

S.O.P. Officers for City Council Meetings

1. Each officer who works a meeting is required to check in with a staff member of Legislative Services (or other Council staff member assigned as the check-in point of contact).
 - City Council Meetings
 - Standing Committee Meetings
 - Town Hall Meetings
 - Member to Member Meetings
 - Commission Meetings
2. No officer should be reporting for any other officer, each officer must check in and get their badge number to be provided to Human Resources Tina Miller.
3. Please see below what information is required to be collected from each Officer who is assigned to work , it is highlighted in yellow:

Please include the following information on your email:

Name of Meeting

Date of Meeting

Officer's Name

Badge # (only if the officer has never worked for us before)

For example:

The following officers worked security at the City Council Meeting on 7/25/2017:

Browning

Hancock

Han Solo (#9999)

4. Please send email once all information has been collected and each officer has been identified/verified to check-in to the meeting utilizing the examples above. This task should be completed the day of the meeting. But no later than the day following. "For exceptions, coordinate with Tina Miller."

NOTE: There may be exceptions to physical check-ins by officers, but any exceptions must be approved by the Director/Council Secretary.