


MEMORANDUM

DATE: October 16, 2020

TO: Mayor White & City Council

VIA: Mercy Rushing, City Manager

FROM: Cindy Karch, City Secretary 

SUBJECT: Discuss and consider action on a resolution adopting the updated City of Mineola Safety Manual

Council Meeting Agenda Item for October 26, 2020

Background Information:

The City of Mineola Safety Manual was first adopted November 20, 2002 and has not been updated much since then. The Employee Handbook does contain some safety policies, but this manual is more in-depth instruction and explanation of proper safety procedures and city expectations.

Changes:

- Updated titles throughout document.
- Removed the “Safety Committee”. In the previous policy it had a designated Safety Committee and named specific individuals from different city departments as members. As these people left employment, the committee essentially dissolved and was not functioning as defined in the policy. We discussed this in department head meetings and the consensus was that we do away with the separate committee in the manual and instead take on safety discussions and management in the monthly department head meetings. Each department head is responsible for making sure their employees are trained on safety procedures and also for conducting periodic safety meetings with their employees as needed. Each department has different needs for this. So as safety issues arise, they will be addressed in the monthly department head meeting, who then will disseminate any changes or recommendations to employees needed.
- Changes suggested by Police department:
 - Bottom of page 31, reporting of accidents
 - Top of page 85, regarding wearing of body armor
 - Fourth bullet, page 85, remove “leather gloves” and replace with “precautions should be taken”
 - Page 104, Law Enforcement Safety, remove requirement to wear gloves for Traffic Control

- Page 104, Law Enforcement Safety, remove the requirement to handcuff all subjects before proceeding with search
- Page 105, Law Enforcement Safety, remove/amend the statement “Do not conduct firearm practice alone”
- Page 106, Emergency Vehicle Operation, remove the requirement to have a spotter when backing up a vehicle.
- Delete the Drug and Alcohol Policy which was made part of the Safety Manual at one point by council. There is already a Drug and Alcohol Policy within the Employee Handbook that was recently updated and approved by City Attorney Blake Armstrong and the City Council. I do not recommend having two different policies regarding the same subject. I also recommend that the policy reside in the Employee Handbook as it is more than just a safety issue. Any reference to the Drug and Alcohol Policy in the manual directs readers to the proper section of the Employee Handbook for further information. This also makes it easier to update, not having to update the same policies or procedures in multiple documents.

Recommendation:

It is recommended that the council review and adopt the policy.

Final Disposition: