

## **Chapter 2**

### **ADMINISTRATION**

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**Chapter 2**

ADMINISTRATION

**ARTICLE I  
IN GENERAL**

**Sec. 2-1. Elective officers - Mayor, board of aldermen, city collector, and municipal judge.**

From and after the passage and approval of this ordinance the elective officers of the city of Potosi shall be the mayor, board of aldermen, city collector and municipal judge, who shall be elected as provided for in Revised Statutes of Missouri 79.050. (Ord. 502, §1)

**Sec. 2-2. Term of elective officers.**

(a) The Board of Aldermen shall consist of four members, two aldermen from each ward; the term of each alderman shall be two years and until their successors are elected and qualified. One alderman shall be elected in each ward each year.

(b) From and after the election for mayor on the 8<sup>th</sup> day of April, 2008, the term of the mayor shall be four years and he shall be elected from the city at large.

(c) From and after the election for city collector on the 8<sup>th</sup> day of April, 2008, the term of the city collector shall be four years and he shall be elected from the city at large.

(d) The term of the municipal judge shall be two years and he shall be elected from the city at large.

(e) All officers shall qualify and their terms of office shall begin immediately upon the certification of election results. (Ord. 525, §4; Ord. 940, §1)

**Sec. 2-3. Time and place for regular meetings of the board of aldermen.**

(a) The Board of Aldermen of the City of Potosi, Missouri, shall hold its regular meeting on the first Monday of each month at 7:00 P.M. All regular meetings of the Board of Aldermen shall be held in the boardroom of the City Hall, located at 121 East High Street, Potosi, Missouri.

(b) A special meeting of the Board of Aldermen may be scheduled by Mayor, or officer acting in the absence of the Mayor, or by request of a majority of the Board of Aldermen in writing, notice given at least twenty-four hours prior to the start of the special session or working session.

**CROSS REFERENCES:**

Emergency Preparedness, Ch. 9; Courts, Ch. 7; Elections, Ch. 8; Fire Protection, Ch. 11; Industrial Development, Ch. 17; Parks and Recreation, Ch. 20; Planning and Zoning Commission, §§ 26-1 to 26-3; Police commissioner, §21-1, Police chief, §§21-7 to 21-11; Board of adjustment, §§26-202 to 26-211, §5-39.

**STATE LAW REFERENCE:**

Provision relative to all cities and towns, RSMo. Ch. 71; cities of the fourth class, RSMo. Ch. 79.

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(c) All meetings and work sessions of the Board of Aldermen shall be open to the public as provided for by state law.

(d) At all meetings of the Board of Aldermen the order of business shall be substantially as follows:

(1) Roll call.

1. Approval of previous meeting's minutes.
2. Petitions, remonstrances, and communications.
3. Introduction, and adoption of ordinances and resolutions.
4. Report of officers, boards and committees.
5. Unfinished business.
6. New business.
7. Miscellaneous.
8. Appropriations.
9. Adjournment.

All meetings shall be conducted according to the rules of parliamentary procedure. (Ord. 528, §§1, 3; Ord. 744, §1; Ord. 775, §1; Ord. 783, §1; Ord. 844, §1)

**Sec. 2-4. Procedure for calling special council meetings.**

The mayor or the president of the Board of Aldermen in the absence of the mayor, shall call special meetings of the council whenever in his opinion the public business may require it, or at the express request of any member of the Board of Aldermen. Whenever a special meeting shall be called, the mayor shall notify or cause to be notified each member of the Board of Aldermen and the city clerk of the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted thereat, except such as is stated in the notice, The city clerk shall cause the notice of the special meeting to be delivered to the local radio station and shall post same on the public notice board at city hall. (Ord. 528, §2; Ord. 984, §1)

**Sec. 2-5. Quorum provisions.**

Should the Board of Aldermen, by reason of death, resignation or otherwise, lack a quorum of members, the mayor or acting mayor, after consultation with the remaining members of the Board of Aldermen, may appoint a city resident who presently qualifies under law for the vacant office to serve for the unexpired term, or until the next regular city election, whichever occurs first. (Ord. 525, §14; Ord. 984, §1)

**Sec. 2-6. Compensation of the Mayor.**

(a) From and after the election for mayor on the 5<sup>th</sup> day of April 2016, the salary of the Mayor of the City of Potosi, Missouri, shall be the sum of \$1,733.34 per month. (Ord. 1111, §1)

(b) All salaries covered under this section shall be payable upon the first day of each month beginning on May 1, 2006.

(c) The salary of the Mayor shall remain at \$600 per month from the date of passage of this section until the certification of the Mayoral election of April 4, 2006. (Ord. 474, §§1-2; Ord. 552, §§1-3; Ord. 634, §2; Ord. 896, §1)

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**Sec. 2-7. Compensation of the board of aldermen.**

(a) From and after April 13, 1992, the salary of the Board of Aldermen of the City of Potosi, Missouri, shall be the sum of \$250.00 per month. (Ord. 635, §2)

(b) Any and all ordinances or parts of ordinances of the city of Potosi, Missouri, which shall be in conflict with the above ordinance are hereby repealed.

(c) This ordinance shall be in full force and effect from and after its passage and retroactive to April 1, 1980. (Ord. 552, §§1-3.)

**Sec. 2-8. Appointing the person elected city collector to hold the office and exercise the duties of the city clerk.**

From and after the passage and approval of this ordinance the person having been duly elected to the office of city collector of the city of Potosi, Missouri, shall also serve as city clerk of the city of Potosi, Missouri. (Ord. 381, §1.)

**Sec. 2-9. Annual report of city collector to the board of aldermen.**

(a) The Board of Aldermen does hereby designate the first scheduled City Council meeting of August of each year, as the time at which the city collector shall annually make a detailed report to the Board of Aldermen of said City, stating the various monies collected by him during the year preceding the date of such report, and the amount uncollected and the names of persons from which he failed to collect and the causes therefore.

(b) Such report shall cover all funds of the said city from whatever source derived, whether by taxation, water revenue, bond revenue, license collections, fines and forfeitures, costs collected in City Court, or from any other source whatever.

(c) The report to be made by the city collector on the first scheduled Council Meeting in August of each year, shall cover all amounts delinquent for all prior years, the nature of such delinquent amounts and the names of the persons from which he has failed to collect and the causes therefore.

(d) All ordinances or parts of ordinances in conflict herewith are hereby repealed.

(e) At the time of presenting such report to the Board of Aldermen, all original books of accounts kept by the City Collector shall be exhibited to the Board of Aldermen for their inspection and approval. (Ord. 277, §§1-5; Amended 12/98)

**Sec. 2-10. Compensation of the city collector.**

(a) From and after April 13, 1992, the salary of the City Collector of the City of Potosi, Missouri, shall be the sum of \$280.00 per week. (Ord. 636, §2)

(b) The vacation allocated to the city clerk shall be that for current fulltime employees of the City of Potosi as set out in the most recent agreement with its labor union.

(c) The position of City Clerk shall be considered a full time appointed position of the City and the salary therefore shall be set at \$2,090.40 per month, and shall include all duties the City Clerk previously performed. (Ord. 449, §§1-4; Ord. 614, §2; Ord. 819, §§1-2; Ord. 892, §1; Ord. 928; Ord. 947, §1; Ord. 976; Ord. 1131, §1; Ord. 1142, §1)

**Sec. 2-11. Compensation of the city attorney and the city municipal judge.**

(a) The city attorney shall be compensated for his services to the mayor and board of aldermen at an hourly rate to be determined from time to time by the board of aldermen.

(b) The city prosecuting attorney shall be paid the sum of seven hundred dollars (\$700.00) per month for services rendered in connection with the city municipal court. (Ord. 455, §§1-4; Ord. 551, §1; Ord. 998, §1)

(c) The salary of the Judge of the City of Potosi, Missouri, shall be the sum of eight hundred fifty dollars (\$850.00) per month. (Ord. 637, §2; Ord. 800, §1; Ord. 998, §2)

**Sec. 2-12. Compensation for the city treasurer.**

From and after December 6, 2010, the office of the City Treasurer shall be an appointive office and such official shall serve at the pleasure of the Mayor and Board of Aldermen. The Mayor may appoint and the Board confirms any qualified resident of the City, or any employee of the City, who does not have a conflict of interest in such position and the duties of their employment with the City. Such position shall be without compensation. (Ord. 638, §1; Ord. 865, §1, Ord. 1027)

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**Sec. 2-13. Compensation of all officers and employees.**

(a) The compensation of each employee of the City of Potosi is hereby fixed at the following rates:

EMPLOYEE NAME COMPENSATION

**PUBLIC SAFETY:**

ANNUAL SALARY PERSONNEL

Chief Wm. Mike Gum .....	\$51,000.00
Wm. Mal Gum .....	21.64
Casey Price .....	16.83
Joni Boyer .....	16.35
Owen Bourbon.....	15.63
Scott Pratt.....	15.63
Chris Flora .....	15.39
Michael Radford .....	15.15
William Gleeson .....	15.15
Matt Skaggs .....	15.25
Open Position.....	15.15
Zach Thompson .....	14.43
Mary Glore.....	12.02
Starting Officer less 2 years experience .....	\$14.43
Reserve Officer pay .....	12.00

**PUBLIC UTILITIES:**

ANNUAL HOURLY PERSONNEL

Jeff Benson .....	\$20.25
Sam Johnson (NG).....	18.25
Bob Hamby (WWTP) .....	17.25
Dave Douglas (W/S).....	18.25
Danny East (NG) .....	14.75
Larry Cash (NG) .....	12.75
Martin Lawson (ST/AC) .....	12.50
William Heddy (ST) .....	14.75
Johnny Hicks (W/S).....	13.75
Robert Rugh (W/S) .....	12.50
William Hovis (W/S) .....	12.50
Dennis Brand (WWTP) .....	12.50
Jimmy Eckhoff (ST) .....	11.50
Terry Stewart (ST) .....	11.50
Seasonal/Part time employees	State Minimum Wage Rate
**Starting hourly wage with CDL	1.00 less current job description pay scale
**After probation	.50 less current job description pay scale

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**OFFICE PERSONNEL SALARIED:**

Debbie Jacobsen .....	\$20.25
Kathy Richards .....	17.50
Brenda Smith .....	15.50
Regena Zimmermann.....	15.00

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Tiffany Cain.....	13.00
Building Inspector .....	15.00
City Treasurer (not budgeted 2018-2019).....	1,200.00

(Ord. 927; Ord. 946, §1; Ord. 975, §1; Ord. 978, §1; Ord. 986, §1; Ord. 1000, §1; Ord. 1017, §1; Ord. 1019, §1; Ord. 1039, §1; Ord. 1052; Ord. 1065, §1; Ord. 1081, §1, Ord. 1101, §1, Ord. 1120, §1; Ord. 1132, §1; Ord. 1143, §1)

(b) If funds are available in the current year’s budget, a one-time pay adjustment will be made in November of that year. All full time employees, including the Chief of Police and the City Clerk, will receive \$200, and part-time employees (approved by supervisor) will receive \$100.00.

(Ord. 719; Ord. 738; Ord. 740; Ord. 750, Ord. 751; Ord. 755; Ord. 763; Ord. 765; Ord. 754; Ord. 776; Ord. 777; Ord. 778; Ord. 786; Ord. 787; Ord. 788; Ord. 790; Ord. 795; Ord. 796; Ord. 804; Ord. 809; Ord. 829; Ord. 837; Ord. 841; Ord. 845; Ord. 864, §1; Ord. 891, §1; Ord. 948, §1)

(c) Any employee who is designated to perform the duties of City Carpenter on an approved project by the Supervisor of the Water Sewer and Street Department, shall be paid at the rate of \$2.00 per hour above the employees current regular rate of pay while actually performing carpentry work upon an approved project, and shall be paid at his regular rate of pay when not performing carpentry work on an approved project. The Supervisor shall inform the Mayor and City Clerk of the proposed temporary appointment, stating the circumstances requiring carpentry skills and project upon which the carpenter shall work. The Supervisor shall certify the number of hours worked in the capacity as carpenter on the employee’s time records. The designation of an employee as City Carpenter on one project does not require the appointment of the same employee in future projects. (Ord. 869, §2)

(d) (Ord. 885, §1) *(Repealed by Ord. 907, §1)*

*(Revised 07/18)*

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DIVISION 1. APPOINTIVE OFFICERS

**Sec. 2-14A. Chief Financial Officer.**

(a) The position of Chief Financial Officer is hereby created for the City of Potosi, Missouri.

(b) The duties of the Chief Financial Officer shall be to perform a variety of complex supervisory, professional, administrative, and finance functions in maintaining the fiscal records of the City of Potosi and such duties as assigned to her by the Mayor and Alderman or by Resolution in the Job Description in the City of Potosi Personnel Policy Handbook.

(b) Debbie Jacobsen is appointed to the position of Chief Financial Officer effective June 27, 2012.

(Ord. 807, §1; Ord. 984, §1; Ord. 1051; Ord. 1058 §2)

**Sec. 2-14B. Office Manager.**

(a) The position of office manager is hereby created for the City of Potosi, Missouri.

(b) The duties of the office manager shall be to act as office manager over clerical staff in the absence of the city clerk/collector and to handle correspondence for the office and such duties as assigned by the city clerk/collector, or by Resolution in the Job Description in the City of Potosi Personnel Policy Handbook.

(Ord. 808, §1; Ord. 984, §1)

**Sec. 2-14C. Diesel and Gasoline Engine Mechanic.**

(a) The position of diesel and gasoline engine mechanic is hereby created for the City of Potosi, Missouri.

(b) The duties of the diesel and gasoline engine mechanic shall be to perform all mechanical repairs and maintenance on all city police and other vehicles, and other duties as assigned by the Mayor or by Resolution in the Job Description in the City of Potosi Personnel Policy Handbook.

(Ord. 814, §1; Ord. 984, §1)

**Sec. 2-14D. Human Resource Manager.**

(a) The position of human resource manager is hereby created for the City of Potosi, Missouri.

(b) The duties of the human resource manager shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.

(Ord. 815, §1; Ord. 894, §1; Ord. 984, §1)

**Sec. 2-14E. Municipal Courts Administrator.**

(a) The position of municipal courts administrator is hereby created for the City of Potosi, Missouri.

(b) The duties of the municipal courts administrator shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.  
(Ord. 816, §1; Ord. 897, §1; Ord. 984, §1)

**Sec. 2-14F. Accounts Manager.**

(a) The position of accounts manager is hereby created for the City of Potosi, Missouri.

(b) The duties of accounts manager shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.  
(Ord. 817, §1; Ord. 894, §2; Ord. 984, §1)

**Sec. 2-14G. Commercial/Residential Building Inspector.**

(a) The position of Commercial/Residential Building Inspector is hereby created for the city of Potosi, Missouri.

(b) The duties of Commercial/Residential Building Inspector shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.

(c) The Building Inspector shall have office hours in the City Hall from 8:00 a.m. to 12:00 noon, Monday through Friday on all days the City Hall is open to the public for business. (Ord. 837, §1; Ord. 865, §2; Ord. 984, §1; Ord. 1058 §3)

**Sec. 2-14H. Director of Public Works.**

The Mayor shall serve as Director of Public Works, and the heads of the Gas, Water, Sewer, Street and Park Departments shall report to him. The Mayor shall have the power and responsibility to co-ordinate work among the departments and their personnel, and to facilitate the assignments of the workers in those departments to effectively perform the public works of the City. The Mayor may, as the situation demands, require the various department heads to temporarily assign workers to another department to efficiently perform the City's public work. (Ord. 886. §1)

*(Revised 11/13)*

**Sec. 2-14I. Water/Sewer Superintendent**

(a) The position of Water/Sewer Superintendent is hereby created for the city of Potosi, Missouri.

(b) The duties of Water/Sewer Superintendent shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook. (Ord. 1058 §4)

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DIVISION 2. ADMINISTRATION

**Sec. 2-14.1. Fees for copying public records.\***

The custodian of records shall charge a fee for researching and copying public records as follows:

(a) Research of records at the cost of time extended at the rate of \$16.31 per hour or fraction thereof for each 15 minute period, plus \$.10 for each letter size page or \$.10 for each legal size page. Each audio tape shall be furnished at cost of \$3.20 for each report. Documents may be furnished without charge or at a reduced rate if the mayor makes a written determination that it is in the public interest to do so.

All applications for free or reduced fees must be in writing addressed to the custodian of record.

(b) Payment for copying fees may be requested before the making of copies.

(c) All moneys received from fees shall be deposited to the general governmental accounts of the city. (Ord. 726; Ord. 984, §1; Ord. 1128, §1)

**\* State law reference(s) - Fees for copying public records, RSMo. 610.026.**

**Sec. 2-14.2. Court actions.**

(a) Suit for enforcement of any violation of this Division must be brought within six months from when the violation is ascertainable and in no event shall it be brought later than one year after the violation. This subsection shall not apply to an action taken regarding the issuance of bonds, or other evidence of indebtedness of the City if a public hearing, election or public sale of the bonds or evidence of indebtedness has been held.

(b) The Board of Aldermen or other public governmental body of the City which is in doubt about the legality of closing a public meeting, record or vote may seek a formal opinion of the city attorney or the state attorney general. The city attorney may seek a court ruling from the circuit court for the county to ascertain the propriety of closing a particular meeting, record or vote.

(c) The City will provide at its expense for the legal defense of any member of the Board of Aldermen, Mayor or appointed officers of any governmental body of the City involved in any court action to enforce this Division. (Ord. 726)

**Sec. 2-14.3. Fee for preparing FEMA letters to lenders.**

Any party requesting a letter from the City of Potosi, Missouri, or its Engineer, as required to satisfy provisions of the Federal Emergency Management Agency (FEMA), shall be charged a fee of Fifty Dollars (\$50.00) in addition to the cost of any necessary survey, which shall be paid before the issuance of any such letter. (Ord. 839, §1)

**Sec. 2-15. Purpose.**

(a) It is the public policy of this City that meetings, records, votes, actions, and deliberations of public governmental bodies shall be open to the public unless otherwise provided by law. This Division shall be liberally construed and its exceptions strictly construed to promote this public policy.

(b) Except as otherwise provided by law, all public meetings of public governmental bodies shall be open to the public as set forth in this Division, all public records of public governmental bodies shall be open to the public for inspection and copying as set forth in this Division, and all public votes of public governmental bodies shall be recorded as set forth in this Division. (Ord. 726)

**Sec. 2-15A. Votes recorded.**

Except as provided in Section 2-15C, and except as otherwise provided by law, all public votes shall be recorded, and if a roll call is taken, as to attribute each "yea" and "nay" vote, or abstinence if not voting, to the name of the individual member of the public governmental body. All public meetings shall be open to the public and public votes and public records shall be open to the public for inspection and duplication. (Ord. 726)

**Sec. 2-15B. Notice of meeting.**

(a) Notice of the time, date, and place of each meeting of public government bodies, and its tentative agenda, shall be given in a manner reasonably calculated to apprise the public of that information. Reasonable notice shall include making available copies of the notice to any representative of the news media who requests notice of a particular meeting and posting the notice

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on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

(b) Notice conforming with all of the requirements of subsection (a) shall be given at least 24 hours prior to the commencement of any meeting of a governmental body unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impractical. Every reasonable effort shall be made to grant special access to the meeting to handicapped or disabled individuals.

(c) When it is necessary to hold a meeting on less than 24 hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

(d) A formally constituted subunit of a parent governmental body may conduct a meeting without notice as required by this section during a lawful meeting of the parent governmental body, a recess in that meeting, or immediately following that meeting, if the meeting of the subunit is publicly announced at the parent meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.

(e) If another provision of law requires a manner of giving specific notice of a meeting, hearing or an intent to take action by a governmental body, compliance with that section shall constitute compliance with the notice requirements of this section. (Ord. 726)

### **Sec. 2-15C. Closed meetings; exemptions.**

Except to the extent disclosure is otherwise required by law, a public governmental body is authorized to close meetings, records, and votes, to the extent they relate to the following:

(a) Legal actions, causes of action or litigation involving the City or a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However any vote relating to litigation involving a public governmental body shall be made public upon final disposition of the matter voted upon; provided, however, in matters involving the exercise of power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record.

(b) Leasing, purchase or sale of real estate by the City or a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore. However, any vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate.

(c) Hiring, firing, disciplining or promoting an employee of the City or a public governmental body. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body must be made available to the public within 72 hours of the closed meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice before such decision is made available.

*(Revised 11/06)*

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- (d) Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment.
- (e) Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again.
- (f) Welfare cases of identifiable individuals.
- (g) Preparation, including any discussions or work product, on behalf of the City or a public governmental body or its representatives for negotiations with employee groups.
- (h) Software codes for electronic data processing and documentation thereof.
- (i) Specifications for competitive bidding, until either the specifications are officially approved by the City or the public governmental body or the specifications are published for bid.
- (j) Sealed bids and related documents, until the earlier of either when the bids are opened, or all bids are accepted or all bids are rejected.
- (k) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of the City once they are employed as such.
- (l) Records which are protected from disclosure by law.
- (m) Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest. (Ord. 726)

**Sec. 2-15D. Closed meeting or vote procedure.**

- (a) Except as set forth in subsection (b) of this Section, no meeting or vote may be closed without an affirmative public vote of the majority of a quorum of the Board of Aldermen or public governmental body. The vote of each member of the Board of Aldermen or public governmental body on the question of closing a public meeting or vote and the specific reason for closing that public meeting or vote by reference to a specific section of this Division shall be announced publicly at an open meeting of the governmental body and entered into the minutes.
- (b) The Board of Aldermen or a public governmental body proposing to hold a closed meeting or vote shall give notice of the time, date and place of such closed meeting or vote and the reason for holding it by reference to the specific exception allowed under the provisions of Section 2-15C. Such notice shall comply with the procedures set forth in Section 2-15B for notice of a public meeting.
- (c) Any meeting or vote closed pursuant to Section 2-15C shall be closed only to the extent necessary for the specific reason announced to justify the closed meeting or vote. The Board of Aldermen or public governmental bodies shall not discuss any business in a closed meeting, record or vote which does not directly relate to the specific reason announced to justify the closed meeting or vote.

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(d) Nothing in this Division shall be construed as to require the Board of Aldermen or a public governmental body to hold a closed meeting, record or vote to discuss or act upon any matter.

(e) Public records shall be presumed to open unless otherwise exempt under the provisions of section 2-15C or law. (Ord. 726)

**Sec. 2-15E. Record custodian.**

(a) The City Clerk shall be the custodian of and shall be responsible for the maintenance of the City's records. The identity and location of a custodian is to be made available upon request.

(b) The Board of Aldermen and each public governmental body shall make available for inspection and copying by the public of that body's public records. No person shall remove original public records from the office of the City or its custodian without written permission of the designated City Council.

(c) Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three days for reasonable cause.

(d) If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement was received. (Ord. 726)

**Sec. 2-16. Reserved.**

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ARTICLE II  
MUNICIPAL EMPLOYMENT PROVISIONS

**DIVISION 1. GENERALLY**

**Sec. 2-17. Affirmative action policy adopted.**

(a) That by this ordinance an affirmative action policy is hereby adopted, and such policy shall be made known to all the employees and potential sources of employees.

(b) That the mayor or his designate is hereby designated as the official in charge of coordinating affirmative action efforts.

(c) That the city assures that it will take appropriate non-discriminating recruiting measures such as, but not limited to:

(1) Placing employment advertisements in newspapers which serve the largest number of minority group people in the recruiting area.

(2) Maintaining systematic contacts with minority and human relations organizations, leaders and spokesmen to encourage referral of qualified minority applicants.

(3) Encouraging present employees to refer minority applicants.

(4) Making it known to all recruiting sources that qualified minority members are being sought for consideration for office work, manual labor and other skilled and semi-skilled positions within the city as filling of vacancies or creation of new positions arise.

(d) That the city assures that it will take appropriate non-discriminating hiring measures such as, but not limited to instructing personally those staff who make hiring decisions that minority applicants for all jobs are to be considered without discrimination.

(e) That the city assures that it will make maximum use of training programs to help equalize opportunity for minority persons such as, but not limited to:

(1) Actively encouraging minority employees, as well as others, to increase their skills and job potential through participation in available training and education programs.

(f) That the city assures non-discrimination placement and promotion by taking measures such as, but not limited to:

(1) Instructing personally those staff who make placement and promotion decisions that minority employees are to be considered without discrimination.

(2) Encouraging the promotion of minority employees who have increased their skills and job potential in accord with the city's affirmative action policies.

(g) That the city assures non-discrimination pay, other compensation and working conditions by taking appropriate steps such as, but not limited to:

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(1) Examining the rates of pay and fringe benefits for present employees with equivalent duties and adjusting any inequities found.

(2) Not reducing the compensation of existing employees who have been converted to on-the-job training status.

(h) That the city encourages non-discriminatory contracting by taking appropriate steps such as encouraging minority group contractors and contractors with minority representatives among their employees to submit proposals for contract work.

(i) That the city assures that it will follow through with questioning, verifying, and making whatever changes or additions to the city's affirmative action program that may be necessary to assure effectiveness. (Ord. 529, §§1-9.)

**Sec. 2-18. Employment time record requirements for regular and overtime work by employees of the city.**

(a) A time record card and clock system is hereby established for city employees. Each hourly employee must clock-in for work, (those employees who take lunch periods shall clock-out for lunch, clock-in after lunch), and clock-out at the end of his or her work period. If an employee comes back to work for overtime he must clock in and out.

(b) For an employee to receive his or her paycheck, they must sign their time card at the bottom. It is recommended the employee sign the time card before it is turned in to the clerk's office, otherwise they will have to sign the time card in the clerk's office in order to receive their check. If there is any time written on the card, the supervisor must also sign the time card.

(c) No overtime will be paid on any time card unless it was on the weekly schedule or approved by the immediate supervisor, alderman, or mayor. All time written in on a time card must be initialed by the employee and his or her immediate supervisor.

(d) The head of each city department (city clerk's office, police, water and sewer, gas and street) shall authorize unscheduled overtime only when necessary and for not more than a total of \$200.00 for the entire department in any calendar month. Overtime in excess of \$200.00 must be authorized by the mayor or one of the aldermen in writing.

All water, sewer and gas department employees who have worked 40 hours and who are scheduled for weekend duty will clock in at 8:00 A.M. and clock-out at 12:00 P.M. on Saturdays. The on call period is from Saturday 12:00 P.M. to Monday morning at 7:00 A.M. For weekend duty, over 40 hours and including the four hour clock-in Saturday morning, employees will receive 16 hours pay at time and one-half rate. Their duties will include all regular and emergency checks and maintenance of equipment necessary to assure proper and uninterrupted operation of city services. All other emergency calls after regular scheduled hours during the week will be paid at overtime rates.

(e) Any employee clocking in or out another employee's time card will be suspended without pay for three (3) days. A second violation will result in a hearing which may lead to dismissal of the employee. The employee who allows another employee to clock his or her time card is subject to the same rules. (Ord. 577, §§1-5.)

**Sec. 2-19. Conflict of interest restrictions.**

No gifts shall be accepted by city employees from salesmen selling to the city.

No city employees or any elected official are authorized to make purchases for other persons through city suppliers or accounts for sale or profit. All such purchases must be billed to the employee or city official personally at their home address. (Ord. 577, §13.)

**Sec. 2-20. Off-duty use of city property.**

(a) No city employee will be allowed to use city vehicles, buildings, tools, materials, or equipment for personal use or gain during working hours or after. Specific small tools may be signed out from the supervisor in charge and employee held responsible for damage or loss thereof. The supervisor shall be responsible for the sign-out list.

Police uniforms can be worn while the police officer is in direct route to and from work and must be worn while on duty. Police uniforms may also be worn to make speeches or to give special training sessions to the general public. The police uniform shall not be worn while an officer is conducting personal business or the business of others. The mayor or police commissioner may authorize an officer for special duty to wear regular street clothes if needed.

(b) All city employees upon termination or leaving the employment of the city must turn in all city property in their possession immediately and pay all monies due them until all property is accounted for. (Ord. 577, §§14-15; Ord. 666, §3.)

**Sec. 2-21. Residency requirements for employees of the City of Potosi, Missouri, and exceptions thereto.**

(a) All employees of the City of Potosi, Missouri, are hereby required to reside within the limits of Washington County, Missouri, except those expressly exempted by this Ordinance. The residency requirement applies to all officers and employees of all city departments and commissions. All newly hired employees of the City of Potosi who, at the time of their hiring, are not residents of Washington County are deemed probational employees and shall be required to establish residency, as required by other employees, within six months of the date of their employment, as a condition of continued employment.

(b) Requirement of residency within the County of Washington, Missouri, does not apply to temporary employees, temporary advisors and consultants, and persons having an independent contractor's status.

(c) All violations of the terms of this Ordinance shall effect the immediate termination of such person's employment with the City of Potosi, Missouri.

(d) The requirement that officials and employees of the City reside within Washington County shall not apply to persons presently within the employee of the City, but such persons shall have a six (6) month period within which to establish residence within the County as a condition of continued employment.

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(e) The City hereby also establishes a preference for employment for all residents of the City of Potosi, Missouri. There is no requirement for employment of residency within the City, but it is the specific desire of the city council that this preference be given to residents of the City of Potosi, Missouri. (Ord. 659, §§1-5; Ord. 781, §1)

**Sec. 2-22. Personnel policy amendments.**

(a) That the Sections of the City of Potosi Personnel Policies that have been negotiated and proposed by the Union are amended to conform to the amended sections attached hereto and incorporated herein by reference, effective immediately.

(b) That wages for the current fiscal year for the employees of the City of Potosi, Missouri shall be approved as of the Budget approved on the 28th of June 2001, subject to possible further negotiation should the budget be amended at a later date.

(c) That the City recognizes the Union as the lawful bargaining agent for its workers. (Ord. 789, §§1-3)

**Secs. 2-23 to 2-25. Reserved.**

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ARTICLE II  
MUNICIPAL EMPLOYMENT PROVISIONS

DIVISION 2. FRINGE BENEFITS

**Sec. 2-26. Holiday, sickness and funeral leave.**

(a) All full time (40 hours) city employees will receive holiday pay for the following holidays, and days off, and no others will be paid:

New Year's Day	Independence Day	Day after Thanksgiving Day
Martin Luther King Day	Labor Day	December 24
President's Day	Columbus Day	Christmas Day
Truman's Birthday	Veteran's Day	Employee Birthday
Memorial Day	Thanksgiving Day	Lincoln's Birthday
Good Friday		

If a holiday falls on Saturday the preceding Friday will be the employees paid day off. If a holiday falls on Sunday the employees paid day off will be the following Monday.

All Police Department employees are assigned an employee number by the Chief of Police for the purpose of determining paid holidays off. The employees assigned even numbers will get Christmas Day off and work Thanksgiving Day during even years, while those assigned odd numbers will get Christmas Day off and work Thanksgiving Day during odd years. Exchanging employee numbers or trading time off will not be permitted. (Ord. 905, §1; Ord. 948, §2; Ord. 1058 §5)

(b) Employees must be employed by the City for three (3) months prior to receiving any holiday pay. Employees must work the last scheduled day or approved allowable time off work prior to and the first scheduled day following the holiday to receive holiday pay. All employees of the City who are scheduled to work on a holiday shall be credited with eight (8) hours of comp time.

(c) (1) From and after the effective day of this ordinance, Employees who regularly work forty (40) hours per week accrue one (1) day of sick leave per month. Employees are allowed to accrue up to a maximum of one hundred twenty (120) days sick leave. Once employees reach this maximum, they will not accrue any additional sick leave until the balance fall below one hundred twenty (120) days.

(2) Employees will not be paid for accrued sick leave upon termination of employment. Employees shall be entitled to pay for unused Sick Leave benefits upon resignation or retirement from the City in accordance with the following schedule. Eligible employees shall receive up to 50% of unused Sick Leave, up to a maximum of sixty (60) days.

Employees having completed the following years of service, upon resignation or retirement, shall receive:

5 - 10 years	10% of unused sick leave
11 - 15 years	20% of unused sick leave
16 - 20 years	30% of unused sick leave
21 - 25 years	40% of unused sick leave
26 - 30 years	50% of unused sick leave
30 + years	100% of unused sick leave

*(Revised 11/13)*

## ADMINISTRATION

(3) Sick Leave is to be used only for bonafide illnesses of the employee or an immediate family member dependent on them for care. If an employee takes sick leave for more than three (3) consecutive days, the employee must submit a doctor's statement to their Supervisor for confirmation.

(4) The provisions of this section need to be approved in the form of an ordinance. Employees who do not receive pay for time off work due to illness or receive Sick Leave Benefits in each fiscal year, July 1, through the following June 30, shall receive one (1) additional personal day off with pay on the succeeding fiscal year.

(5) Employees who use sixteen (16) hours or less of Sick Leave Benefits in each fiscal year, July 1, through the following June 30, shall receive four (4) hours off with pay on the succeeding fiscal year.

(d) Employees who regularly work forty (40) hours per week will receive five (5) days of funeral leave with pay to attend the funeral of a spouse, father, mother, sister, brother, son, daughter, mother-in-law or father-in-law. Employees shall receive three (3) days Funeral Leave for death of stepmother, stepfather, grandmother, grandfather, step grandfather, step grandmother, brother-in-law, and sister-in-law.

(e) Employees who regularly work forty (40) hours per week will receive a maximum of three (3) days leave per year with pay for a valid personal business purpose. It will be prearranged between the employee and the employee's Supervisor. These three (3) days will not accrue and will begin on July 1, 2010.

(f) Employees and appointed Officials of the City who regularly work forty (40) hours per week for the City will receive vacation leave with pay as follows:

- \* One (1) week after the one (1) year anniversary date of employment.
- \* Two (2) weeks after the two (2) year anniversary date of employment.
- \* Three (3) weeks after the seven (7) year anniversary date of employment.
- \* Four (4) weeks after the fifteen (15) year anniversary date of employment.
- \* Five (5) weeks after the twenty (20) year anniversary date of employment.
- \* Six (6) weeks after the thirty (30) year anniversary date of employment.

Vacation leave will not be cumulative, and employees will not be paid for vacation not taken. An employee may carry over up to ten (10) days vacation to be taken in the following year when authorized by the City Clerk, who receives authorization from the City Council who will determine the time frame.

Vacations must be scheduled at least fourteen (14) days in advance and approved by the Supervisor.

After one (1) full year of employment, employees may take vacation time for each year before their anniversary date, with prior authorization by the Supervisor.

Employees may take one (1) week of their vacation one (1) day at a time with prior approval by the Supervisor. All other vacation must be taken at least one (1) full week at a time.

*(Revised 11/13)*

Rollover of un-used vacation:

- Allow employees to carry over unused vacation to the following year. Up to 40 hours.
- Allow for the conversion of unused vacation up to the July 1 deadline / or pay. Up to 40 hours.

(Ord. 748; Ord. 835, §3; Ord. 1058 §5)

(g) All employee payroll records and personnel files of time cards, pay, sick leave, vacations, and funeral leave will be maintained by the City Clerk's office. All proof of sick leave, funeral leave, and overtime authorization must be turned in to the city clerk's office each week with the employee's time card.

(h) Military Leave with pay shall be granted to employees who are members of the National Guard or any of the reserve components of the Armed Forces of the United States as outlined in the Missouri State Statute 105.270, and the

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Missouri Attorney General's opinion dated March 1985, for the period during which they shall be ordered to military duty or training. Military Leave with pay may not exceed in anyone (1) fiscal year fifteen (15) calendar days. The mayor or his designate shall obtain the proper evidence in writing from the appropriate military officer of such military duty for which the leave with pay is granted. (Ord. 577, §§6-12; Amended 8/10/98; Ord. 1058 §5)

(i) All City employees may be allowed to accrue accredited "comp time" up to a maximum of one hundred twenty (120) hours in a calendar year. Comp time may be carried over from one calendar year to the next, but not to exceed the one hundred twenty (120) hours maximum. On a case to case basis, the Mayor & City Council may approve an employee to a maximum of one hundred sixty (160) hours. Employees who elect to retire, resign or become terminated shall be provided restitution pay for all accrued "comp time". (Ord. 717; Ord. 835, §4; Ord. 1058 §5)

(j) Employees who work on a full-time basis for a calendar year without a reportable accident requiring medical treatment or loss work days, will be entitled to one (1) additional personal holiday with pay. This shall become effective on July 1, 2003. (Ord. 835, §5; Ord. 1058 §5)  
(Ord. 577; Ord. 717; Ord. 748, §1; Ord. 835; Ord. 1058 §5)

**Sec. 2-27. Insurance benefits for city employees.**

The employees (not the officers, either elected or appointed) shall be entitled to extra compensation in the form of "fringe benefits" as employees of private industry and business by providing of accident and health insurance. (Ord. 430, §1)

**Sec. 2-28. Workmen's compensation insurance for city employees.**

We hereby authorize the city clerk of Potosi, Missouri, to purchase a standard workman's compensation policy to insure the employee's of the city of Potosi, Missouri. (Ord. 307, §1)

**Sec. 2-29. Missouri local government employees retirement system – benefits for certain employees.**

The City of Potosi is a "political subdivision" as defined in sections 70.600 through 70.760 V.A.M.S. and hereby elects to have covered by the Missouri Local Government Employees Retirement System all its eligible employees in the following classes:

*Present and future general employees* (neither "policeman" nor "fireman" as defined in the Act)

(Revised 11/13)

**Fireman** (as defined in the Act):

- Present and future firemen.
- Only future firemen.
- No firemen.

**Policeman** (as defined in the Act):

- Present and future policemen.
- Only future policemen.
- No policemen.

The city of Potosi hereby elects that 100% of prior employment be considered for prior service credit in computing benefits and contributions to the system, and no mandatory retirement age is required.

Be it further ordained, the city clerk is hereby authorized and directed to deduct from the wages and salaries of each employee member the member contributions required by section 70.705 V.A.M.S. and to promptly remit the deductions to the retirement system, together with the employer contributions required by section 70.730 V.A.M.S. Employee and employer contributions are to be effective April 1, 1973. (Ord. 459, §1)

**Sec. 2-30. Adopting changes under LAGERS.**

## ADMINISTRATION

(a) The City of Potosi adopts a change in the funding of its Employee Retirement System, (LAGERS), changing to the requirement of NO employee contributions from covered employees in accordance with the provisions of Sections 70.705 and 70.730 RSMo. as amended in 1998.

(b) The City of Potosi adopts no change in the method of determining a member employee's final average salary, keeping a thirty-six consecutive month period for determining a member employee's final average salary in accordance with Sections 70.600 and 70.656 RSMo. as amended in 1998.

(c) The City of Potosi adopts no change in the benefit program of member employees, keeping Benefit Program L-7.

(d) The City of Potosi adopts no change in the benefit program of member employees, keeping member employee's option of retirement upon attaining minimum service retirement.

(e) The City Clerk, Roger Coleman, shall certify this election by the City to the Missouri Local Government Employee Retirement System within ten days hereof to be effective July 1, 2002. (Ord. 811, §1)

### **Sec. 2-31. Adopting refund of member contributions under LAGERS.**

(a) That the City of Potosi, Missouri, hereby elects to allow the refund of any and all accumulated member contributions resulting from employment with the City of Potosi, Missouri, in accordance with the provisions of Section 70.707 RSMo.

(b) The City Clerk shall certify this election of the City of Potosi, Missouri, to the Missouri Local Government Employees Retirement System within ten (10) days hereof. (Ord. 861, §§1-2)

### **Secs. 2-32 to 2-34. Reserved.**

*(Revised 11/04)*

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## **ARTICLE II MUNICIPAL EMPLOYMENT PROVISIONS**

### **DIVISION 3. CONFLICT OF INTEREST\***

#### **Sec. 2-35. Declaration of policy.**

The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city. (Ord. 629, §1)

#### **Sec. 2-36. Conflicts of interest.**

The mayor or any member of the Board of Alderman who has a substantial personal or private interest, as defined by state law, in any bill shall disclose on the records of the Board of Alderman the nature of his interest and shall disqualify himself from voting on any matters relating to this interest. (Ord. 629, §2)

#### **Sec. 2-37. Disclosure reports.**

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Each elected official, the chief administrative officer, the chief purchasing officer and the general counsel (if employed full-time) shall disclose the following information by May 1 if any such transactions were engaged in during the previous calendar year:

(a) For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision; and

(b) The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

\* August 9, 1993, Mayor Russell Dessieux presented Ordinance #629 to the council to be readopted as required by the Missouri Ethics Commission. Said Ordinance #629 was voted upon and readopted by the city council.

\* Ord. 629 readopted August 10, 1998 at the Council meeting. Readopted 06/07/2010 and 12/01/2014

*(Revised 10/15)*

## ADMINISTRATION

(c) The chief administrative officer and the chief purchasing officer also shall disclose by May 1 for the previous calendar year the following information:

(1) The name and address of each of the employers of such person from who income of one thousand dollars or more was received during the year covered by the statement;

(2) The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;

(3) The name and address of each corporation for which such person served in the capacity of a director, officer or receiver. (Ord. 629, §3)

### **Sec. 2-38. Filing of reports.**

The reports, in the attached format, shall be filed with the city clerk and with the secretary of state prior to January 1, 1993, and thereafter with the ethics commission. The reports shall be available for public inspection and copying during normal business hours. (Ord. 629, §4)

### **Sec. 2-39. When filed.**

The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;

(a) Each person appointed to office shall file the statement within thirty days of such appointment or employment;

(b) Every other person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the board of aldermen may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement. (Ord. 629, §5)

### **Sec. 2-40. Filing of ordinance.**

If this ordinance is adopted prior to January 1, 1993, then the City Clerk shall send a certified copy of this ordinance to the Secretary of State's office within ten days of its adoption. If this ordinance is adopted on or after January 1, 1993, then the City Clerk shall send a certified copy of this ordinance to the Missouri Ethics Commission within ten days of its adoption. (Ord. 629, §6)

*(Revised 10/15)*

**Sec. 2-41. Effective date.**

This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Board of Alderman. (Ord. 629, §7)

**Secs. 2-42 to 2-46. Reserved.**

## ADMINISTRATION

POTOSI CODE  
ARTICLE III  
MISSOURI NONPROFIT CORPORATION  
DIVISION 1. CORPORATION CREATED

**Sec. 2-47. Public purpose.**

The Board of Aldermen of the City of Potosi, Missouri, hereby finds and determines that the formation of the Corporation to finance the costs of Improvements will promote the public welfare by improving and enhancing the ability of the City to provide quality municipal services to residents of the City. (Ord. 676, §1)

**Sec. 2-48. Ratification and approval of formation of the Corporation.**

The Board of Aldermen hereby ratifies and approves the formation of the Corporation for the purposes set forth in its Articles of Incorporation attached hereto as Exhibit A. (Ord. 676, §2)

**Sec. 2-49. Ratification and approval of Articles of Incorporation and Bylaws of the Corporation.**

The Board of Aldermen hereby ratifies and approves the Articles of Incorporation and the Bylaws of the Corporation in form attached hereto as Exhibits A and B, respectively. (Ord. 676, §3)

**Sec. 2-50. Ratification and approval of board of directors.**

The Board of Aldermen hereby ratifies and approves the initial board of directors of the Corporation as set forth in the Articles of Incorporation attached hereto as Exhibit A. (Ord. 676, §4)

**Sec. 2-51. Issuance of obligations by the Corporation.**

The Corporation shall issue no bonds, notes or other obligations with respect to financing Improvements until the Board of Aldermen adopt a resolution approving each specific issuance of obligations. Any bonds, notes or other obligations of the Corporation shall not be a debt of the City, Washington County, Missouri or the State of Missouri, and neither the City, Washington County, Missouri nor the State of Missouri, shall be liable thereon. In no event shall any bonds, notes or other obligations issued by the Corporation be payable out of any funds or properties other than those payable out of any funds or properties other than those acquired for the purpose of financing Improvements, and such bonds, notes and obligations shall not constitute an indebtedness of the City, Washington County, Missouri or the State of Missouri within the meaning of any constitutional or statutory debt limitation or restriction. (Ord. 676, §5)

**Secs. 2-52 to 2-56. Reserved.**

ADMINISTRATION

ARTICLE III  
MISSOURI NONPROFIT CORPORATION

DIVISION 2. CERTIFICATES OF PARTICIPATION

**Sec. 2-57. Approval of execution and delivery of the Certificates by the Trustee.**

The City hereby approves the execution, delivery and sale by the Trustee of the Certificates for the purpose of providing funds to pay the costs of the Project. The Certificates shall be executed, delivered and secured pursuant to the herein approved Indenture.

The Certificates shall be dated as of the date of their original execution and delivery, shall mature or be subject to prepayment and shall be entitled to a proportionate share of Rental Payments and shall have such other terms and provisions, all as set forth in the hereinafter described Indenture. The Rental Payments and the Interest Portion (as defined in the Indenture) thereof shall be as set forth in the Agreement. (Ord. 677, §1)

**Sec. 2-58. Authorization of documents.**

The City is hereby authorized to enter into the following documents (collectively, the "City Documents"), in substantially the forms presented to and approved by the Board of Aldermen of the City at this meeting and attached to this Ordinance (copies of which documents shall be filed in the records of the City), with such changes therein as shall be approved by the officers of the City executing such documents, such officer's signatures thereon being conclusive evidence of their approval thereof:

- (a) Base Lease, dated as of February 1, 1997 (the "Base Lease"), between the City and the Corporation, pursuant to which the City shall lease the Project Site and any Project Improvements located thereon to the Corporation (attached hereto as Exhibit A);
- (b) Lease-Purchase Agreement dated as of February 1, 1997 (the "Agreement"), between the Corporation and the City, under which the Corporation shall provide for the payment of the costs of the Project and lease the Project to the City upon the terms and conditions as set forth in said Agreement (attached hereto as Exhibit B);
- (c) Tax Letter of Instructions, to be dated the date of execution and delivery of the Certificates (the "Tax Letter of Instructions"), from Thompson Coburn, as Special Tax Counsel and accepted by the City, the Corporation and the Trustee (attached hereto as Exhibit C); and
- (d) Purchase Contract dated as of February 10, 1997 (the "Purchase Contract") between Stern Brothers & Co. as the purchaser of the Certificates, the City and the Corporation (attached hereto as Exhibit D). (Ord. 677, §2)

**Sec. 2-59. Approval of documents.**

The City hereby approves the following documents, in substantially the forms presented to and approved by the Board of Aldermen of the City at this meeting and attached to this Ordinance (copies of which documents shall be filed with the records of the City.

- (a) Trust Indenture dated as of February 1, 1997 (the "Indenture"), between the Corporation and the Trustee, pursuant to which the Certificates shall be executed and delivered by the Trustee (attached hereto as Exhibit E). (Ord. 677, §3)

**Sec. 2-60. Execution of documents.**

The City is hereby authorized to enter into and the Mayor and the Clerk of the City are hereby authorized and directed to execute and deliver, for and on behalf of and as the act and deed of the City, the city Documents and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance. (Ord. 677, §4)

**Sec. 2-61. Further authority.**

The City shall, and the officials, agents and employees of the City are hereby authorized and directed to, take such further action, and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance, and to carry out, comply with and perform the duties of the City with respect to the City Documents. (Ord. 677, §5)

**Sec. 2-62. Conveyance of Project back to City when Certificates are paid.**

The Board of Aldermen of the City hereby declares that the City will accept from the Corporation all of the Corporation's right, title and interest in the Project pursuant to the Base Lease and the Agreement after all the Rental Payments under the Agreement represented by the Certificates have been paid or payment therefor has been provided for in accordance with the agreement and the Indenture. (Ord. 677, §6)

**Sec. 2-63. Severability.**

The sections, paragraphs, sentences, clauses and phrases of this Ordinance shall be severable. In the event that any such section, paragraph, sentence, clause or phrase of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance are valid, unless the court finds the valid portions of the Ordinance are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Aldermen has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent. (Ord. 677, §7)

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**Sec. 2-64. Governing law.**

This Ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri. (Ord. 677, §8)

**Sec. 2-65. Private sale.**

The Board of Aldermen of the City hereby declares that it is in the best interest of the City to cause the Trustee to sell the Certificates at private sale since a public sale of the Certificates would cause additional expense to the City and since the condition of the current financial markets makes such a public sale not feasible or the best course of action for the City. (Ord. 677, §9)

**Sec. 2-66. Designation as qualified tax-exempt obligation.**

The City hereby designates the Agreement (and, thus, the Certificates) as a Qualified Tax-Exempt Obligation pursuant to Section 265(b)(3)(B) of the Code. The officers of the City are authorized to execute appropriate certificates in connection therewith. (Ord. 677, §10)

**Sec. 2-67. Further authorization.**

The Mayor of the City is hereby authorized and directed to execute and deliver for and on behalf of the City, and the City Clerk is hereby authorized and directed where appropriate to attest, all certificates, documents, agreements or other instruments, and the City Manager of the City or his designated representative is hereby authorized and directed to take any and all actions, as may be necessary, desirable, convenient or proper to carry out and comply with the provisions of the City Documents and all other agreements or contracts, necessary or reasonably incidental to the implementation of this Ordinance (including, without limiting the generality of the foregoing any closing certificate or non-arbitrage certificate in connection with the issuance of the Certificates). The Board of Aldermen hereby approves the employment of Thompson Coburn, St. Louis, Missouri, as Special Tax Counsel for the Certificates. (Ord. 677, §11)

**Secs. 2-68 to 2-72. Reserved.**

**ARTICLE IV  
JOB DESCRIPTIONS**

**Sec. 2-73. Chief of police.**

Nature of Work:

Under the general guidance and direction of the Mayor and the City Council, the Chief of Police exercises supervision over all Police Department staff directly or through subordinate commanders and supervisors. The Chief of Police position includes highly responsible and complex management work in planning, organizing and directing the activities of the Department of Police; assuring that law and order are maintained, laws and ordinance are enforced, and measures are implemented to prevent crime, and to protect lives and property.

General responsibilities include:

- \* Plans, organizes and directs the program and activities of the Department of Police, and provides progressive leadership in the initiation and enactment of new and improved policies and procedures;
- \* Consults with the Mayor and city council in the development of overall policies and procedures to govern the activities of the Department;
- \* Participates in the preparation of the annual budget and controls expenditures of appropriations;
- \* Formulates and prescribes work methods and procedures to be followed by the Department;
- \* Appraises work conditions and takes necessary steps to improve police operations; Assigns and assists subordinates in highly complex criminal or other investigations;
- \* Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel;
- \* Investigates all civil complaints from general public made against and officer of the Department, and reports results to City Council;
- \* Meets with the elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities;
- \* Cooperates with county, state and federal law enforcement officers as appropriate where activities of the Police Department are involved,
- \* Ensures that laws and ordinances are enforced and that the public peace and safety are maintained;
- \* Maintains records and makes training recommendations for officers to maintain the correct total of C.E.H.'s for the Department of Public Safety Certifications.

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- \* Attends civic clubs and other organized community meetings to explain and promote the activities and function of the of the department and establish h favorable public relations,
- \* Represents the Department of Police in a variety of local, county, state, and other meetings;
- \* Attends conferences and meetings to keep abreast of current trends in the field;
- \* Performs duties of subordinate personnel as needed.

## QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a Bachelor's Degree is preferred. Five years police experience required, with ten year preferred. Two years experience my be substituted for each year of required education. Extensive progressive responsible experience in police work, including considerable experience in an administrative or command capacity; any equivalent combination of education, training, and experiences such as successful completion of the F.B.I. National Academy.

Position of chief of Police is an exempt executive position (Salaried) as prescribed by FLSA

Necessary Knowledge, Skills and Abilities: Ability to plan, organize and direct the work of a number of subordinates performing varied operations connected with police activities; develop proper training and instructional procedures for those employees; maintain a high level of discipline and morale; established and maintain effective working relationships with other city officials, state and federal authorities, civic leaders, and the public; effectively prepare and present oral and written informative material relating to the activities of the Department: extensive knowledge of modern police methods and practices and the principles and practices of police administration; extensive knowledge of departmental rules and regulations and applicable federal, state, and local laws and ordinances; extensive knowledge of the current literature, trends, and development in the field of police administration; thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, use hands and fingers to handle or operate objects, controls or tools listed below, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl and taste or smell. The employee must occasionally lift and /or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Special Requirements:

Must possess or be able to obtain by time of hire a valid Missouri Driver's License without record of suspension or revocation in any state; must not have any felony convictions or

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disqualifying criminal histories. A minimum of 470 of Missouri Department of Public Safety approved training is required. Must be certified by the Director of the Department of Public Safety as required under RSMo 590.100 to 590.150.

Tools and Equipment Used:

Police car; police radio; radar gun; handgun and other weapons as required; handcuffs; pager; firstaid equipment; personal computer, including word processing software. (Ord. 725, §1)

**Sec. 2-74. Captain.**

Nature of work:

Under the immediate supervision of the Chief of Police, the Captain serves as the Assistant Police Chief, and he shall have all the authority and control duties as prescribed by the Chief of Police.

General responsibilities include:

- Serving as Assistant Police Chief;
- Assisting the Chief of Police in all departmental operations;
- Responsibility for final approval of all police reports;
- Completion of intra departmental certification with a weapon, qualifying annually;
- Maintain a Type III Breathalyzer Certification with the State of Missouri;
- Completion of state certification to operate a radar device;
- Completion of CPR certification;
- Completion of in service training as required by state or department standards and maintain at least 470 hour Certification;
- Complete the appropriate training to become a NRA weapon instructor.

Qualifications:

- Must be certified by the Director of the Department of Public Safety as required under RSMo. 590.100 to 590.150.
- High School diploma or GED.
- Other qualifications may be determined by the Chief of Police and the Mayor and the Board of Aldermen.

Physical requirements:

- Officer must be able to occasionally lift heavy objects such as an injured person;
- Officer must be capable of sitting in patrol cars for extended periods of time;
- Officer must be capable of constant use of hands, arms, elbows during driving and lifting;
- Officer must be physically fit and able to perform all duties associated with police activities.

(Ord. 725, §2; Ord. 761, §1)

*(Revised 7/00)*

**Sec. 2-75. Police lieutenant.**

Nature of Work:

A Police Lieutenant shall be a supervisory officer responsible for the execution of department policies and procedures established by the Chief of Police. A Police Lieutenant is responsible for the enforcement and observance of all laws of the State of Missouri and all ordinances of the City of Potosi.

General responsibilities include:

- \* Performance of duties as a shift commander;
- \* Monitoring of all subordinate officers on shift and reporting the activities to the Assistant Chief or Chief of Police;
- \* Responsibility for the observance of all special orders, manual orders, training bulletins, and rules and regulation given and evidence control
- \* Handle calls for service, and when necessary prepare reports or make arrests;
- \* Completion of intra department certification with a weapon must qualify annually;
- \* Completion of 29 hours of classroom training to operate a breathalyzer;
- \* Completion of state certification to opera a radar;
- \* Completion of CPR certification must renew as required \* Completion of in service training as required by state or department standards, and maintain a minimum of 470 hours

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QUALIFICATIONS:

Must be certified by the Director of the Department of Public Safety as required under RSMo 590.100 to 590.150

Graduation from high school or G.E.D.

Four years police experience required, with at least three years being in a supervisory position. Additional education beyond high school or other relevant experience may be substituted on a year year basis.

Physical requirements:

Back and lower body requirements:

- \* Officer must be able to occasionally lift heavy objects, such as injured persons and etc.
- \* Officers are required to sit in patrol cars for extended period of time.
- \* Officers are required to walk and/or run for extended periods of time.

Hands and arms:

- \* Constant use of hands, arms and elbows driving and lifting. Physically fit to perform duties prescribed for police activities.  
(Ord. 725, §3)

**Sec. 2-76. Police sergeant I.**

Nature of Work:

The Police Sergeant I is an entry level supervisory position, with a minimum probationary period of six months, and is responsible for the supervision of and active participation in duties incident to the prevention of crime and enforcement of city ordinances and state statutes. The Police Sergeant I will be under the supervision of his/her immediate supervisor and/or the Chief of Police or Deputy Chief of Police.

General responsibilities include:

- \* Conducting and /or directing the onscene investigation of motor vehicle accidents and offenses against the public;
- \* Supervision of patrolman;
- \* Supervision of preparation of administrative reports essential to crimereporting procedures; exercising patrol assignments;
- \* Exercising patrol assignments;
- \* Supervision of all patrol briefings;
- \* Personal supervision of Potosi Patrolmen I in patrol techniques and administrative reporting;

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#### ADMINISTRATION

- \* Completion of NRA certification with a weapon must qualify annually,
- \* Completion of 29 hours of classroom training to operate a breathalyzer;
- \* Completion of the appropriate training to become NRA qualified with a weapon must qualify annually;
- \* Completion of state certification to operate a radar;
- \* Completion of CPR certification must renew annually,
- \* Completion of inservice training as required by state or department standards.

#### QUALIFICATIONS:

Must be certified by the Director of the Department of Public Safety as required under, RSMo 590.100 to 590.150.

High School diploma or G.E.D.

Three years police experience required, with at least one year being in a supervisory position. Additional education beyond High School or other relevant experience may be substituted on a yearforyear basis.

#### Physical Requirements

Back and lower body requirements;

- \* Officer must be able to occasionally lift heavy objects, such as injured persons and etc.
- \* Officers are required to sit in patrol cars for extended period of time.
- \* Officers are required to walk and/or run for extended periods of time

Hands and arms:

- \* Constant use of hands, arms, and elbows driving and lifting. Physically fit to perform duties/ activities of police officer.

(Ord. 725, §4)

#### **Sec. 2-77. Police sergeant II.**

The Police Sergeant II is responsible for the supervision of and active participation in duties incident to the prevention of crime and enforcement of city ordinances and state statutes. The Police Sergeant II will be under the supervision of his / her immediate supervisor and/or the Chief of Police or Assistant Chief of Police.

General responsibilities include:

- \* Assuming the duties of a Bureau Commander either as a permanent position or in the absence of a Police Lieutenant:

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- \* Conducting and/or directing the onscene investigation of motor vehicle accidents and offenses against the public;
- \* Supervision of patrolmen;
- \* Supervision of preparation of administrative reports essential to crimereporting procedures;
- \* Exercising patrol assignments;
- \* Supervision of all patrol briefings;
- \* Personal supervision of Police Patrolmen in patrol techniques and administrative reporting;
- \* Completion of INTRA DEPARTMENT certification with a weapon must qualify annually;
- \* Completion of 29 hours of classroom training to operate a breathalyzer;
- \* Completion of state certification to operate a radar.
- \* Completion of CPR certification must renew annually. \*Completion of inservice training a; required by state or department standards

QUALIFICATIONS:

Must be certified by the Director of the Department of Public Safety as required under RSMo §90.100 to 590.150 .

High School Diploma or G.E.D.

Three years police experience required, with at least two years being in a supervisory position. Additional education beyond high school or other relevant experience may be substituted on a year for year basis.

Physical Requirements:

Back and lower body requirements;

- \* Officer must be able to occasionally lift heavy objects, such as injured persons and etc.(up to a 100 lbs.)
- \* Officers are required to sit in patrol cars for extended period of time
- \* Officers are required to walk and /or run for extended periods of time.

Hands and arms:

- \* Constant use of hands, arms and elbows driving and lifting.
  - \* Physically fit to perform duties /activities of police officer
- (Ord. 725, §5)

*(Revised 7/99)*

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### **Sec. 2-78. Police detective.**

#### Nature of Work:

A Police Detective is charged with the duty to detect and arrest criminals, investigate criminal offenses, recover lost and stolen property, and perform surveillance as required. It is the responsibility of the Detective to provide assistance to the police department in the investigation of criminal activities or offenses.

General responsibilities include:

- \* Investigation of cases assigned by the Chief of Police,
- \* Providing assistance to uniformed officers in lengthy followup investigations,
- \* Making arrests when circumstances require such;
- \* Interrogating prisoners, victims, witnesses, and persons who are in any manner connected with or have knowledge of cases to which they are assigned,
- \* Applying for criminal information (warrants) after case preparation;
- \* Applying for and serving search warrants;
- \* Locating and examining evidence relating to assigned cases;
- \* Cooperating fully with all other officers and persons involved in or with direct interest in assigned cases;
- \* Completion of 29 hours of classroom training to operate a breathalyzer;
- \* Maintain at least 470 hours certification with Department of Public Service
- \* Completion of state certification to operate a radar;
- \* Completion of CPR certification as required
- \* Completion of in service training as required by state or department standards.

#### QUALIFICATIONS:

Must be certified by the Director of the Department of Public Safety as required under RSMo §90.100 to 590.150.

High School diploma or G.E.D.

Good investigative skills.

Previous patrol experience with the City of Potosi is required prior to being appointed.

Physical requirements:

Back and lower body requirements:

- \* Officer must be able to occasionally lift heavy objects, such as injured persons and etc.
- \* Officers are required to sit in patrol cars for extended period of time.

Hands and arms;

- \* Constant use of hands, arms, and elbows driving and lifting.
- \* Physically fit to perform duties associated with police activities

Additional responsibilities of a Police Patrolman I.

- \* Complete a probationary period of 6 months.
- \* Completion of intra departmental certification with a weapon must qualify annually;
- \* Completion of 29 hours of classroom training to operate a breathalyzer;
- \* Completion of state certification to operate a radar;
- \* Completion of CPR certification must renew annually;
- \* Completion of in service training as required by state or department standards.

Additional responsibilities of a Police Patrolman I

- \* Willingness to perform other duties as may be assigned by superiors,
- \* Assuming the responsibilities of a Police Sergeant I as directed by a superior officer

QUALIFICATIONS:

Must possess the ability to be certified by the Director of the department of Public Safety as required under RSMo 590.100 to 590.150

Successful completion of the state required 470 hours Basic Law Enforcement Certification Class

High School Diploma G.E.D.

Two years police experience required. Additional education beyond high school or other relevant experience may be substituted on a yearforyear basis.

Physical requirements:

- \* Back and lower body requirements:
  - \* Officers are required to sit in patrol cars for extended periods
  - \* Officers are required to walk/run for extended periods.
  - \* Physically able to perform duties prescribed for a police officer.
- (Ord. 725, §6)

## ADMINISTRATION

### **Sec. 2-79. Police patrolman.**

#### Nature of Work:

A police officer may be classified as a Patrolman following the successful completion of the state required 470 hour Basic Law Enforcement Certification Class and certification by the Department of Public Safety.

The officer, in the discharge of assigned duties, shall exercise authority consistent with the obligations imposed by his Oath of office and be accountable to superior officers for performance of duties.

General responsibilities include:

- \* Be aware that his basic function is patrolling the assigned area, accomplishing the prevention and suppression of crime, arresting law violators, protecting life and property, and preserving the peace;
- \* Confine the patrol within his area and the city limits, until his tour of duty has expired and he has been properly relieved. If he is obliged to leave his area, the supervisor is to be notified, prior to leaving.
- \* Constantly patrol his area, except when on special assignments, and not lounge, loaf or gather with others at any place;
- \* Supervise and inspect all public and licensed places within his area, enforcing the laws, ordinances, and regulations concerning their operation;
- \* Devote the maximum possible time to the performance of his basic duty of patrol, remaining in the station only when necessary;
- \* Examine and inspect his vehicle at the beginning of the tour of duty, use the vehicle in a safe manner, avoiding careless operation, during the tour of duty, and report any accident he is involved in promptly to his supervisor;
- \* Make reports, in conformity with established procedures, on all matters that come to his attention which require reporting;
- \* Provide service, assistance, and information to citizens when requested, consistent with his duties;
- \* Determine the security of business places through inspection;
- \* Provide prompt assistance to all sick, injured or destitute persons;
- \* Frequently inspect all vacant houses and buildings in his area.

#### Additional responsibilities of a Police Patrolman

- \* Completion of intradepartment certification with a weapon must qualify annually;
- \* Completion of 29 hours of classroom training to operate a breathalyzer,

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- \* Completion of state certification to operate a radar;
- \* Completion of CPR certification must renew annually;
- \* Completion of in service training as required by state or department standards.

#### Additional responsibilities of a Police Patrolman I

- \* Willingness to perform other duties as may be assigned by superiors;
- \* Assuming the responsibilities of a Police Sergeant I as directed by a superior officer.

QUALIFICATIONS:

Must possess the ability to be certified by the Director of the Department of Public Safety as required under RSMo 590.100 TO 590.150.

High School Diploma or G.E.D.

Two years police experience required. Additional education beyond high school or other relevant experience may be substituted on a year to year basis.

Physical requirements:

- \* Back and lower body requirements;
- \* Officer must be able to occasionally lift heavy objects, such as injured persons, up to 100 lbs.
- \* Officers are required to sit in patrol cars for extended period of time.
- \* Physically fit to perform the duties/ activities of a police officer.

(Ord. 725, §7)

**Sec. 2-80. Police dispatcher I.**

Nature of Work.

Under the supervision of the Chief of Police, Deputy Chief of Police and/ or the immediate supervisor, the Police Dispatcher I is an entry level dispatcher position.

The Dispatcher I is responsible for assisting officers in enforcing the laws of testate of Missouri and the ordinances of the City of Potosi through radio contact and communication, as will as additional responsibilities for a Police Officer, if the Dispatcher is also a certified Officer.

General responsibilities include:

- \* Making prompt, accurate and necessary entries in department records as prescribed;
- \* Transmission of all order, instructions, information and data prescribed by department procedures;
- \* Receiving complaints of citizens and reports of department members and handling them in accordance with department procedure;

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- \* Assurance that desk files are kept in the proper manner
- \* Accountability for bonding procedures and release of prisoners on bail bond;
- \* Monitoring all alarms and dispatch accordingly;
- \* Providing prompt and courteous telephone service to all callers;
- \* Dispatching all call to Patrol Officers in a prompt and courteous manner;
- \* Visually monitoring prisoners and completing the proper forms in the established manner;
- \* Making reports on walkin or telephone complaints;
- \* Providing necessary assistance to all other law enforcement agencies when requested to do so;
- \* Maintaining a clean work area;
- \* Providing city officials with requested information

### QUALIFICATIONS:

Must have the ability to obtain state certification for the Missouri Uniform Law Enforcement System (Mules) Network within one year of employment .

High School Diploma or G.E.D.

Must be able to type at least 40 words per minute and possess adequate clerical skills.

### Physical requirements

Back and lower body requirements:

- \* Dispatchers must be able to occasionally lift heavy objects, such as office furniture
- \* Dispatchers are required to sit at a computer desk for extended periods of time.
- \* Dispatchers are required to mop and clean work area.

Hands and arms:

- \* Constant use of hands, arms, and elbows typing and writing.
  - \* Physically fit to perform duties prescribed for dispatcher activities
- (Ord. 725, §8)

### **Sec. 2-81. Police dispatcher II.**

#### Nature of Work:

Under the supervision of the Chief of Police, Deputy Chief of Police and /or the immediate supervisor, the Police Dispatcher II is responsible for assisting officer in enforcing the laws of

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the State of Missouri and the ordinances of the City of Potosi through radio contact and communication, as well as additional responsibilities for a Police Officer, if the Dispatcher is also a certified Officer.

General responsibilities include:

- \* Computer operator for the department's in house records system;
- \* Making prompt, accurate and necessary entries in department records as prescribed;
- \* Transmission of all orders, instructions, information and data prescribed by department procedures
- \* Receiving complaints of citizens and reports of department members and handling them in accordance with department procedure;
- \* Assurance that desk files are kept in the proper manner;
- \* Accountability for bonding procedures and release of prisoners on bail bond;
- \* Monitoring all alarms and dispatch accordingly;
- \* Providing prompt and courteous telephone complaints;
- \* Dispatching all calls to Patrol Officers in a prompt and courteous manner;
- \* Making visual monitor prisoner checks and completing the proper forms in the established manner;
- \* Maintaining a clean work area.
- \* Providing city officials with requested information

QUALIFICATIONS:

Must be state certified for the Missouri Uniform Law Enforcement System (Mules) Network

High School Diploma or G.E.D.

Must be able to type at least 40 words per minute and possess adequate clerical skills.

Physical requirements:

Back and lower body requirements:

- \* Dispatchers must be able to occasionally lift heavy objects, such as office furniture.
- \* Dispatchers are required to sit at a computer desk for extended periods of time.
- \* Dispatchers are required to mop and clean work area.

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Hands and arms:

- \* Constant use of hands, arms, and elbows typing and writing.  
(Ord. 725, §9)

### **Sec. 2-82. Reserve dispatcher**

#### Nature of Work:

Under the supervision of the Chief of Police, Assistant Chief of Police and/ or the immediate supervisor, the Reserve Dispatcher, a parttime position, will assume the same responsibilities as a Police Dispatcher 1. The Reserve Dispatcher is responsible for assisting officers in enforcing the laws of the State of Missouri and the ordinances of the City of Potosi through radio contact and communication, as well as additional responsibilities for a Reserve Officer, if the Dispatcher is also a certified Officer.

General responsibilities include:

- \* Making prompt, accurate and necessary entries in department records as prescribed;
- \* Transmission of all order, instructions, information and data prescribed by department procedures;
- \* Receiving complaints of citizens and reports of department members and handling them in accordance with department procedure;
- \* Assurance that desk files are kept in the proper manner;
- \* Accountability for bonding procedures and release of prisoners on bail bond;
- \* Monitoring all alarms and dispatch accordingly;
- \* Providing prompt and courteous telephone service to all callers,
- \* Dispatching all calls to Patrol Officers in a prompt and courteous manner,
- \* Making visual prisoner checks and completing the proper forms in the established manner;
- \* Making reports on walk in or telephone complaints;
- \* Providing necessary assistance to all other law enforcement agencies when requested to do so:
- \* Maintaining a clean work area.

#### QUALIFICATIONS:

Must have state certification for the Missouri Uniform Law Enforcement System (Mules) Network

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High School Diploma or G.E.D.

Must be able to type at least 40 words per minute and possess adequate clerical skills.

Physical requirements

- \* Back and lower body requirements
- \* Dispatchers must be able to occasionally lift heavy objects, such as office furniture
- \* Dispatchers are required to sit at a computer desk for extended periods of time
- \* Dispatchers are required to mop and clean work area

Hands and Arms:

- \* Constant use of hands, arms and elbows typing and writing.
- (Ord. 725, §10)

**Sec. 2-83. Reserve officer.**

Nature of Work

The Reserve officer is a parttime position. The Reserve officer is responsible for the supervision of and active participation in duties incident to the prevention of crime and enforcement of city ordinances and state statutes.

General responsibilities include:

- \* Conducting and/or directing the onscene investigation of motor vehicle accidents:
- \* Conducting and/or directing the onscene investigation of motor vehicle accidents and offenses against the public;
- \* Supervision of patrolman
- \* Supervision of preparation of administrative reports essential to crimereporting procedures;
- \* Exercising patrol assignments:
- \* Supervision of all patrol briefings;
- \* Personal supervision of Police Patrolman I in patrol techniques and administrative reporting;
- \* Completion of intra departmental certification with a weapon must qualify annually.
- \* Completion of 29 hours of classroom training to operate a breathalyzer;
- \* Completion of state certification to operate a radar;
- \* Completion of CPR certification must renew annually

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- \* Completion of PR24 baton training certification
- \* Completion of inservice training as required by state or department standards.

QUALIFICATIONS:

Must be certified by the Director of The Department of Public Safety as required under RSMo §590.100 to 590.150

High School Diploma or G.E.D.

5 Years police experience required.

Physical requirements

- \* Back and lower body requirements:
- \* Officers are required to sit in patrol cars for extended period of time.
- \* Officers are required to walk and/or run for extended periods of time

Hands and arms:

\* Constant use of hands, arms and elbows driving and lifting. Physically fit to perform duties of a police officer (Ord. 725, §11)

**Sec. 2-84. City Collector/Clerk.**

- a) The position of City Collector/Clerk is hereby created for the City of Potosi.
- b) The duties of City Collector/Clerk shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook. (Ord. 1058 §6)

**Secs. 2-85 to 2-86 Reserved.**

**Sec. 2-87. Waste Water Operator I.**

- a) The position of Waste Water Operator I is hereby created for the City of Potosi.
- b) The duties of Waste Water Operator I shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.  
(Ord. 725, §15; Ord. 1058 §7)

**Sec. 2-88. Reserved.**

*(Revised 11/13)*

**Sec. 2-89. Custodian.**

- a) The position of Custodian is hereby created for the City of Potosi.
- b) The duties of Custodian shall be as set out in the Job Description in the City of Potosi Personnel Policy

Handbook.  
(Ord. 725, §17; Ord. 1058 §8)

**Sec. 2-90. Gas Department Working Foreman/Supervisor.**

- a) The position of Gas Department Working Foreman/Supervisor is hereby created for the City of Potosi.
  - b) The duties of Gas Department Working Foreman/Supervisor shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.
- (Ord. 725, §18; Ord. 1058 §9)

**Sec. 2-91. Gas Laborer I.**

- a) The position of Gas Laborer I is hereby created for the City of Potosi.
  - b) The duties of Gas Laborer I shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.
- (Ord. 725, §18.1; Ord. 1058 §10)

**Sec. 2-92. Animal Control Officer.**

- a) The position of Animal Control Officer is hereby created for the City of Potosi.
  - b) The duties of Animal Control Officer shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.
- (Ord. 725, §19; Ord. 1058 §11)

**Sec. 2-93. Street Department Laborer I.**

- a) The position of Street Department Laborer I is hereby created for the City of Potosi.
  - b) The duties of Street Department Laborer I shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.
- (Ord. 725, §20; Ord. 1058 §12)

*(Revised 11/13)*

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**Sec. 2-94. Street Department Working Foreman/Supervisor.**

- a) The position of Street Department Working Foreman/Supervisor is hereby created for the City of Potosi.
  - b) The duties of Street Department Working Foreman/Supervisor shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.
- (Ord. 725, §21; Ord. 1058 §13)

**Sec. 2-95. Waste Water Chief Operator.**

ADMINISTRATION

a) The position of Waste Water Chief Operator is hereby created for the City of Potosi.

b) The duties of Waste Water Chief Operator shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.

(Ord. 725, §22; Ord. 1058 §14)

**Sec. 2-96. Water & Sewer Operator II.**

a) The position of Water & Sewer Operator II is hereby created for the City of Potosi.

b) The duties of Water & Sewer Operator II shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.

(Ord. 725, §23; Ord. 1058 §15)

**Sec. 2-97. General Foreman/Public Works Director.**

a) The position of General Foreman/Public Works Director is hereby created for the City of Potosi.

b) The duties of General Foreman/Public Works Director shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.

(Ord. 725, §24; Ord. 1058 §16)

**Sec. 2-98. Water & Sewer Operator I.**

a) The position of Water & Sewer Operator I is hereby created for the City of Potosi.

b) The duties of Water & Sewer Operator I shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.

(Ord. 725, §25; Ord. 1058 §17)

*(Revised 11/13)*

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**Sec. 2-99. City Carpenter.**

a) The position of City Carpenter is hereby created for the City of Potosi.

b) The duties of City Carpenter shall be as set out in the Job Description in the City of Potosi Personnel Policy Handbook.

(Ord. 869, §1; Ord. 1058 §18)

**Sec. 2-100. Homeland Security Advisor.**

There shall be an appointed office created of Homeland Security Advisor, which shall be an advisory position to the Mayor and the Board of Aldermen and to act as coordinator for Homeland Security Grants and matters for the City of Potosi, Missouri, Said office is created without salary or compensation; however, approved out of pocket expenses shall be reimbursed. The office shall be filled by vote of the Board of Aldermen. (Ord. 884, §1)

**Secs. 2-101 to 2-104. Reserved.**

*(Revised 11/13)*

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