

Spencer County, Kentucky
Ordinance No. 11
Fiscal Year 2011 Series

An Ordinance to Amend the Spencer County Fiscal Court Administrative Code

Whereas, Kentucky Revised Statute Chapter 68, as amended, was created for the purpose of creating a sound and efficient administration of county governments; and

Whereas, on November 16th, 2009 the Spencer County Fiscal Court adopted the Spencer County Fiscal Court Administrative Code, as Ordinance No. 6 (2010series) pursuant to and as required by KRS Chapter 68; and

Whereas, it has become necessary for an amendment to the Code to reflect changes in administration, personnel and policies;

Now Therefore, Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky, that:

Section One. Chapter Three Personnel Administration Part II Classification Plan is hereby amended to create the new job description "5000 CONSTABLES" with the following items and sub-items:

1. Duly elected and sworn Constables of Spencer County may be permitted the privilege of equipping his/her vehicle(s) as an emergency vehicle as established by KRS 189.950, which states: " Any constable may, upon approval of the fiscal court in the county of jurisdiction, equip vehicles used by said officer as emergency vehicles with one (1) or more flashing, rotating or oscillating blue lights, visible under normal atmospheric conditions from a distance of five hundred (500) feet to the front of such vehicle, and a siren, whistle or bell, capable of emitting a sound audible under normal conditions from a distance of not less than five hundred (500) feet. This equipment shall be in addition to any other equipment required by the motor vehicle laws. Any constable authorized by the fiscal court to utilize blue lights and a siren pursuant to this section shall maintain at least the insurance described by KRS 304.39-110."
2. The County Judge/Executive shall issue a "letter of authorization" to any Constable requesting permission to equip his/her vehicle as outlined in KRS 189.950 provided they satisfy the following provisions:
 - a. The Constable presents a typewritten and signed letter to the County Judge/Executive requesting permission to equip his/her vehicle as outlined in KRS 189.950.
 - b. The County Judge/Executive shall present the letter of request to the Fiscal Court for its members' consideration.
 - c. The Court finds that the applying Constable meets the following training requirements.
 - i. Successful completion of at least 768 hours (approximately 18 weeks) of law enforcement training at a recognized law enforcement academy or training

school or center whether completed in state or out of state, OR the applicant has completed similar training as an active duty or reserve member of any branch of the United States Military, OR the applicant has received similar training as a Federal law enforcement officer.

- ii. The applicant receives, and successfully completes, at least 40 hours, annually, of continuing law enforcement training and/or education as recognized by the Kentucky Constables Association, Kentucky Law Enforcement Council, Kentucky Department of Local Government, or Kentucky Association of Counties (KACO)
3. Upon being sufficiently advised that the preceding requirements are met, and a majority of members present voting in the affirmative, Fiscal Court will grant the applying Constable permission to equip his/her vehicles(s) pursuant to KRS 189.950.
4. The County Judge/Executive may revoke the "letter of authorization" of any Constable whom the County Judge/Executive determines is no longer in compliance with the above training requirements or has brought discredit to the Office of Constable through malfeasance, misfeasance, or bad conduct.
5. The Jurisdiction of any Spencer County Constable does not extend beyond the physical boundaries of Spencer County.
6. The liability of Spencer County and Spencer County Fiscal Court for Constables and their actions does not extend beyond the physical boundaries of Spencer County except when the Constable is acting as a Jail Transport Officer.

Section Two. Chapter Three Personnel Administration Part II Classification Plan is hereby amended to delete the job class title "Maintenance Superintendent" and all of its sections and subsections from class code 1005.

Section Three. Chapter Three Personnel Administration Plan II Classification Plan is hereby amended to create the job class title "Jailer as Superintendent of Buildings, Grounds and Other Properties, under KRS 67.130" as class code 1005 with the following additions and changes:

1. Add "**Pay Grade:** Salary (Exempt)"
2. Add "**Characteristics of the Class:** Under general direction, performs responsible administrative work in directing the operations of the County building and grounds maintenance"
3. Add "**Essential Job Functions:** As supervisor, ensures and oversees the general cleaning and maintenance of County owned buildings and grounds, and all County properties"
4. Add "**Required Knowledge, Skills and Abilities:** Good supervisory and employee skills, good knowledge of the safe and efficient operation of motor vehicles upon roads, streets, and highways; ability to read, comprehend, and follow detailed written instructions; ability to follow oral and written instructions; ability to establish cooperative working relationships with fellow employees; initiative; dependability; good physical condition"
5. Add "**Acceptable Experience and Training:** Must be current Spencer County Jailer"

Section Four. Chapter Three Personnel Administration Plan II Classification Plan job description class title "Janitor," is hereby amended to "**Characteristics of the Class:** An employee of this class reports to the Superintendent of Buildings, Grounds and Other Properties (Superintendent) and is responsible for proper performance of all cleaning, custodial work and minor maintenance in the Courthouse and other County buildings and properties as directed by the Superintendent. This class has some errand responsibilities as well."

Section Five. Chapter Three Personnel Administration Plan II Classification Plan job description class title "Parks Director" is hereby amended to "**Essential Job Functions:** Coordinate, assist, and advise the Superintendent of Buildings, Grounds and Other Properties concerning park facilities and grounds. Employee will manage all fields; develop and implement new and existing programs; assist and coordinate new facilities; organize and schedule games and special events; oversee maintenance of facilities and concessions; prepare, submit and implement department budget; coordinate long range planning and development of parks, facilities, and programs; respond to public inquiries, investigate and resolve disputes."

Section Six. Chapter Three Personnel Administration Plan II Classification Plan job description class title "Building Inspector" is hereby amended to read as follows:

Class Title: Building Inspector

Class Code: 1011

Pay Grade: Exempt (Salary)

Characteristics of the Class: Under general direction, employee will inspect residential building projects and inspect electrical wiring and equipment in residential projects for compliance with all applicable local, state, and federal building and electrical codes, ordinances, and standards.

Essential Job Functions: Employee will review proposed building plans and documents and approve or modify plans for compliance with all applicable building and electrical codes, laws, regulations and ordinances; perform structural inspection of residential projects; prepare and/or maintain written reports, files, and correspondence for future use; submit reports of inspections and investigations and make recommendations for corrective action; issue written warnings and violations notices requiring corrective action regarding structural or electrical violations; discuss or explain verbally or in writing inspections, investigations, and code interpretations with the public, builders, homeowners, engineers, architects, electricians, contractors, or government officials; inspect with visual observation and with electrical testing equipment new installations and alterations of electrical wiring and equipment; check visually and mechanically such items as circuit loads, sizes of conductors and raceways, connections and taping, over current protection and the use of approved service-related devices, fixtures, and equipment; gather evidence on reported code violations and prepare necessary reports; testify at administrative hearings and in court regarding violations of building or electrical codes, law, or regulations; perform related work appropriate to this classification as assigned. Employee will develop, maintain and utilize inspection checklists for each type of inspection employee may perform. Each completed checklist shall become part of the

permanent record of each inspection performed. From time to time, upon written approval by the County Judge, employee may be required to assist Planning and Zoning with specific special projects. At no time shall the duties concerning special projects be allowed to interfere with employee's primary duties as building inspector.

Section Seven. Chapter Three Personnel Administration Plan II Classification Plan job description class title "County Road Supervisor" is hereby amended as follows:

1. Change "**Pay Grade: 17**" to "**Pay Grade: Exempt (Salary)**"
2. Delete "**Pay Range: \$10.98-\$14.00/hr**"

Section Eight. Chapter Six Operation of Fiscal Court, subsection 6.1 (Procedures for Meetings of Fiscal Court), item A is hereby amended to: "Regular meetings of the Fiscal Court may be held on the first Monday of every month at 9:00am, and the third Monday of every month at 7:00pm, at the designated place."

Section Nine. Chapter Six Operation of Fiscal Court, subsection 6.1 (Procedures for Meetings of Fiscal Court) item B is hereby amended to: "Provided, however, that if the regular meeting day or date falls on a legal holiday, the meeting shall take place on the following Wednesday of the first Monday, or the following Tuesday of the third Monday at the same place and hours."

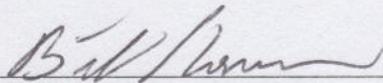
Section Ten. Chapter Six Operation of Fiscal Court, subsection 6.4 (Order of Business) item A is hereby amended to: "At each meeting of the Fiscal Court, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present.

- 1) Pledge of Allegiance
- 2) Call to Order
- 3) Roll Call
- 4) Approval of prior meeting's minutes
- 5) Communications from citizens
- 6) Communications from County Judge Executive
- 7) Reports from members, other offices, committees
- 8) Old Business
- 9) New Business
 - a) Review/Approval of Bills and Transfers
 - b) Other New Business Items
- 10) Adjournment

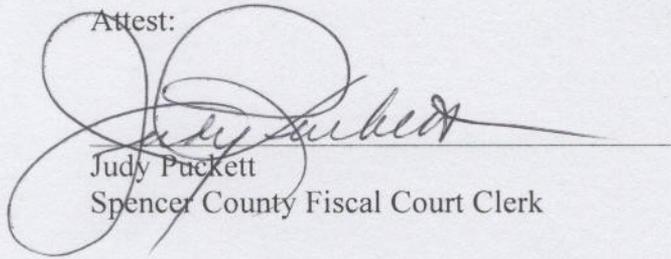
Section Eleven. This ordinance shall be effective upon adoption and publication as required by law.

Given first reading and approval on January 3rd, 2011 .

Given second reading and adoption on January 24, 2011 .



Bill Karrer
Spencer County Judge Executive

Attest:


Judy Puckett
Spencer County Fiscal Court Clerk