ***Fire Extinguishers***

1. Types of Fire Extinguishers
   - Class A: Fires involve materials such as wood, paper, and cloth which produce glowing embers or char
   - Class B: Fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.
   - Class C: Fires involve fires in live electrical equipment or in materials near electrically powered equipment.
   - Class D: Fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.
   - Combination: Such as ABC or BC

2. Markings of Fire Extinguishers
   - Classification markings located on the front of the shell
   - Markings must be legible from a distance of three (3) feet.

3. Deployment and Use of Fire Extinguisher
   - Only when use does not present personal hazard from fire
     - The five (5) second rule; if you do not feel you can put the fire out in five (5) seconds then do not use a fire extinguisher and follow proper evacuation; and
     - That if the employee feels any doubt in their ability to stop the fire they must evacuate immediately
   - PASS System
     - P – Pull Pin
     - A – Aim at base of fire
     - S – Squeeze the actuating handle
     - S – Sweep from side to side

- Class C Fires Class C fires - turn off power - Never touch electrical equipment or boxes with any part of the extinguisher - shock hazard.

- Never allow a full or empty extinguisher to stand upright - falling cylinder could break off valve and cause a missile hazard.

- Never place an empty or partially discharged extinguisher back in its location - replace with a fully charged extinguisher.

- Report any damaged or missing extinguishers.

4. Monthly Inspection of Fire Extinguishers
   The Maintenance Supervisor will conduct a monthly inspection of fire extinguishers as part of the monthly building and safety inspection. Inspection will include:
   - Inspection Tag;
   - Anti-tamper seal;
   - Weight or pressure check;
   - Damage or missing parts; and
   - Rust or corrosion.

5. Maintenance of Fire Extinguishers
   - Fire Extinguishers that have been used or that fail inspection must be removed from service & a spare must be put in its place until it can be filled or repaired.
   - Only trained & certified people may repair or fill extinguishers.

Recordkeeping and Reporting

Purpose:
It shall be the responsibility of the Safety Officer or designated representative to:

- Maintain appropriate records. (OSHA 300, 300A, 301 or First Report of Injury);
- Supply the records and documentation to OSHA and the NCDOL as needed or required;
- Notify NCDOL within eight (8) hours of fatalities or twenty-four (24) hours for incidents with hospitalization (admitted for inpatient care), amputations or loss of eye, as needed or required;
- Post appropriate summaries of the NCDOL recordkeeping forms; and
- Encourage employees to report any incidents (injuries, illnesses, property damage, and near-miss incidents).

Respiratory Protection Program

Purpose:
In the control of occupational injury and disease caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective will be to prevent atmospheric contamination. We will accomplish this as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible or while they are being instituted, appropriate respirators shall be used pursuant to this program.

The Town will provide each employee a respirator when such equipment is necessary to protect the health of the employee. These respirators will be applicable and suitable for the purpose intended.

Procedure:

a) ***Selection of Equipment***

1. Requirements:
   - The Town will select and provide an appropriate, NIOSH-certified respirator based on the respiratory hazard(s) to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.
   - If there is concern over air quality in the workplace, this should be reported to a Supervisor.
   - If the air quality of particular area is a hazard to health a respirator may be provided for the employees after reasonable attempts to eliminate the hazard have been exhausted.
   - If needed, a respirator will be provided that is adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations.

b) ***Employee Fitness***

1. Medical Evaluation:
   - Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. Accordingly, this paragraph specifies the minimum requirements for medical evaluation that must be implemented to determine the employee's ability to use a respirator.
   - General: A medical evaluation will be performed to determine the employee's ability to use a respirator before the employee is fit tested or required to use the respirator in the workplace. Medical evaluation will be discontinued when the employee is no longer required to wear a respirator.
   - All Medical evaluations will be confidential, during normal working hours, convenient, understandable and the employee will be given a chance to discuss the results with the physician.

2. Medical Evaluation Procedures:

- The Town will identify a physician or other licensed health care professional (PLHCP) to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire.

1. Follow-up Medical Examination:
   - The Town will ensure that a follow-up medical examination is provided for an employee whose initial medical examination demonstrates the need for a follow-up medical examination. The follow-up medical examination shall include any medical tests, consultations or diagnostic procedures that the PLHCP deems necessary to make a final determination.

2. Fit Testing:
   - Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting face-piece the employee must be fit tested with the same make, model, style, and size of respirator that will be used.
   - The Town will ensure that employees using a tight-fitting face-piece respirator pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT).

c) ***Use of Respirators***

1. Face Piece Seal Protection:
   - Facial hair or any other condition that interferes with either face-piece seal or valve function of a tight-fitting face-piece respirator is prohibited.
   - If an employee wears corrective glasses or goggles or other personal protective equipment, such equipment must be worn in a manner that does not interfere with the seal of the face-piece to the face of the user.
   - For all tight-fitting respirators, employees must perform a user seal check each time they put on the respirator using the procedures recommended by the respirator manufacturer.

2. Maintenance and Care of Respirators:
   - Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as recommended by the manufacturer and kept in a sanitary condition.
   - All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.

3. Inspection:
   - All respirators used in routine situations shall be inspected before each use and during cleaning.
   - Respirator inspections will include the following:
   - A check of respirator function, tightness of connections and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters or filters; and a check of elastomeric parts for pliability and signs of deterioration.

- Respirators that fail an inspection or are otherwise found to be defective are to be removed from service and discarded.

4. Identification of Filters, Cartridges and Canisters
   - All filters, cartridges and canisters used in the workplace are to be labeled and color coded with the NIOSH approval label.
   - Labels are not to be removed and must remain legible.
   - Employees who need to wash, change cartridges or whom detect break-through or resistance must leave the area in order to do needed repairs.

d) ***Training***

1. Training and Information:
   Training will be provided in conjunction with the initial fit-test to cover, at minimum, the following:
   - Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator;
   - The limitations and capabilities of the respirator;
   - How to use the respirator effectively in emergency situations including situations in which the respirator malfunctions;
   - How to inspect, put on and remove, use and check the seals of the respirator;
   - The procedures for maintenance and storage of the respirator; and
   - How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.

   Retraining shall be administered annually and when the following situations occur:

   - Changes in the workplace or the type of respirator render previous training obsolete;
   - Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; and
   - Any other situation arises in which retraining appears necessary to ensure safe respirator use.

e) ***Recordkeeping***

1. Medical Evaluation:
   - Records of medical evaluations required by this program must be retained and made available in accordance with OSHA 29 CFR 1910.1020. This shall be retained for length of employment plus thirty (30) years.

2. Fit Testing:
   - Fit test records shall be retained for respirator users until the next fit test is administered.
   - A written copy of the current respirator program shall be retained by the Town.
   - All records for Medical Evaluation, Fit Testing, and Training will be maintained by the Training Coordinator.

RESOLUTION APPROVING BID ADVERTISEMENTS BY ELECTRONIC MEANS

WHEREAS, NCGS 5143-129 sets forth the procedure for letting of public contracts in North Carolina and subsection (b) sets forth the procedure for advertisement and letting of contracts and states: "Where the contract is to be let by a political subdivision of the State, proposals shall be invited by advertisement in a newspaper having general circulation in the political subdivision or by electronic means, or both. A decision to advertise solely by electronic means, whether for particular contracts or generally for all contracts that are subject to this Article, shall be approved by the governing board of the political subdivision of the State at a regular meeting of the board." ; and

WHEREAS, the Stallings Town Council believes more potential contractors/bidders will be reached if proposals are advertised electronically as opposed to advertising in a newspaper; and

WHEREAS, the Stallings Town Council wishes to be good stewards of residents' tax dollars:

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF STALLINGS does hereby resolve to advertise solely by electronic means, whether for particular contracts or generally for all contracts that are subject to North Carolina General Statute 5 143-129.

ADOPTED this the 13th day of June, 2022.