TOWN OF CHESAPEAKE
SPECIAL TOWN COUNCIL MEETING
PUBLIC SAFETY
MARCH 5, 2024 at 6:00PM
DR. LISA E CURRENT ANNEX

Call to order: Mayor Melissa J. Hill at 6:09PM

Invocation and Pledge of Allegiance: Dona Lacy, Ward 1 Council Member

Roll Call:

Mayor Melissa Hill – Present
Council-at-Large David Lloyd – Absent
Ward 1 Council – Ron Petty - Present
Ward 2 Council – Wes Dillard - Absentg
Ward 3 Council Craig Smith – Present
Recorder Robin Taylor – Present
Ward 1 Council Dona Lacy – Present
Ward 2 Council Nathan King – Present
Ward 3 Council Katie Miller – Absent

Acknowledgement of Partners: James Quesenberry present via Teams; Chief Robert Brown present

Approval of Agenda:

- Motion was made by Dona Lacy to approve the Special Meeting agenda. Nathan King seconded the motion. Voice vote affirmed.

Mayor Melissa Hill:

- Requested acknowledgement of items to be added to Agenda:
    - Town of Chesapeake Levy: explanation was given by Mayor Hill that expenses and revenues are being reviewed by our accountant (Sandeep Agarwal). This data will be used to forecast the remainder of our budget for FY24 and to forecast our needs for FY25. In order to create a levy request, citizen engagement/town hall meetings are required. We will have to call a meeting between March 5 and March 26 (next regular scheduled Council meeting) in order to meet the requirements for this.
    - Compactor: Mayor Hill explained that we are not selling the compactor. Currently, the communication system that allows the driver to communicate with the workers in the back of the truck is not working. We cannot operate the compactor again until we have this repaired and it is in proper working order for the safety of our employees.
    - Government Appropriations are now open. We need to submit a request in order to be considered to receive federal government funds, and these projects that we submit must be shovel ready.
        - Working with Chapman Technical Group to get the sewer evaluation returned to us.
        - Looking to improve public safety; CCTVs (cameras in hot spots) throughout Town to assist with public safety.

**Dona Lacy asked that we please do not schedule special meetings on Monday evenings if at all possible.*

Approval of Purchases:

- Parks & Recreation
    - Mayor Hill again presented information on Lu. This had been presented at a prior meeting and tabled until we had confirmation that Advantage Technology was a vendor for the State of WV. Mayor Hill included with this new presentation an email that confirmed that they are a state vendor and has sold and installed multiple units throughout counties in WV.
        - Nathan King made a motion to approve the purchase of Lu and Lu Mobile for the Dr. Lisa E. Curry Annex and the Chesapeake Town Hall Senior Center. Craig Smith seconded the motion. Voice vote affirmed.
- Facilities Management
    - Mayor Hill discussed repairs that are needed to the Town Hall
        - Basement repairs, ceiling tile replacement throughout the building, and paint.
        - We have received an estimate for repair of two of the areas in the basement totally approximately $6,300. Because of the dollar amount, we will have to secure two more verbal bids.
        - We also received an estimate for repairs of cracks, replacing ceiling tiles, and painting. This was approximately $32,000 which will require us to obtain specifications and bid this project out through the WV OASIS Procurement system. More details will follow once we finish the process of aligning with the WV State Procurement process.
- Operations Management
    - We will be looking at purchasing new technologies for the Town Hall, which will be using statewide contracts for purchases and will be brought before the Council prior to making purchases.
    - Going to partner with Bridge Valley Community and Technical College with Learn and Earn. They will supply us qualified temporary employees as part of an ongoing program they offer.

Resolution to acknowledge and adopt State of WV Municipal Code CHAPTER 8. MUNICIPAL CORPORATIONS and CHAPTER 8A. LAND USE AND PLANNING

- Mayor Hill provided a copy of the resolutions to members of Council along with the attending citizens and allowed time for review.
    - Motion was made by Craig Smith to acknowledge and adopt State of WV Municipal Code CHAPTER 8 and CHAPTER 8A. The motion was seconded by Nathan King. Voice voice affirmed.

Resolution for the adoption of Official Internal Policy for Police Department Recruitment, Hiring, Compensation, and Promotion

- Mayor Hill provided a copy of each policy to the members of Council along with the attending citizens and allowed time for review.
    - Motion was made by Dona Lacy to adopt the Official Internal Policy for Police Department Recruitment, Hiring, Compensation, and Promotion effective immediately. The motion was seconded by Nathan King. Voice vote affirmed.

Resolution to acknowledge WV Department of Military Affairs and Public Safety – Region One- Law Enforcement Mutual Aid Agreement – Town of Chesapeake – 2007

- Mayor Hill provided a copy of each policy to the members of Council along with the attending citizens and allowed time for review. The Mayor also explained that the mutual aid agreement was found on file at the Kanawha County Courthouse.
    - Motion was made by Nathan King to acknowledge the Mutual Aid Agreement established for Region One – Town of Chesapeake – 2007. The motion was seconded by Craig Smith. Voice vote affirmed.

Special Presentation: Chief Robert Brown – Police Department Budget

- A copy of the proposed budget was included in the packet that council members and citizens received.
- Chief Brown presented and explained various that were itemized in the budget such as the cost of a non-certified officer vs. a certified officer.
    - Non-certified officers will have to attend the WV State Police Academy and the Town would be responsible for the costs entailed in their attendance.
- Questions for Chief Brown:
    - Why were body armor and weapons not included in the proposed budget?
        - Chief Brown states that he will amend the budget to reflect these items.
    - Is there a life span on guns? Can we have them serviced? Can we exchange old guns for new?
        - Chief Brown states that firearms should be on a 3-year rotation. There are several vendors who can service firearms. We can also work with a vendor for a firearm exchange program.
    - What is the life span of body armor?
        - Body armor has a life span of 5-7 years. This equipment cannot be shared within the department because each officer is custom fit for the body armor.

Comments

- Mayor Hill expressed interest in partnering and assisting with the Volunteer Fire Department
- Dona Lacy spoke regarding David Lloyd receiving calls about the packer being sold. Mayor Hill again addressed that the packer is not being sold, it is only out of commission because of the communication system issues.
- Nita Burdette asked about changing the trash pickup days. The Mayor suggested that when the packer is running again, we will re-visit changing pickup days.
- James Quesenberry circled back to reiterate that we do not currently have “quotas” for police writing tickets.
- Mayor Hill announced that we will receive $524,000 from REAP to continue demolition of dilapidated structures in October 2024.

Adjournment

- Dona Lacy made a motion to adjourn the Special Session. The motion was seconded by Craig Smith. Voice vote confirmed.

Next Meeting:
March 25, 2024 at 6:00 pm
Dr. Lisa E. Curry Memorial Annex

12404 MacCorkle Ave
Chesapeake, WV 25315
townhall@chesapeakewv.gov
https://chesapeake.wv.gov
Phone: 304-949-1496

AGENDA: Tuesday, March 5, 2024
Special Session: Public Safety
Location: Dr. Lisa E. Curry Memorial Annex
Time: 6:00 PM

1. Call to Order
   - The Mayor will call the meeting to order at 6:00 PM.
2. Invocation and Pledge of Allegiance
   - Moment of reflection followed by the Pledge of Allegiance.
3. Roll Call
   - ☐ Mayor Hill
   - ☐ Robin Taylor, Recorder
   - ☐ David Lloyd, Council-at-Large
   - ☐ Ron Petty, Ward 1
   - ☐ Dona Lacy, Ward 1
   - ☐ Wes Dillard, Ward 2
   - ☐ Nathan King, Ward 2
   - ☐ Katie Miller, Ward 3
   - ☐ Craig Smith, Ward 3
   - ☐ Acknowledge Partners:
4. Approval of Agenda
   - Motion to approve the agenda for the Special Session.
5. Approval of Purchases
   - Parks & Recreation
   - Facilities Management
   - Operations Management
6. Resolution to acknowledge and adopt State of WV Municipal Code CHAPTER 8. MUNICIPAL CORPORATIONS and CHAPTER 8A. LAND USE PLANNING.
7. Resolution for the Adoption of Official Internal Policy for Police Department Recruitment, Hiring, Compensation, and Promotion
   - Discussion and vote on the adoption of the official internal policy for the Town of Chesapeake Police Department.
   - Presentation by the Town Administrator.
   - Discussion among council members.
   - Public comments, if any.
   - Vote on the adoption of the resolution.
8. Resolution to acknowledge WV Department of Military Affairs and Public Safety – Region One – Law Enforcement Mutual Aid Agreement – Town of Chesapeake – 2007
9. Special Presentation by Chief Brown: Budget
   - Chief Brown will present the budget proposal for the Town of Chesapeake Police Department.
   - Presentation will include a strategy to support the proposed budget to ensure Public Safety in the Town of Chesapeake (WV)
   - Questions and discussion from council members.
   - Public comments, if any.
10. Adjournment
    - Motion to adjourn the Special Session.

Posted: _____

March 3: Certificates of Valuation & Rolled Back Value Forms
The county assessor is required to certify the assessed value of real and personal property and the clerk is to certify the assessed value of public utility properties no later than March 3. *W. Va. Code § 11-3-6, §11-8-6e*

Public Hearings:
Council's Notice of Public Hearing regarding regular levy rates when rate results in a tax increase of more than 1% plus a percentage to be dedicated to the assessor.

- At least seven (7) days prior to the date of each hearing, one (1) notice must be placed outside the section of the newspaper reserved for legal notices and classified advertisements, in a newspaper of general circulation.
- Also publish as a legal advertisement one (1) time each week for two (2) successive weeks in two (2) newspapers of opposite politics, where available (Class II-O legal advertisement). The publication area is in the county.
- Class IV Towns are not required to publish the notice of tax increase in the newspaper; however, the notice must be posted in four (4) prominent areas of the Town, including Town Hall.

March 7 – March 28: Budget Meetings:
W. Va. Code § 11-8-9 requires the governing body to hold a meeting or meetings between March 7 and March 28 to ascertain the fiscal condition of the municipality and make an itemized statement which makes up what is commonly referred to as the Levy Estimate – Budget Document. *W. Va. Code § 11-8-9*

EACH DEPARTMENT HEAD/ELECTED OFFICIAL SHOULD RECEIVE A COPY OF THEIR DETAILED REQUEST FOR APPROPRIATION OUTLINING THE AMOUNT COUNCIL HAS APPROVED FOR THE OPERATION OF THEIR OFFICE IMMEDIATELY AFTER THE COUNCIL ADOPTS THE BUDGET.

March 28 (On or Before): Budget Deadline
The Levy Estimate – Budget should be submitted to the State Auditor's Local Government Services office for review no later than March 28.

April

Third Tuesday in April: State Auditor's approval and laying of the property tax levy rates

All levy estimates – budgets must be finally approved by the State Auditor's office no later than the 3rd Tuesday in April. Council will reconvene on the 3rd Tuesday in April to hear and consider any objections made orally or in writing by the prosecutor, State Auditor or his representative, or by any taxpayer of the county. Council shall consider the proposed original estimate and the proposed rates of levy and if the objections are well taken, council should correct the estimate and levy. "No such estimate and levy, however, shall be entered until the same shall have first been approved, in writing by the State Auditor." The recorder enters the estimate and levy, the order of the council's

John Goff <JGoff@advantage.tech>
To: Melissa Hill
Cc: Hilary Ramsey <HRamsey@advantage.tech>
Fri 2/2/2024 11:25 AM
Mayor Hill,

We hold the State Contract for technology in K12 Schools (this can also be applied to municipalities, higher ed, and any other state agency). That contract # is: EDD2200000033. Below is a list of Lu Installs we have completed to date:

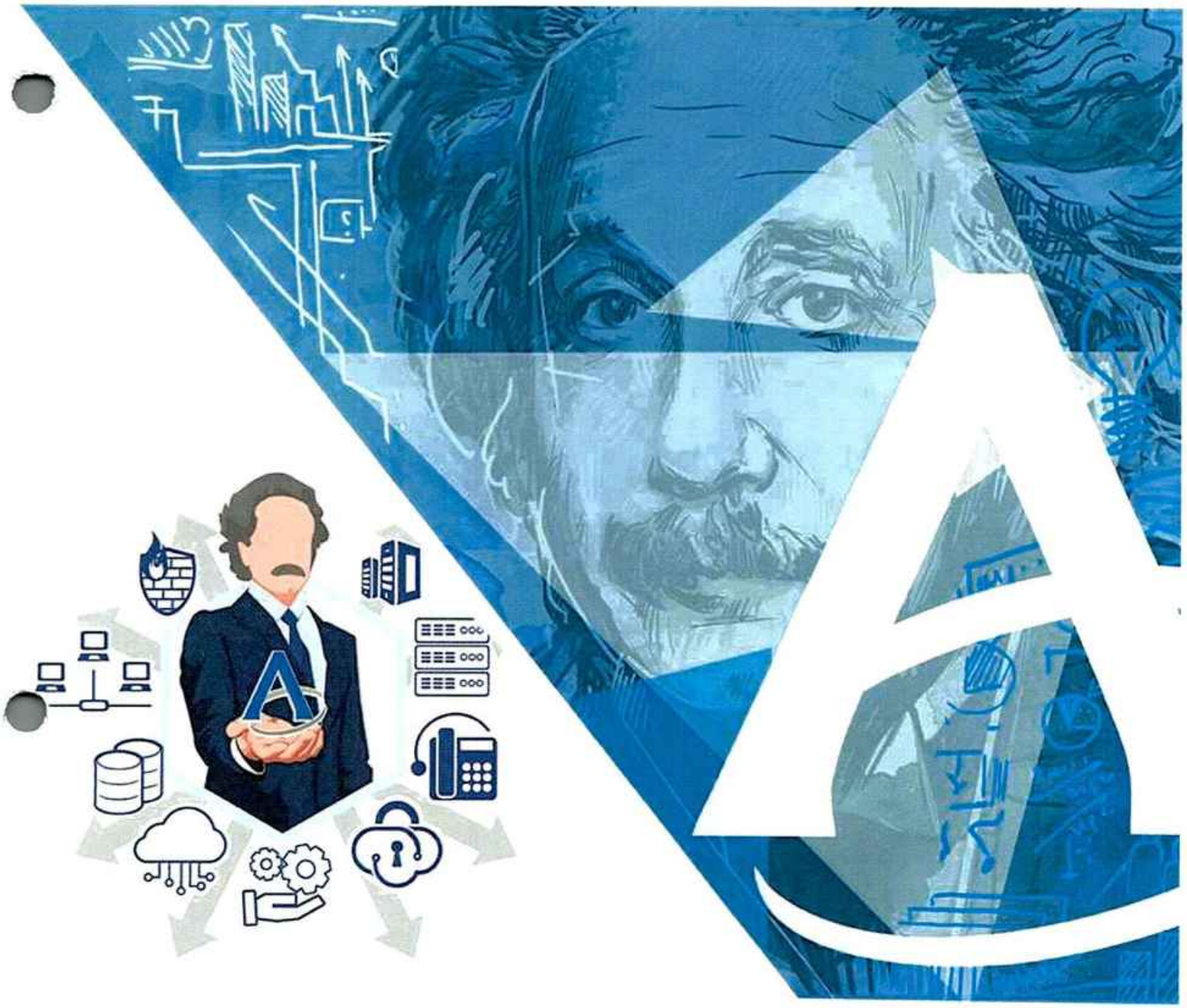
Lu Installs

- **Doddridge**
- **Harrison**
  - **North View Elementary**
- **Kanawha**
  - **Mary C Snow Elementary**
- **Lewis**
  - **Peterson-Central Elementary**
- **Raleigh**
  - **Ridgeview Elementary**
- **Randolph**
  - **North Elementary**
  - **Third Ward Elementary**
  - **Elkins High School**
- **Summers**
  - **Hinton Elementary**
  - **Jumping Branch Elementary**
  - **Talcott Elementary**
- **Taylor**
  - **West Taylor Elementary**
  - **Flemington Elementary**
- **Tyler**
  - **Sistersville Elementary**
  - **A.I. Boreman Elementary**
- **Wirt**
  - **Wirt County Primary**

Any other questions let me know! Looking forward to moving these projects forward!

Advantage Technology
John Goff
Sales Director
Main :: 304.342.0796

ONE COMPANY - MANY SOLUTIONS



Town of Chesapeake Lu Uno w/Electrical

Quote # 025396
Version 2

Advantage.Tech

PREPARED FOR

Town of Chesapeake
Melissa Hill
mhill@chesapeakewv.gov

PREPARED BY

Charleston
John Goff
jgoff@advantage.tech

Advantage.Tech

950 Kanawha Blvd E
Suite 100
Charleston, West Virginia 25301
www.advantage.tech
304-3420796

Hardware

Description	Price	Qty	Ext. Price
Uno turn-key system, laser projector L610w, with wireless microphone and wireless HDMI for: one interactive video wall, light and sound system. Shipping included - tailgate and inside delivery.	$24,000.00	1	$24,000.00
1 Year Subscription to LU+ (12 new activities/year)	$1,500.00	1	$1,500.00
		Subtotal:	$25,500.00

Services

Description	Price	Qty	Ext. Price
Advantage Technology: Custom Lu Installation	$5,000.00	1	$5,000.00
Install EMT conduit and wiring to provide two duplex receptacles at location designated on drawing provided. Receptacles will be fed from one new dedicated 20 amp circuit.	$4,683.00	1	$4,683.00
		Subtotal:	$9,683.0

950 Kanawha Blvd E
Suite 100
Charleston, West Virginia 25301
www.advantage.tech
304-3420796

Town of Chesapeake Lu Uno w/Electrical

Quote Information:

Quote #: 025396

Version: 2
Delivery Date: 02/28/2024
Expiration Date: 03/29/2024

Prepared for:

Town of Chesapeake

12404 MacCorkle Avenue
Chesapeake, WV 25315
Melissa Hill
(304) 949-1496
mhill@chesapeakewv.gov

Prepared by:



Charleston

John Goff
3047418339
Fax 304-720-1423
jgoff@advantage.tech

Quote Summary

Description	Amount
Hardware	$25,500.00
Services	$9,683.00
Total:	$35,183.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.
All orders that contain hardware require a 50% downpayment.

Charleston

Signature: _____

Name: John Goff

Title: Sales Director

Date: 02/28/2024

Town of Chesapeake

Signature: _____

Name: Melissa Hill

Date: 3/5/24

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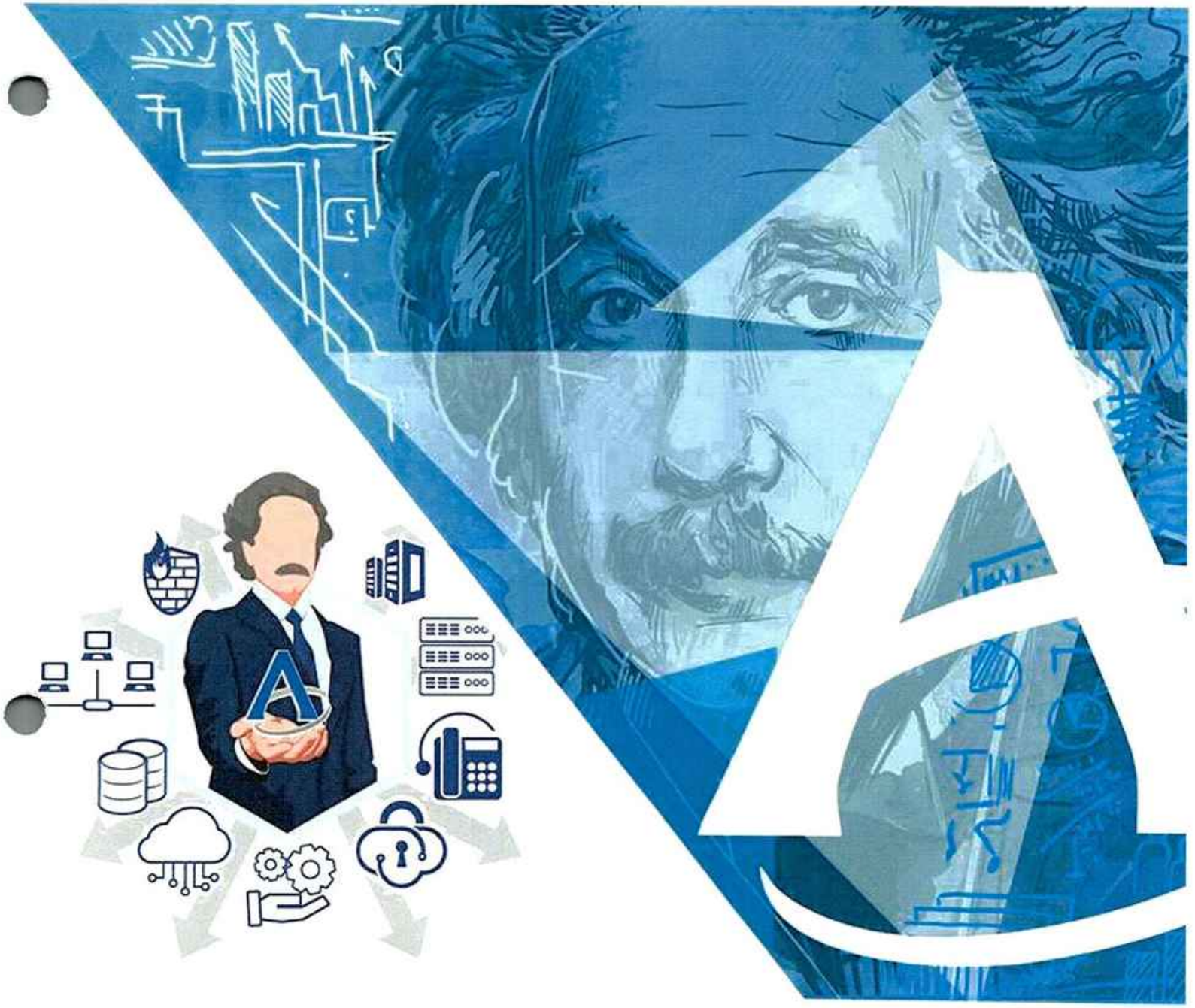

Town of Chesapeake Lu Duo Mobile Unit

Quote # 025393
Version 1

Advantage.Tech

PREPARED FOR

Town of Chesapeake
Melissa Hill
mhill@chesapeakewv.gov

PREPARED BY

Charleston
John Goff
jgoff@advantage.tech

Advantage.Tech

950 Kanawha Blvd E
Suite 100
Charleston, West Virginia 25301
www.advantage.tech
304-3420796

Hardware

Description	Price	Qty	Ext. Price
Mobile turn-key system for One interactive video wall, light and sound system, transportation cases, shipping included - tailgate and inside delivery.	$35,250.00	1	$35,250.00
1 Year Subscription to LU+ (12 new activities/year)	$1,500.00	1	$1,500.00
		Subtotal:	$36,750.00

950 Kanawha Blvd E
Suite 100
Charleston, West Virginia 25301
www.advantage.tech
304-3420796

Town of Chesapeake Lu Duo Mobile Unit

Quote Information:

Quote #: 025393

Version: 1
Delivery Date: 02/28/2024
Expiration Date: 03/29/2024

Prepared for:

Town of Chesapeake

12404 MacCorkle Avenue
Chesapeake, WV 25315
Melissa Hill
(304) 949-1496
mhill@chesapeakewv.gov

Prepared by:



Charleston

John Goff
3047418339
Fax 304-720-1423
jgoff@advantage.tech

Quote Summary

Description	Amount
Hardware	$36,750.00
Total:	$36,750.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.
All orders that contain hardware require a 50% downpayment.

Charleston

Signature: _____

Name: John Goff

Title: Sales Director

Date: 02/28/2024

Town of Chesapeake

Signature: _____

Name: Melissa Hill

Date: 3/5/24

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Attachment to Resolution No. FY2024 - WV State Code - Acknowledgement

The Town of Chesapeake hereby acknowledges the adoption of specific chapters and articles of the State of West Virginia Municipal Code as they pertain to municipalities, encompassing a comprehensive framework for effective governance and land use planning within our jurisdiction. All chapters and articles are hereby recognized and adopted of:

CHAPTER 8. MUNICIPAL CORPORATIONS:

1. **ARTICLE 1.** PURPOSE AND SHORT TITLE; DEFINITIONS; GENERAL PROVISIONS; CONSTRUCTION.
2. **ARTICLE 2.** CREATION OF MUNICIPALITIES.
3. **ARTICLE 3.** FRAMING AND ADOPTING AN ORIGINAL CHARTER FOLLOWING INCORPORATION OF A CITY; REVISING OR AMENDING A CHARTER; EXPENSES OF INCORPORATION.
4. **ARTICLE 3A.** GOVERNMENT OF CLASS IV TOWNS OR VILLAGES.
5. **ARTICLE 4.** FRAMING AND ADOPTING A CHARTER OTHER THAN IMMEDIATELY FOLLOWING INCORPORATION; REVISING OR AMENDING A CHARTER; ELECTIONS AND EXPENSES.
6. **ARTICLE 5.** ELECTION, APPOINTMENT, QUALIFICATION AND COMPENSATION OF OFFICERS; GENERAL PROVISIONS RELATING TO OFFICERS AND EMPLOYEES; ELECTIONS AND PETITIONS GENERALLY; CONFLICT OF INTEREST.
7. **ARTICLE 6.** ANNEXATION.
8. **ARTICLE 7.** DECREASE OF CORPORATE LIMITS.
9. **ARTICLE 8.** CONSOLIDATION OF MUNICIPALITIES.
10. **ARTICLE 9.** PROCEEDINGS OF GOVERNING BODIES.
11. **ARTICLE 10.** POWERS AND DUTIES OF CERTAIN OFFICERS.
12. **ARTICLE 11.** POWERS AND DUTIES WITH RESPECT TO ORDINANCES AND ORDINANCE PROCEDURES.
13. **ARTICLE 12.** GENERAL AND SPECIFIC POWERS, DUTIES AND ALLIED RELATIONS OF MUNICIPALITIES, GOVERNING BODIES AND MUNICIPAL OFFICERS AND EMPLOYEES; SUITS AGAINST MUNICIPALITIES.

TOWN OF CHESAPEAKE EST. 1946 WEST VIRGINIA

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14. **ARTICLE 13.** TAXATION AND FINANCE.
15. **ARTICLE 13A.** BUSINESS IMPROVEMENT DISTRICTS.
16. **ARTICLE 13B.** DOWNTOWN REDEVELOPMENT DISTRICTS.
17. **ARTICLE 13C.** MUNICIPAL TAX IN LIEU OF BUSINESS AND OCCUPATION TAX; AND MUNICIPAL TAXES APPLICABLE TO PENSION FUNDS; ADDITIONAL AUTHORITIES RELATING TO PENSIONS AND BOND ISSUANCE.
18. **ARTICLE 14.** LAW AND ORDER; POLICE FORCE OR DEPARTMENTS; POWERS, AUTHORITY AND DUTIES OF LAW-ENFORCEMENT OFFICIALS AND POLICEMEN; POLICE MATRONS; SPECIAL SCHOOL ZONE AND PARKING LOT OR PARKING BUILDING POLICE OFFICERS; CIVIL SERVICE FOR CERTAIN POLICE DEPARTMENTS.
19. **ARTICLE 14A.** MUNICIPAL POLICE OFFICERS AND FIREMEN; PROCEDURE FOR INVESTIGATION.
20. **ARTICLE 15.** FIRE FIGHTING; FIRE COMPANIES AND DEPARTMENTS; CIVIL SERVICE FOR PAID FIRE DEPARTMENTS.
21. **ARTICLE 15A.** STANDARDS FOR PROFESSIONAL FIREFIGHTERS TRAINING; REGISTERED APPRENTICESHIP AND CERTIFICATION.
22. **ARTICLE 16.** MUNICIPAL PUBLIC WORKS; REVENUE BOND FINANCING.
23. **ARTICLE 17.** LOW COST IMPROVEMENTS.
24. **ARTICLE 18.** ASSESSMENTS TO IMPROVE STREETS, SIDEWALKS AND SEWERS; SEWER CONNECTIONS AND BOARD OF HEALTH; ENFORCEMENT OF DUTY TO PAY FOR SERVICE.
25. **ARTICLE 19.** MUNICIPAL AND COUNTY WATERWORKS AND ELECTRIC POWER SYSTEMS.
26. **ARTICLE 20.** COMBINED SYSTEMS.
27. **ARTICLE 20A.** NEIGHBORHOOD REHABILITATION.
28. **ARTICLE 21.** BOARD OF PARK AND RECREATION COMMISSIONERS.
29. **ARTICLE 22.** RETIREMENT BENEFITS GENERALLY; POLICEMEN'S PENSION AND RELIEF FUND; FIREMEN'S PENSION AND RELIEF FUND; PENSION PLANS FOR EMPLOYEES OF WATERWORKS SYSTEM, SEWERAGE SYSTEM OR COMBINED WATERWORKS AND SEWERAGE SYSTEM.

TOWN OF CHESAPEAKE EST. 1946 WEST VIRGINIA

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30. **ARTICLE 22A.** WEST VIRGINIA MUNICIPAL POLICE OFFICERS AND FIREFIGHTERS RETIREMENT SYSTEM.
31. **ARTICLE 23.** INTERGOVERNMENTAL RELATIONS -- CONTRACTING AND JOINT ENTERPRISES.
32. **ARTICLE 24.** PLANNING AND ZONING.
33. **ARTICLE 25.** INTERGOVERNMENTAL RELATIONS -- REGIONAL PLANNING AND DEVELOPMENT.
34. **ARTICLE 26.** INTERGOVERNMENTAL RELATIONS -- INTERSTATE REGIONAL PLANNING COMMISSIONS.
35. **ARTICLE 26A.** MUNICIPAL AND COUNTY HISTORIC LANDMARKS COMMISSIONS.
36. **ARTICLE 27.** INTERGOVERNMENTAL RELATIONS -- URBAN MASS TRANSPORTATION SYSTEMS.
37. **ARTICLE 27A.** INTERGOVERNMENTAL RELATIONS -- ALTERNATIVE FUEL VEHICLES.
38. **ARTICLE 28.** INTERGOVERNMENTAL RELATIONS -- AIRPORTS AND AVIGATION.
39. **ARTICLE 29.** INTERGOVERNMENTAL RELATIONS -- REGIONAL AIRPORTS.
40. **ARTICLE 29A.** COUNTY AIRPORT AUTHORITIES.
41. **ARTICLE 29B.** AIRPORT SECURITY.
42. **ARTICLE 30.** INTERGOVERNMENTAL RELATIONS -- FLOOD CONTROL PROJECTS.
43. **ARTICLE 31.** INTERGOVERNMENTAL RELATIONS -- FRANCHISE OBLIGATIONS.
44. **ARTICLE 32.** INTERGOVERNMENTAL RELATIONS - CONTRIBUTIONS TO OR INVOLVEMENT WITH NONSTOCK, NONPROFIT CORPORATIONS OR HEALTH INSTITUTIONS FOR PUBLIC PURPOSES.
45. **ARTICLE 33.** INTERGOVERNMENTAL RELATIONS -- BUILDING COMMISSIONS.
46. **ARTICLE 34.** JUDICIAL REVIEW.
47. **ARTICLE 35.** DISSOLUTION OF MUNICIPALITIES.
48. **ARTICLE 36.** CONSTITUTIONALITY AND SEVER

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_____

Honorable Melissa J. Hill, Mayor, Town of Chesapeake

_____

Robin Taylor, Recorder, Town of Chesapeake

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Resolution No. FY2024 – Town of Chesapeake (WV) – Internal Policy

Town of Chesapeake Police Department Recruitment, Hiring, Compensation, and Promotion

WHEREAS, the Town of Chesapeake recognizes the critical importance of ensuring transparency, fairness, and equity in the recruitment, hiring, compensation, and promotion processes within its Police Department;

WHEREAS, the establishment of an official internal policy governing these processes will enhance accountability, promote professionalism, and strengthen public trust in the Police Department;

WHEREAS, the adoption of a comprehensive internal policy will provide clear guidelines and procedures for recruitment, hiring, compensation, and promotion, thereby facilitating efficient and effective personnel management;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF CHESAPEAKE:

1. The Town of Chesapeake hereby adopts the Official Internal Policy for Police Department Recruitment, Hiring, Compensation, and Promotion, as attached to this resolution.
2. The Official Internal Policy shall govern all aspects of recruitment, hiring, compensation, and promotion within the Police Department and shall serve as the standard operating procedure for personnel management.
3. The Chief of Police and relevant departmental personnel shall ensure compliance with the Official Internal Policy and shall be responsible for implementing its provisions effectively and consistently.
4. The Official Internal Policy shall be made available to all current and prospective employees of the Police Department, and any revisions or updates to the policy shall be communicated promptly and transparently.
5. The Town Council directs the Town Manager to monitor the implementation of the Official Internal Policy and to provide regular reports to the Council regarding its effectiveness and any suggested improvements.
6. This resolution shall take effect immediately upon its passage.

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Chesapeake, WV 25315
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Mail: townhall@chesapeakewv.gov
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This policy is hereby enacted to promote professionalism, motivation, and retention within the Police Department of the Municipality Town of Chesapeake (WV).

Adopted the 5th day of March 2024.

_____

Honorable Melissa J. Hill, Mayor, Town of Chesapeake

_____

Robin Taylor, Recorder, Town of Chesapeake

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Attachment: Resolution No. FY2024 - Internal Policy Approval List

The following internal policies have been approved for adoption by Resolution No. FY2024 of the Town of Chesapeake:

1. Agreement: Probationary Recruit Contract Agreement
2. Code: WV Code 15-10A - Law Enforcement Reemployment Act
3. Code: WV Code 8-14 - Law and Order and Police Force or Departments
4. Policy: Town Recorder - ex Officio Clerk
5. Policy: Recruitment - Certified Officer
6. Policy: Recruitment - Probationary Recruit
7. Policy: Rank Promotion Compensation
8. Policy: Resources Required - Probationary and Patrolman
9. Policy: Worldwide CAD - EMS Software
10. Policy: Example - Training - Chesapeake Watchover
11. Policy: Field Training Plan - Police Department
12. Policy: Emergency and Non-Emergency Dispatch Services
13. Policy: Personal Cell Phone & Device Use
14. Policy: Official Communication on Behalf of
15. Policy: Confidentiality Agreement
16. Policy: Non-Disclosure Agreement
17. Policy: Official Personnel Records Management
18. Policy: Public Safety Services (Minimum) & Key Performance Indicators
19. Policy: Procurement - Town of Chesapeake (WV)
20. Policy: Records Management - Police Department

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These internal policies have been deemed necessary for the efficient and effective operation of the Police Department and to ensure compliance with relevant laws, regulations, and ethical standards.

_____

Honorable Melissa J. Hill, Mayor, Town of Chesapeake

_____

Robin Taylor, Recorder, Town of Chesapeake

Rank, Compensation, & Promotion – Police Department Town of Chesapeake (WV)

Internal Policy

Whereas, the Town of Chesapeake (WV) recognizes the invaluable service provided by its Police Department in ensuring the safety and security of the community, and

Whereas, it is essential to establish a fair and transparent policy regarding rank and pay increases within the Police Department to attract and retain qualified and dedicated personnel, and

Whereas, the Town of Chesapeake (WV) is committed to providing competitive compensation packages to its law enforcement officers to recognize their dedication and sacrifice,

Therefore, be it resolved that the following policy shall govern rank and pay increases for the Police Department:

1. **Rank and Pay Structure:**
    a) **Chief**: Compensation to be determined.
    b) **Lieutenant**: $46,500 per annum.
    c) **Sergeant**: $45,000 per annum.
    d) **Corporal**: $43,500 per annum.
    e) **Senior Patrolman**: $42,000 per annum after 1 year of service.
    f) **Officer – Patrolman**: $42,000 per annum after 1 year of service.
    g) **Probationary Recruit**: $40,000 per annum from entrance to the academy until 1 year from the WV State Police Academy Graduation Date.
2. **Evaluation and Promotion**: Rank and pay increases shall be based on performance evaluations and merit. Promotions to higher ranks shall be subject to vacancies and the successful completion of any required training or qualifications.
3. **Implementation**: This policy shall be effective immediately upon adoption. The Human Resources Department and the Police Department shall collaborate to ensure the accurate implementation and administration of this policy.
4. **Review and Adjustment**: This policy shall be subject to periodic review to ensure its effectiveness and fairness. Adjustments to the rank and pay structure may be made as deemed necessary by the appropriate authorities of the Municipality Town of Chesapeake (WV).

Rank, Compensation, & Promotion – Police Department Town of Chesapeake (WV)

This policy is hereby enacted to promote professionalism, motivation, and retention within the Police Department of the Municipality Town of Chesapeake (WV).

Adopted the 5th day of March 2024.

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Honorable Melissa J. Hill, Mayor, Town of Chesapeake

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Robin Taylor, Recorder, Town of Chesapeake

Probationary Recruitment – Police Department
Town of Chesapeake (WV)

Internal Policy

Whereas, the Town of Chesapeake WV Municipal seeks to establish a structured and transparent policy for the recruitment and selection of non-certified personnel, also known as probationary recruit and

Whereas, it is imperative to outline a clear pathway for the evaluation of applicants to ensure the highest standards of professionalism and suitability for employment within the municipal organization, and

Whereas, the Town of Chesapeake WV Municipal recognizes the importance of thorough assessment procedures to safeguard the interests of its community and employees,

Therefore, be it resolved that the following policy shall govern the recruitment and selection process for non-certified personnel:

1. **Application Review:**
    1. All applications shall undergo a comprehensive review process.
    2. Age Consideration:
        a) Applicants aged 45 or younger shall be directed towards obtaining new certification.
        b) Applicants aged above 45 years may be considered for certification, taking into account continuous law enforcement employment history for up to 5 years.
2. **Response:**
    a) Upon receipt of an application, applicants shall receive confirmation that their application is on file.
    b) Applicants deemed suitable for consideration for full-time employment shall be welcomed and notified accordingly.
3. **Initial Interview:**
    1. Successful applicants shall undergo an initial interview.
    2. Following the interview, applicants shall undergo the following evaluations:
        a) Background Check
        b) Psychological Examination
        c) Physical Examination
        d) Fitness Test

4. **LEPS (Law Enforcement Professional Standards) Review:**
    a) Results of the aforementioned evaluations shall be subject to review by the LEPS committee.
    b) Applicants shall be either approved or denied based on the outcome of the LEPS review.
    c) LEPS Review & Outcome based on policy, procedures, and decisions outside of the Town of Chesapeake (WV)
5. **Academy Review:**
    a) Approved applicants shall proceed to the academy for further training.
    b) Applicants shall be either approved or denied based on the outcome of the academy review.
4. **Decision:** The Town of Chesapeake (WV) Governing Body shall review and make final decisions to approve or decline applications for Probationary Recruits.
    a) Approve – Letter and Coordination with WV State Police Academy
    b) Decline – Letter and Thank you
6. **Implementation:**
    a) This policy shall be effective immediately upon adoption.
    b) The Human Resources Department shall be responsible for the implementation and enforcement of this policy.
7. **Revision:** This policy shall be subject to periodic review and may be revised as deemed necessary by the appropriate authorities of the Town of Chesapeake WV Municipal.

Probationary Recruitment – Police Department
Town of Chesapeake (WV)

This policy is hereby enacted to promote professionalism, motivation, and retention within the Police Department of the Municipality Town of Chesapeake (WV).

Adopted the 5th day of March 2024.

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Honorable Melissa J. Hill, Mayor, Town of Chesapeake

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Robin Taylor, Recorder, Town of Chesapeake