

# Ordinance ADM 2023-04-01

## ELECTED ADMINISTRATION STRUCTURE

BE IT ORDAINED BY THE TOWN COUNCIL OF ROCKFORD, ALABAMA AS FOLLOWS:

### Mayor

1. The mayor's position is an elected position. The term of office is four years unless otherwise changed by the governing body of the State of Alabama.
2. The salary of the Mayor of the Town of Rockford, Alabama, shall be fixed at the sum of \$500 per month.
3. The mayor shall have and exercise all legislative, executive, and judicial powers functions and duties conferred by the laws of the state.
4. The mayor is the chief executive officer of the town and he shall preside at all council meetings and see that the business is transacted in an orderly manner. In his absence, the mayor pro tempore presides.
5. The mayor shall, unless otherwise provided, sign on behalf of and in the name of the council all contracts and agreements made by the council and shall see that such contracts and agreements are faithfully executed and carried out on the part of those contracting with the Council/Town of Rockford.
6. The mayor shall have the powers and it shall be his duty to administer the oath of office to each officer.
7. The mayor shall have general supervision over all persons employed by the Town of Rockford and have the power, with good and sufficient cause, to suspend any employee and report such suspension and the cause thereof at the next meeting of the council.
8. The mayor shall enter into a surety, public official's bond in the sum of \$10,000 for the faithful performance of his/her duties.
9. The mayor is required to file a statement of economic interest form yearly with the State of Alabama Ethic Commission.

### Town Council

1. The town council consist of five seats. The town council seats are elected positions. The term of office is four years unless otherwise changed by the governing body of the State of Alabama.
2. Each council member shall be compensated at the sum of \$50 each month.
3. Mayor pro Tempore - This position is appointed by the mayor from the seated council members.
4. The council shall have and exercise all legislative, executive, and judicial powers, functions and duties conferred by the laws of the state.
5. Vacancies in the office of councilmember shall be filled by the council at the next regular meeting of the council following the date the vacancy is declared, with the person so appointed to hold the office for the unexpired term. The council shall fill any vacancy in the office of the mayor, with the person so appointed holding the office for the unexpired term.
6. Each member of the council is required to file a statement of economic interest form yearly with the State of Alabama Ethics Commission.

### Council Meetings - Procedures

1. That the rules or order of procedure herein contained shall govern deliberations and meetings of the council of Rockford, Alabama.

2. Regular meetings of the council shall be held on the following dates and time: the third Tuesday of each month and begin at 6:00 PM and will be held at Rockford Town Hall unless location is moved by the Mayor. There should be at least 24-hour notice of the new location. If a regular scheduled meeting time or date is changed, or a meeting is to be reconvened, the serving council must be notified of the changes not less than 24 hours prior to that meeting. Notice of all meeting changes shall be posted on a bulletin board accessible to the public in accordance with State law at least 24 hours prior to such meeting.
3. Special meetings may be held whenever two council members or the mayor makes the request to call such meetings. The serving council must be notified not less than 24 hours before the time set for such special meeting; or special meeting may be held as provided by Section 11-43-50, Code of Alabama, 1975. Notice of all special meetings shall be posted on a bulletin board accessible to the public in accordance with State law at least 24 hours prior to such meeting. There will be no compensation for the mayor, or council members for attending special called meetings.
4. The mayor and all five council members have voting rights which makes a quorum of four (4) when all are members are present. Tie votes will be broken by the mayor.
5. All meetings, regular or special, shall be open to the public, except when the council meets in executive session as authorized by the state.
6. Agenda. The agenda will be created by the town clerk at the direction of the mayor. All proposed agenda items must be given to the mayor no later than two business days prior to the council meeting, normally before the close of business on Friday prior to the Tuesday council meeting. All proposed resolutions and ordinances and/or amendments shall be in writing at the time of presentation to the council.
7. The order of business shall be as follows:
  - Call to order
  - Roll Call
  - Reading and/or approval of the minutes of the previous meeting
  - Financial Report Approval
  - Remaining agenda items
  - Adjourn
8. No person, not a member of the council, shall be allowed to address an issue while in session without permission of the presiding officer.
9. Motions shall be reduced to writing when required by the presiding officer.
10. Motions to reconsider must be by a member who voted with a majority and at the same or next succeeding meeting of the council.
11. Whenever it shall be required by one or more members, the "yeas" and "nays" shall be recorded and any member may call for a division on any question.
12. All questions of order shall be decided by the presiding officer with the right to appeal to the council by any member.
13. The council may meet in executive session only for the purposes authorized by state law. When a council member makes a motion to go into executive session for an enumerated purpose, the presiding officer shall put the motion to a vote. If the majority of the council shall vote in favor of the motion to go into executive session, the body shall then move into executive session to discuss the matter for which the executive session was called. No action may be taken in an executive session. When the discussion has been completed, the council shall resume its deliberations in public.
14. A motion for adjournment shall always be in order.
15. The rules of the council may be amended in the same manner as any other ordinance of general and permanent operations.
16. The rules of the council may be temporarily suspended by a vote of two-thirds of the members present.
17. The chairman of each respective committee, or the council member acting for him or her, shall submit or make all reports of the council when so requested by the presiding officer or any member of the council.

18. The clerk, attorney, chief of police, and such other officers or employees of the Town of Rockford, shall, when requested, attend all meetings of the council and shall remain in the council room for such length of time as the council may direct.
19. No ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent is obtained for the immediate consideration of such ordinance or resolution, such consent shall be a roll call and the vote placed in the minutes.
20. Robert's Rules of Order is hereby adopted as the rules of procedure for this council in those situations which cannot be resolved by the rules set out in this ordinance.
21. This ordinance shall go into effect upon the passage and five days after posting such ordinance in three public places as required by law.

Should any section or provision of this Ordinance be held invalid, such holding shall not affect any section or provision hereof which is not of itself invalid.

### Re-pealed

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby re-pealed.

This Ordinance shall become effective upon its adoption and publication as required by law. ADOPTED AND APPROVED THIS 16 DAY OF May, 2023.

  
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Scott White, Mayor

Attest:

I, Leslie Nelson, Town Clerk of the Town of Rockford, Alabama, do hereby certify that the foregoing is a true and correct copy of **Ordinance ADM 2023-04-01** (prepared by the Town Clerk), which Ordinance was duly and legally adopted at a regular meeting of the Town Council on May 16, 2023 and the same was duly posted.

  
\_\_\_\_\_  
Leslie Nelson, Town Clerk

# Ordinance ADM 2023-04-02

## Town of Rockford - Employees

**BE IT ORDAINED BY THE TOWN COUNCIL OF ROCKFORD, ALABAMA AS FOLLOWS:**

### **Town Clerk**

The town clerk shall serve under the direction of the mayor and town council. Salary will be set at hiring date. The employee handbook will list the benefits available for the full-time clerk. The town clerk shall be responsible for the following:

1. Billing, collection, and accounting of all town funds. The town clerk shall maintain a separate account for each fund and for each department in each fund. The town clerk shall maintain a budgetary accounting system.
2. The mayor, town clerk, and assistant town clerk are authorized to disburse town funds.
3. Attend all council meetings and keep records of all proceedings and official acts of the mayor and town council. Keep custody of the rules, ordinances, and resolutions of the mayor and town council. At proper times, the minutes should be available for inspection by the citizens.
4. Keep a record of all claims and demands submitted against the town and shall be responsible for all books and accounts of the town.
5. Overseeing and/or issuing business licenses by the town and all other duties for municipal clerks under Code of Ala. of 1975, as amended.
6. Obtain a surety, public official's, bond in the sum of \$10,000 for the faithful performance of his/her duties.
7. Must file a statement of economic interest form yearly with the State of Alabama Ethics Commission.
8. Obtain a notary bond.
9. Furnish a monthly financial report to the council.
10. Preparing payroll for all Town of Rockford employees, mayor, and counsel.
11. Be responsible for all disbursements to the state and federal government according to law and keep records thereof.
12. Submit proposed written ordinances and resolutions for council review.
13. Oversee Rockford Public Library operations.
14. Manage other Town of Rockford business that has been approved by the Mayor.

### **Assistant Town Clerk**

The Mayor can hire an assistant town clerk if necessary. The assistant town clerk can assist the town clerk with clerk duties and/or any special assignments given by the mayor. Salary will be set at hiring date.

### **Maintenance Workers**

The Mayor shall fill maintenance positions as needed. Salary will be set at hiring date. The maintenance workers are responsible for maintaining the following:

1. Roads, sidewalks, and right of ways not covered by the state.
2. Parks – Ballpark, football field, magnolia trail, and playground.
3. Buildings and grounds - Events Center, Town Hall, and all other properties owned by the town.
4. Vehicle and equipment maintenance.
5. Rockford welcome signs maintenance.
6. Holiday decorations.
7. Any other duties deemed by the mayor.

## **Town Attorney**

The mayor and town council shall appoint a town attorney, who is licensed to practice law in the state, to serve as the town's legal advisor. The person selected to serve as the town attorney shall serve until replaced by majority vote of the Mayor and Town Council. The town attorney shall perform the following duties and services:

1. Attend all meetings of the town council, regular and special.
2. Keep the Mayor informed as to all legislation affecting town government.
3. Render legal opinions when requested by the town council or the mayor.
4. Supply legal advice to various town department heads.
5. Attend designated meetings of council and committees of the town, as required.
6. Review and certify all town contracts, agreements and legal documents.
7. Represent town departments before local council or commissions where there is opposing counsel.
8. Salary will be set at hiring date.

## **Town Accountant**

The mayor and town council shall hire a town accountant/auditor. The person selected to serve as the town accountant shall be a Certified Public Accountant and serve until replaced by majority vote of the Mayor and Town Council. Salary will be set at hiring date.

## **Employee Reimbursement**

### **Mileage**

The mayor, councilmember, police officer, or any other town employee utilizing their own vehicle on approved town business is authorized reimbursement at the prevailing rate per mile as determined by the Internal Revenue Service. Anyone claiming reimbursement must file a mileage report with the town clerk for approval within three months of travel. Approved reports will be paid by the town clerk.

### **Purchases**

Any approved purchase made by an employee of the town will be reimbursed by the town clerk once approved and proof of purchase is provided.

## **Rockford Public Library Board**

The Rockford Public Library Board, hereinafter referred to as the "board," shall constitute five members to be appointed by the town council as follows:

1. Term of members; vacancies. Each appointee, after the initial members, shall serve for a period of four years. When the original board was started in 1993, the five positions were spread out over the four years to prevent all positions expiring at the same time.
2. In the event that a member vacates the board prior to the expiration of such term, such vacancy shall be filled by the town council for the remaining portion of the term by appointing a successor to fill the unexpired term. The existing board members may recommend a replacement to the mayor and town council. The mayor and town council shall give all due consideration to the recommendation of the board; however, they may appoint any person they feel is qualified to serve on the board.
3. The members of the library board shall receive no compensation for their services.

## Additional Town Positions / Employment

The Mayor and council shall add any additional position deemed necessary to assist with the smooth operation of the Town of Rockford.

## Employee regulations

1. The Town of Rockford is a Drug-free workplace.
2. The Town of Rockford, Alabama Employee Handbook is hereby adopted for all employees of the town and list all employee benefits.
3. Smoking is prohibited in town owned buildings.
4. Payroll for all employees will be in accordance with all state and federal requirements. All records will be kept by the town clerk.

Should any section or provision of this Ordinance be held invalid, such holding shall not affect any section or provision hereof which is not of itself invalid.

## Re-pealed

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby re-pealed.

This Ordinance shall become effective upon its adoption and publication as required by law. ADOPTED AND

APPROVED THIS 16 DAY OF May, 2023.

  
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Scott White, Mayor

Attest:

I, Leslie Nelson, Town Clerk of the Town of Rockford, Alabama, do hereby certify that the foregoing is a true and correct copy of **Ordinance ADM 2023-04-02** (prepared by the Town Clerk), which Ordinance was duly and legally adopted at a regular meeting of the Town Council on May 16, 2023 and the same was duly posted.

  
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Leslie Nelson, Town Clerk

# Ordinance ADM 2023-04-03

## POLICE DEPARTMENT – STRUCTURE

**BE IT ORDAINED BY THE TOWN COUNCIL OF ROCKFORD, ALABAMA AS FOLLOWS:**

### Oath

All members of the police department shall take and subscribe to a police officer's oath of office, immediately upon accepting their appointment.

### Police Duties

All officers shall:

1. Operate a department patrol vehicle when working. All emergency driving will be in accordance with Alabama Statutes and any additional rules and regulations set forth by the town.
2. Be responsible for the efficient performances of their duties in conformity with the Town of Rockford's police department policy and Alabama State Laws while on duty.
3. Familiarize themselves with the streets, schools, churches, and businesses within police jurisdiction and be responsible for providing for the following:
  - Prevention and suppression of crime
  - Protection of life and property
  - Apprehend offenders
  - Preservation of the peace
  - Security of businesses after normal working hours looking for evidence of tampering or entry and search the premises if necessary
  - Security for businesses at closing
  - Security of Business – walk thru during business hours
  - Enforce traffic laws and ordinances within the town limits
  - Be alert and report defective traffic signs, signals, and devices
  - Conduct themselves in accordance with high ethical standards, both on and off duty
  - Study, research, and become familiar with advanced techniques and ideas designed to improve police performance
  - Examine any person who reasonably appears to be engaged in unlawful activity by requesting the reason for their presence and record their identity. The officer shall determine if an arrest is necessary or a suspicious person report be written.
  - Enforcement of all criminal laws including Felony, Misdemeanor, Violations, and Traffic.
  - Work and Investigate traffic accidents within the town limits
  - Highway Drug Interdiction
  - Residential patrol
  - Respond to emergency and routine calls in a timely and efficient manner
  - Investigation of criminal activity (e.g. Burglary, assault)
  - Interaction with Public (P.R.)
  - Evidence management – Transport to lab, proper chain of custody
  - Equipment and vehicle upkeep and maintenance.

The Town of Rockford does not discriminate on the basis of race, color, national origin, sex, religion, or age for employment.

## **Chief of Police**

The Mayor and council shall hire/appoint a Chief of Police.

1. Salary will be set at hiring date.
2. The chief shall maintain their "APOST" police standards and any other required training.
3. The chief shall be responsible for the day to day policing in the community and shall provide organization and training for any other police officers, police reserve force, or police auxiliary unit working directly for the chief.
4. The chief shall file a statement of economic interest form yearly with the State of Alabama Ethics Commission.

## **Police Officers**

The Mayor and council shall hire police officers when necessary and they will work under the direction of the Police Chief.

1. Salary will be set at hiring date.
2. The Chief of Police shall provide organization and training.
3. The Chief of Police is hereby authorized to establish such rules and regulations as may be necessary for the efficient management of the officers.

## **Police Auxiliary Unit**

1. Police Auxiliary Unit is a volunteer group created to augment the regular police force when necessary and to serve under the immediate direction of the Chief of Police.
2. A police auxiliary officer is hereby established within the police department of the town. The auxiliary shall consist of not more than 20 members, and each of whom is 19 years of age or older, of good moral character and reputation, and has never been convicted of a felony or of a misdemeanor involving force, violence or moral turpitude and has consented in writing to a fingerprint and background search.
3. The Chief of Police shall provide organization and training. The Chief of Police is hereby authorized to establish such rules and regulations as may be necessary for the efficient management of the auxiliary. Once accepted to the program, new auxiliary officers will receive training in multiple areas such as, crowd control, self-defense, state laws, traffic control, town ordinances, first aid, etc. After completing the initial training, new auxiliary members may be assigned to assist with traffic control at special events, providing security at a neighborhood festival, riding with certified police officer, or any other activity the auxiliary unit is trained to work.
4. Appointments to the auxiliary shall be made by the Police Chief with the approval of the Mayor.
5. Each member of the auxiliary shall be issued an identification card signed by the Chief of Police and the Mayor which the member shall carry with them at all times. Each member of the auxiliary shall be issued a shirt with auxiliary badge and a cap which they shall wear in a manner prescribed by the Chief of Police and at all times but only while on active duty.
6. It shall be a misdemeanor for any person not a member of the auxiliary to wear, carry, or display an auxiliary identification card, badge, or cap, or in any way represent him/herself to be connected with the auxiliary unit. Any person found guilty of violating the provisions of this section shall, upon conviction, be punished in accordance with this Ordinance.



## Chaplain Program

The purpose and goal of the Rockford Police Department Chaplain Program is to provide a licensed or ordained Chaplain, who volunteers time and talents to Rockford Police Department. The Police Chaplain will seek to lighten the burden of the officers by performing tasks that have a greater spiritual or social nature rather than law enforcement nature. The Chaplain Program shall provide spiritual guidance and counseling to all members of the community in time of need. The services of the Chaplain are to be available on the basis of need and desire. We do not intend, nor do we wish to replace an individual's Clergy. The chaplain should be a referral source to put people in contact with the appropriate agency or agencies to help them.

The Chaplain shall:

1. Assist the citizens of the community as directed by the Mayor or Chief of Police, by responding out in the field to the needs as they present themselves.
2. Respond to all major disasters.
3. Be involved in public relations efforts.
4. Provide liaison with other religious leaders in the community.
5. Provide spiritual guidance, counseling, and/or comfort in times of crisis. The chaplain should be a referral source to put people in contact with the appropriate agency or agencies to help them.

## Retirement

Any individual employed by the Town of Rockford as a law enforcement officer for a period of ten (10) years or more who retires from the Town in good standing may receive from the Mayor, without cost, his or her retirement badge and service weapon, as part of the retirement benefits provided the service weapon was furnished by the Town.

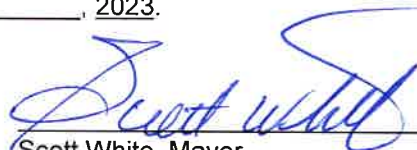
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## Re-pealed

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Leslie Nelson, Town Clerk