CITY OF SAINT PAUL
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ORDINANCE 21-07

AN ORDINANCE OF THE CITY OF SAINT PAUL, ALASKA, REVISING THE CITY CODE OF ORDINANCES, TITLE 8, PUBLIC SAFETY, SECTION 08.05, PUBLIC SAFETY DEPARTMENT

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SAINT PAUL:

Section 1. Classification. This ordinance amends existing provisions of the City's Code of Ordinances. Section 2 of this ordinance shall become a permanent part of the Code of Ordinances of the City of Saint Paul.

Section 2. Amendment. City Ordinance Title 8, Section 08.05, Public Safety Department, shall be revised as presented in the attached document.

Section 3. Severability. As provided in the City Code of Ordinances Title I, Section 1.05.070, Severability, if any portion of this ordinance is subsequently found to be invalid, such invalidity shall not affect the other parts of this ordinance.

Section 4. Duration. This ordinance shall remain in effect until revised by the City Council in accordance with the procedures set forth in Title 1, Section 1.05.080, Amendments to the Code.

Section 5. Effective Date. This ordinance shall become effective immediately following its adoption by the City Council.

First reading:	September 1, 2021
Second reading:	September 20, 2021
Public hearing:	September 20, 2021

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE COUNCIL OF THE CITY OF SAINT PAUL THIS 20th DAY OF September 2021.

Jacob Merculief, Mayor

ATTEST:

Monique Baker, City Clerk

Chapter 8.05
DEPARTMENT OF PUBLIC SAFETY

Sections:

8.05.010 Department established.
8.05.020 Director of Public Safety.
8.05.030 Duties and responsibilities of Director of Public Safety.
8.05.040 Patrol division.
8.05.050 Duties and responsibilities of Patrol Division Supervisor.
8.05.060 City ownership of Department of Public Safety property.
8.05.070 Fees for Department of Public Safety services.

8.05.010 Department established.

There is established a Department of Public Safety consisting of four separate divisions: Patrol, Emergency Management/Services, Emergency Dispatch, and Harbor divisions. The Department of Public Safety provides police, fire, emergency medical, search and rescue, emergency dispatch, emergency management, and harbor safety services. The Department of Public Safety shall be responsible for the protection of life and property of the citizens. [Code 1979 § 12.01.010.]

8.05.020 Director of Public Safety.

(a) The Director of Public Safety shall be the head of the Department of Public Safety. The Director of Public Safety is an administrative officer of the City appointed by the City Manager and removable by the City Manager.

8.05.030 Duties and responsibilities of Director of Public Safety.

(a) It shall be the duty of the Department of Public Safety (Department), through the Director of Public Safety, to perform the following duties and responsibilities:

(1) Carry out the duties and responsibilities of the Department under the supervision and control of the City Manager;

(2) Plan, direct, supervise, and coordinate the division activities of the Department;

(3) Select all Department employees, but all such appointments and the number thereof shall require the prior written approval of the City Manager. The Director of Public Safety evaluates and documents the performance of all subordinate employees, administers the personnel rules of the City to ensure the fair treatment of all employees, administers and documents disciplinary actions, and fires employees with the prior written approval of the City Manager;

(4) Approve Department expenditures in accordance with Chapter 4.15 CCO, Purchasing.;

(5) Develop and manage annual budget for the Department in accordance with Chapter 4.15 CCO;

(7) Plan, develop, direct, and evaluate Department programs and services;

(8) Develop, maintain, and review annually, in coordination with the City Manager, Department policies, procedures and guidelines;

(9) Prepare appropriate public safety related grant applications and administer grants;

(10) Develop and maintain service data and prepare for analysis and reporting to the City Manager and City Council and recommendations for Department funding and planning;

(11) Communicate and maintain coordination with local, tribal, state, federal governmental agencies and local businesses regarding community public safety issues, programs, and services.

(12) Answer inquiries from citizens concerning public safety programs and services.

(13) To have charge of and operate the City's holding facility;

(14) Insure the participation of Department personnel in the Saint Paul Island Local Emergency Planning Committee (LEPC);

(15) Cause lives and property to be protected from destructive losses due to fire and/or other catastrophic events;

(16) Assure the overall training, preparedness, and safety of Department personnel and the availability and readiness of appropriate apparatus and equipment;

(17) Cause an investigation for the purpose of assisting in the determination of cause and origin of fires resulting in property damage, injury or death;

(18) Inspect or cause to be inspected, at reasonable hours and upon reasonable notice to the owners or occupants, all buildings and structures and premises which are or are suspected of being in an unsafe or dangerous fire prevention or control condition;

(19) Assure the volunteer members of the fire, emergency medical services, and search and rescue are permitted to organize into a voluntary departmental association, elect their own officers and adopt bylaws.

The elected officers shall include a Fire Chief whose powers shall not be limited by the association or the bylaws; and

(12) Other duties and responsibilities as may be assigned by the City Manager and/or described in an approved job description

8.05.040 Patrol division.

(a) A Police Corporal or Sergeant shall be hired to head of the Patrol Division of the Department of Public Safety. The Police Corporal or Sergeant is a State of Alaska certified police officer that will serve as the supervising officer of Division.

8.05.050 Duties and responsibilities of Patrol Division Supervisor.

(a) It shall be the duty of the Patrol Division Supervisor, to perform the following duties and responsibilities:

(1) Select all police officers in consultation with the Director of Public Safety, but all such appointments and the number thereof shall require the prior written approval of the City Manager. The Police Corporal or Sergeant evaluates and documents the performance of all subordinate police officers, administers the personnel rules of the City to ensure the fair treatment of all employees, administers and documents disciplinary actions, and fires employees with the prior written approval of the City Manager;

(2) Plan, direct, supervise, and coordinate the division activities of the Department of Public Safety.

(2) To apprehend and arrest and bring to justice all violators of the ordinances of the City;

(3) To suppress all riots, affrays, and unlawful assemblies which may come to their knowledge, and generally to keep the peace;

(4) To serve all warrants, writs, executions, and other processes property directed and delivered to them;

(5) To apprehend and arrest persons violating Federal or State laws as provided by law, and turn them over to the proper authorities;

(6) In all respects to perform all duties pertaining to the offices of police officers;

(8) Other duties and responsibilities as may be assigned by the Director of Public Safety and/or described in an approved job description.

8.05.060 City ownership of Department of Public Safety property.

All property of any type owned by the police, fire, and emergency services divisions of the Department of Public Safety is property of the City. [Code 1979 § 12.01.040.]

8.05.070 Fees for Department of Public Safety services.

The City Council may, by resolution, set and amend fees charged for emergency medical services. The City Manager may approve and amend incidental administrative division fees for services upon recommendation by the Director of Public Safety. [Code 1979 § 12.01.050.]