



Hart County Board of Commissioners
Tuesday April 23, 2024
6:00 p.m.
Emergency Services and Administration Building

1. PRAYER
2. PLEDGE OF ALLEGIANCE
3. CALL TO ORDER
4. WELCOME
5. APPROVE AGENDA
6. APPROVE MINUTES OF PREVIOUS MEETING(S)
4/9/24 Regular Minutes
7. REMARKS BY INVITED GUESTS, COMMITTEES, AUTHORITIES
8. REPORTS BY CONSTITUTIONAL OFFICERS & DEPARTMENT HEADS
9. COUNTY ADMINISTRATOR'S REPORT
10. CHAIRMAN'S REPORT
11. COMMISSIONERS' REPORTS
12. OLD BUSINESS
13. NEW BUSINESS
 - a) Sheriff's request for additional officer rank for Jail staff
 - b) Credit for Experience Jail
14. PUBLIC COMMENT
15. EXECUTIVE SESSION – Litigation
16. ADJOURNMENT

Hart County Board of Commissioners
April 9, 2024
6:00 p.m.

Hart County Board of Commissioners met April 9, 2024 at 6:00 p.m. at Hart County Administrative & Emergency Services Center.

Chairman Marshall Sayer presided with Commissioners Michael Bennett, Frankie Teasley, Jeff Brown, and Joey Dorsey in attendance.

1. Prayer

Commissioner Dorsey offered prayer.

2. Pledge of Allegiance

Everyone stood in observance of the Pledge of Allegiance.

3. Call to Order

Chairman Sayer called the meeting to order.

4. Welcome

Chairman Sayer welcomed those in attendance via in person, watching through HTC and or YouTube.

5. Approve Agenda

Chairman Sayer moved to amend and approve the agenda to move Executive Session following approval of the agenda; add item 13 c) Permission to bid out Football & Cheerleading Uniforms. Commissioner Teasley provided a second to the motion. The motion carried 5-0.

Executive Session/Litigation

Commissioner Brown moved to exit into Executive Session to discuss litigation matters. Commissioner Teasley provided a second to the motion. The motion carried 5-0.

Commissioner Teasley moved to reconvene the regular meeting session. Commissioner Brown provided a second to the motion. The motion carried 5-0.

6. Approve Minutes of Previous Meeting(s)
3/26/24 Regular Meeting

Commissioner Brown moved to amend and approve the minutes of March 26, 2024 regular meeting. Commissioner Bennett provided a second to the motion. The motion carried 5-0.

7. Remarks By Invited Guests, Committees, Authorities

None

8. Reports By Constitutional Officers & Department Heads

None

9. County Administrator's Report
March Financial Report

County Administrator Terrell Partain gave a brief report of the General Fund Financial Report ending March 31, 2024.

10. Chairman's Report

Chairman Sayer expressed his opinion about the controversy concerning annexation issues; There's processes that the county has a right to, and the city has a right to. He asked that everyone remain calm and work together to do what is best for Hart County.

11. Commissioners' Reports

Commissioner Teasley thanked the Road Department personnel and First Responders.

Commissioner Brown thanked the Road Department personnel and everyone else in the county government for what they do on behalf of the county.

Commissioner Dorsey echoed Chairman Sayer's comment regarding annexation; adding property owners have rights and the county is required to abide by the laws that are passed in Atlanta.

12. Old Business

a) City of Hartwell Annexation Request parcel no. C55 010, 33 Ack Powell Road Arbitration

Commissioner Brown moved to object to the request to go to arbitration based on the material increase, the proposed sit-down restaurant increasing density and road infrastructure. Commissioner Dorsey provided a second to the motion. The motion carried 5-0.

b) Bid Opening Fire Turnout Gear

Commissioner Brown moved to open all the sealed bids received, however, some bids were not labeled correctly on the outside of the envelope. Commissioner Bennett provided a second to the motion. The motion carried 5-0.

The following vendors submitted sealed bids for Fire Turnout Gear:

Bennett Fire Products Co.; Fireline Inc.; NAFECO; Ten-8; Technology International LLC; VITCO Fire & Safety and Williams Fire.

Commissioner Dorsey moved to defer the bids to County Administrator Partain, Fire Chief Byrum, Training Officer Boudway and Fire Station Captains for review and recommendation. Commissioner Brown provided a second to the motion. The motion carried 5-0.

c) Bid Opening Fire Helmets

Sealed bids were received and opened from the following vendors for Fire Helmets:

Bennett Fire Products Co.; Fireline Inc.; Gall's Inc; NAFECO; Provisus Services; Ten-8; Technology International LLC; VITCO Fire & Safety and Williams Fire.

Commissioner Dorsey moved to defer the bids to County Administrator Partain, Fire Chief Byrum, Training Officer Boudway and Fire Station Captains for review and recommendation. Commissioner Brown provided a second to the motion. The motion carried 5-0.

13. New Business

a) 2023 Emergency Management Performance Grant (EMPG)

Commissioner Dorsey moved to authorize County Administrator Partain to sign the grant documents. Commissioner Brown provided a second to the motion. The motion carried 5-0.

b) Discussion for Engineering for Replacement/Addition of Solid Waste Collection Building

Commissioner Bennett moved to proceed with seeking engineering design for the Solid Waste Collection Building. Commissioner Teasley provided a second to the motion. The motion carried 5-0.

c) Permission to Bid out Football & Cheerleading Uniforms

Commissioner Brown moved to grant permission to bid out Football & Cheerleading Uniforms. Commissioner Teasley provided a second to the motion. The motion carried 5-0.

14. Public Comment

Chad Carlson of 127 Holly Street voiced concerns about his property being annexed into the City of Hartwell creating an unincorporated island. He did not receive public notice of the City of Hartwell's intent to annex.

15. Executive Session – Litigation

Commissioner Brown moved to exit into Executive Session to discuss litigation matters. Commissioner Teasley provided a second to the motion. The motion carried 5-0.

Commissioner Brown moved to reconvene the regular meeting session. Commissioner Teasley provided a second to the motion. The motion carried 5-0.

16. Adjournment

Commissioner Teasley moved to adjourn the meeting. Commissioner Bennett provided a second to the motion. The motion carried 5-0.

Marshall Sayer, Chairman

Lawana Kahn, County Clerk

4/23/24 13-A



Hart County Sheriff

MIKE CLEVELAND
P.O. Box 886
Hartwell, GA 30643
706-376-3114

April 5, 2024

To: The Hart Co Board of Commissioners:

Re: New Supervisory Positions

Gentlemen:

With the expected opening of the New Hart County Jail, personal are being reorganized so that the jail will function more effectively.

Currently the jail only has 4 supervisors, a Sergeant assigned to each of the four shifts. There is no one in a position of supervision to supervise the shift in the absence of the Sergeant.

The jail is requesting approval to promote 4 individuals from the current jail staff to the rank of corporal at a pay grade of 15, \$18.13 per hour. A certified detention officer is a grade 14, \$17.26 and a Sergeant is pay grade 16, \$19.04 per hour.

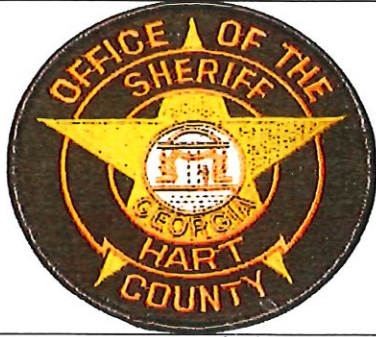
This will not increase the approved number of personal for the jail.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Cleveland", is written over a large, faint, circular watermark or ghost signature.

Sheriff Mike Cleveland

Cc: Capt. David Cleveland



Hart County Jail Standard Operation and Procedures

Policy Name: Chain of Command and Duties

Policy Number: HCJ 1.02

Effective Date: 04/30/2024

Approving Officer: Sheriff Mike Cleveland _____

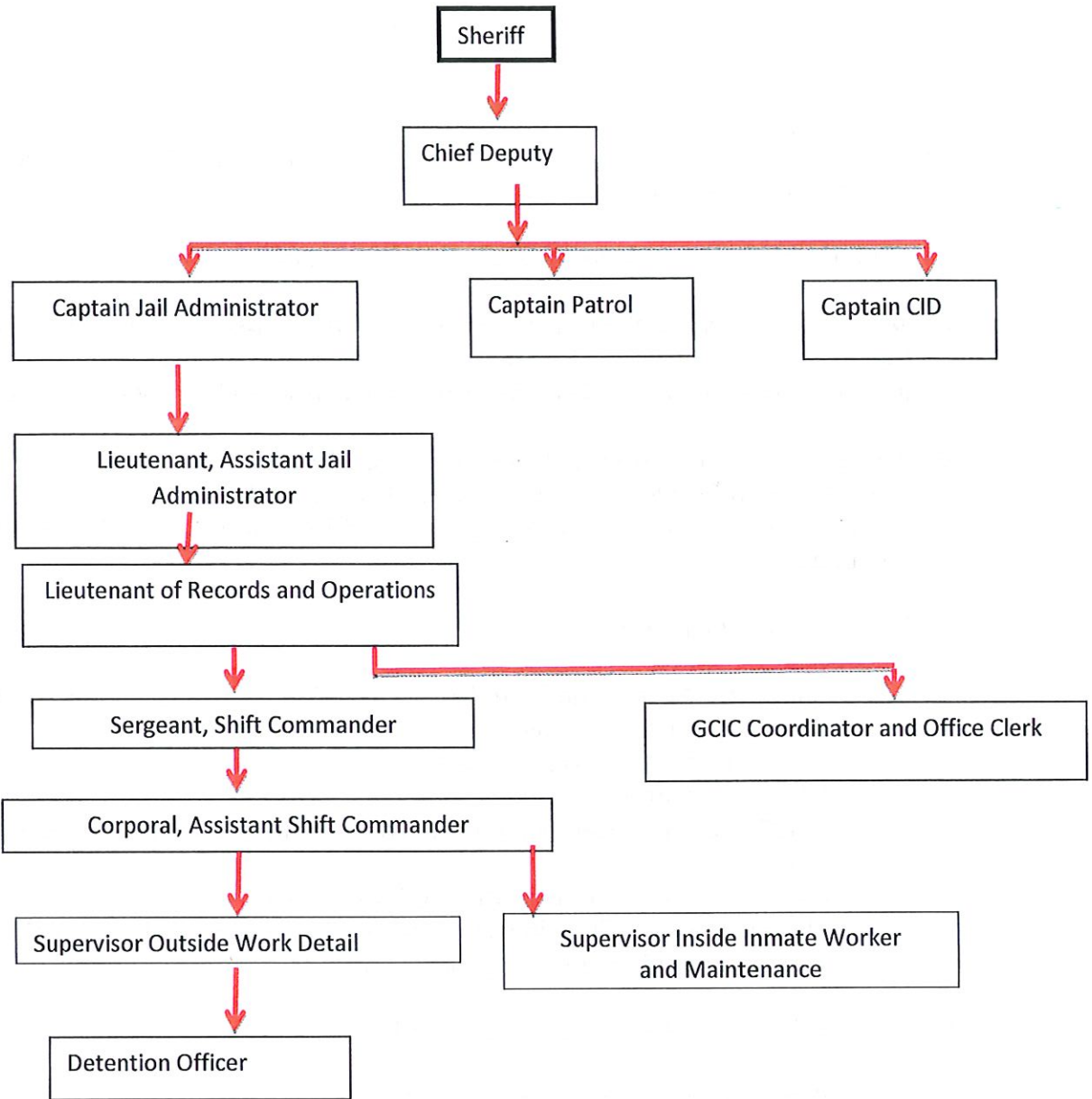
Number of Pages: 6

Policy

To provide to all employees a structure of the order of the Chain of Command for the Hart County Jail and who and when directives and orders are issued.

Introduction

Chain and Order of Command – The structure of the Hart County Sheriff Office and the Hart County Jail is based on an order and chain of structured command and disciplined procedure. For the purpose of this policy the Hart County Jail is a division of the Hart County Sheriff's Office. The Following Diagram is a general synopsis of the structure of command at the Hart County Sheriff's Office and Hart County Jail:



Job Duties of Hart County Jail Employees

Below are job descriptions for the above listed positions in the Hart County Jail. It is impossible to list all the many duties that are required for officers. On regularly basis officers will have to perform duties that are not part of their normal assignment. **Of all the rules and policies that are enforced at the Hart County Jail the rule of**

cooperation, coordination with others and team work will be demanded and enforced the most.

- a) Sheriff – is the overall commander of the Hart County Sheriff’s Office whereas the jail is a division under the Sheriff.
- b) Chief Deputy, Major – is in charge in the absence of the Sheriff.
- c) Jail Administrator, Captain - is the overseer of the Jail and answers directly to the Sheriff and Chief Deputy. The Jail Administrator is responsible for the Jail and its entire operations. The Jail Administrator is considered the Warden of the Jail.
- d) Assistant Jail Administrator, Lieutenant – is in charge of the operations and wellbeing of the jail in the absence of the Jail Administrator. This Lieutenant is second in command and has charge over all officers of the jail, jail operations and inmates.
- e) Lieutenant of Operations –
 - Will assist the Jail Administrator and Assistant Administrator in the day to day operations of the jail
 - Review records for completeness
 - Ensure all warrants are processed
 - Handle getting uncertified officer scheduled for certification training through POST
 - Ensure all paperwork is processed for the court.
 - This Lieutenant will be in charge in the Absence of the Jail Administrator.
 - Coordinate and Distribute any incoming mail
- f) GCIC Coordinator/Clerk – This position will operate out of Control
 - Serve as a Receptionist to the public.
 - GCIC Terminal Agency Coordinator (TAC)
 - Handling the scheduling of trips, coordinate transports to DOC, and ensures that arrangements are made to get inmates to court appearances.
 - Ensure that all criminal histories are completed and placed in Jail Folders
 - Assist the Lieutenant of Operations in preparing records for court.
 - Ensure that all officers are up to date GCIC Certification
- g) Shift Commander, Sergeant –

- Is in charge of the day to day operations of their shift and ensuring that their shift has the proper coverage.
- Ensures that all policies and procedures and rules are followed by everyone under their supervision.
- Ensure that booking procedures and paperwork is completed in a timely manner during their tour of duty.
- Enforces all rules that govern inmates and enforces all disciplinary actions against violators.
- Handles Head Counts
- Distribution of Food and Store Call
- Reviews and responds to all inmate request through Jail ATM except grievances.
- Oversee the cleaning of the housing area.
- Supervises Pod Worker.
- Will ensure that an officer from their shift is assigned to inside inmate supervision in the absence of the Inside worker supervisor.

h) Assistant Shift Commander, **Corporal**

The Corporal is in charge of the operations of the shift in the absence of the Sergeant. The requirements and duties that are listed above of that of the Sergeant will be required by the Corporal in the Sergeants absence. When the Sergeant is on duty the Corporal will work under their supervision.

i) Supervisor Outside Work Detail –

- Is in charge of the grounds of the jail
- Car wash inmate assignment
- Handles all duties at the Sheriff's Office.
- Cleans and maintains the dog kennel
- This officer may also supervise inmates of special work details at other locations throughout the county if so pre-approved by the Jail Administrator or the Lieutenants.
- Will assist the Supervisor of inmates on inside duties.

j) Supervisor Inside Inmate Workers and Maintenance –

- In charge of the day to day operations of the inside duties of the jail.
- Supervise inmates in Laundry Duties.
- Supervises inmates in Kitchen Duties
- Supervises inmates in cleaning of the administrative part of the jail.
- Handles the upkeep and maintenance of the jail.

k) Jailers/Detention Officer –

- Are the caretakers of the Hart County Jail
- See after the day to day operations of the jail.
- Responsible for following all policy and procedures
- Supervise inmates under their care.
- Ensures that all inmates follow the rules and handle discipline for violations
- Ensure that all incoming inmates are booked, searched and properly cared for during the intake process.

Note: The above listed duties of the Hart County Jail Officers are a guide for specific duties. No Officer shall limit their duties to only what has been listed whereas every officer will work as a team, expected to know and perform duties of other officers in their absence and will not have to be told to perform task when duties are at hand to be performed.

For the purpose of this policy and policy henceforth, Command Staff of the Hart County Jail will consist of the Jail Administrator and both Lieutenants.

Orders and Directives

- a) General Orders- Purpose: To provide a written directive from the Sheriff announcing changes in departmental rules and regulations. General orders will remain in effect until rescinded by a subsequent General Order. General Orders are consecutively numbered.
- b) Special Orders- Purpose: To provide a self-canceling or temporary written directive by the Sheriff, Chief Deputy, or Jail Administrator. Special Orders include the effective dates and date of issue. Special orders are normally used to affect the status of individuals or to change assignments.
- c) Memorandum- Purpose: To disseminate general information from the Sheriff, Chief Deputy, Jail Administrator or his/her designee. Memoranda may also be completed and posted by supervisors or from employees once they have the approval of their supervisor. The Hart County Jail uses an electronics Memo system through the JMS System whereas when a memo is posted employees will acknowledge the posting when logging into the system.

- d) Standard Operating Procedures (S.O.P.)- Purpose: To provide written directives from the Sheriff, which explains the specific procedures to be followed under certain circumstances. Standard Operating Procedures will remain in effect until rescinded or updated.
- e) Manual Revisions/Re-evaluation – The policy and procedure manual of the Hart County Jail will be reviewed at least annually in order to insure that it is consistent with current statutory and case law and departmental practices. Revisions and amendments to the Manual shall be distributed in accordance with the established method of distribution as outlined above. As previously stated in this policy, this should take place in January of each year.
- f) Amendments- Are changes, corrections; etc. that have been made to the original policy after it was issued. Amendments will be developed to comply with changes in society, changes in laws, and to keep the policy up to date with the departmental procedures. When amendments are developed employees will be notified of the change in policy. Most amendments will require that the employee sign that they have received and that they understand the amended policy. When amendments are developed they will supersede or override the original segment of the particular policy that the amendment affects. Amendments will be placed at the back of the affected policy. It will be the responsibility of that employee to check for amendments that may or may not have been issued to ensure that the policy is still valid. Any time a policy has been amended the employee will be responsible for updating their thumb drive. The amended policy will also be added to the Policy and Procedure manuals located on the computers throughout the jail. When an amendment has been issued and or implemented the effected policy will have the same number with a capital A in parenthesis. Example: HCJ 1.01 (A).



Hart County Sheriff

MIKE CLEVELAND

P.O. Box 886

Hartwell, GA 30643

706-376-3114

April 17; 2024

TO: BOARD OF COMMISSIONERS

RE: Courtney Moore

Gentlemen:

As a newly hired Certified Detention Officer for the Hart County Sheriff's Office, I am requesting that **Courtney Moore**, be given credit for 8 years certified detention officer.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Cleveland". The signature is written in a cursive, flowing style.

Sheriff Mike Cleveland