

**Minutes  
City Council Meeting  
Tuesday, February 14, 2017**

The regular monthly meeting of the Mullins City Council was held Tuesday, February 14, 2017 at 6:00 P.M. in the Raymond Pridgen Auditorium. The following were notified of the time, date, and place of the meeting: Mayor William L. "Bo" McMillan and Members of City Council, the City Staff, and the press. Present at the meeting were the following: Mayor William L. "Bo" McMillan, Mayor Pro Tem Patricia Phillips, Council Members: Carolyn Wilson, Jo Sanders, Terry Davis, Eddie Kitchen, Robert Woodbury, City Attorney Robert Corley, Smith Brooks, Eddie Rodelsperger, Police Chief Mike Bethea, Fire Chief Robert Stetson, Revel Rogers, Public Access TV, and many others.

**1. Call Meeting To Order & Welcome:** Mayor McMillan called the meeting to order and welcomed all present.

Revel Rogers Simmons led everyone in the Pledge of Allegiance.

**Invocation:** The invocation was given by Council Member Carolyn Wilson.

**2. Disclosure that local media has been informed of meeting pursuant to South Carolina Freedom of Information Act:** Mayor McMillan stated the local media had been contacted regarding the time, date, and place of the regular scheduled meeting for February 14, 2017.

**3. Approval of Agenda:**

Council Member Davis made a motion to approve the amended agenda. Council Member Kitchen seconded the motion.

**4. Consent Agenda:**

Council Member Kitchen noted the minutes for December 13, 2016 – City Council Meeting should not have included Robert Woodbury as being present at the meeting. He was out with a death in the family.

- (a) Approval of Minutes – January 10, 2017 – City Council Meeting
- (b) Approval of Minutes – February 2, 2017 – Police Committee Meeting
- (c) Approval of Minutes – February 7, 2017 – Budget Meeting
- (d) Approval of Minutes – February 8, 2017 – Finance Meeting
- (e) Approval of January 2017 Monthly Bills

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**5. Old Business:**

Mayor McMillan stated there was no old business.

Council Member Davis asked for a follow up to citizens paying for lot maintenance on their tax notice.

**6. Public Presentation**

(a) Presentation by Smith Brooks of Kenneth Cobb & Co., P.C. of FY 2016 Financial Audit

Mayor McMillan recognized Smith Brooks. Brooks noted the following:

- Cash increased \$425,000.00
- Liabilities \$270,000.00
- Expenditures \$113,000.00
- Unassigned Fund \$2.3 (192 days of the budget)
- Hospitality Loss of \$42,000.00
- Capital Loss of \$81,000.00
- Revenues General Fund \$89,000 short \$150,000 because money was allocated for Cfund
  
- Expenditures were under
- One Finding Segregation of Duties

(b) Presentation from Eddie Rodelsperger of PMH Architects on the project status for Mullins Fire Station #3

Rodelsperger stated the subdivision has been approved for Station #3. The perk testing and geo technical work has been completed. The City owns the property that has been approved for the station. The station will include 3 bays, office, and sleeping quarters. There will be a driveway that comes in from Old Stage Road. RFP's will available for contractors and there will be a pre-proposal meeting in March. The new station may lower ISO ratings. Mayor McMillan asked if the Station could be completed by the end of the year. Rodelsperger stated that was a possibility. Mayor Pro Tem Phillips asked for a Fire Committee Meeting to be scheduled in the next week.

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(c) Presentation from Alliance Consulting Engineers regarding a proposed drainage study for the flood prone areas within the corporate limits of the City of Mullins

Travis Basnett with Alliance Consulting gave a presentation to Council regarding drainage. Basnett stated he would be applying for grant monies for storm drains. Those areas would include E. Wine Street and Hayes Street. This was the area that needed rescue during the storm. Total project cost would be \$10,000.00 + match amount for the grant. Council Member Wilson asked that they look at drainage as a whole.

**7. New Business:**

(a) Consideration of a purchase contract for the purchase of a street sweeper

City Administrator Hudspeth stated a bid was sent out and the City received 5 proposals from 5 different companies. Hudspeth stated he and Street Supervisor Tarus Gilchrist has not been able to go through each of the bids. Council Member Wilson asked Hudspeth to check with other Cities to see if they contract it out or have their own sweeper.

Council Member Davis asked if FEMA had finished picking up debris. Hudspeth stated the City will have to pick up what was left.

(b) Discussion of initiatives requested by Council Member Woodbury

Council Member Woodbury discussed the following:

- Employee Surveys
- Community Health Fair Initiative
- Leadership Training for City Employees

**8. Committee Reports:**

Police – Council Member Terry Davis

Fire – Mayor Pro Tem Pat Phillips

Recreation – Council Member Jo Sanders

Street/Sanitation - Mayor Pro Tem Pat Phillips

Finance – Council Member Carolyn Wilson

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**9. Comments:**

Mayor McMillan stated there were no comments

**10. Adjournment:**

Mayor Pro Tem Phillips made a motion to adjourn. Council Member Wilson seconded the motion.

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William L. McMillan  
Mayor

**Attest:**

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Felicia S. Turner  
City Clerk



## Proposed FY 2018 Budget Calendar

- March 7        Instructions to Department Heads for Department Requests
- March 21      Vehicle Info due
- April 11       Department Head Requests Due
- April 18 -     Department Heads Meet with Town Manager  
April 27
- May 1 -        Budget Prep by Manager  
May 18
- May 20        Send Budget Ad by May 18: Ad to appear by May 24
- May 23 or 30      Council Workshop: Presentation of Draft Budget /  
First Reading**
- May 31 -        Council Workshops as needed  
June 23**
- June 13        Public Hearing  
Second Reading (can be held anytime before June 30)**

New

Policy # 4.05 <b>Body Worn Camera</b>	Related Policies: Stops, Search & Arrest; Motor Vehicle Contacts;
<i>This policy is for internal use only and does not increase an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes: S.C. Code 23-1-240	
CALEA Standard:	
Date Implemented:	Review Date:

- I. **Purpose:** The purpose of this policy is to direct officers and supervisors in the proper use and maintenance of Body Worn Camera (BWC) as well as directing how video will be utilized as a quality control mechanism and evidence.
- II. **Policy:** The policy of this Department is to provide officers with body worn video recording devices in an effort to collect evidence to be used in the prosecution of those who violate the law, for officer evaluation and training, and to provide accurate documentation of law enforcement and citizen interaction. The use of a BWC system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Officers assigned the use of these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the BWC and the integrity of evidence and related video documentation.
- III. **Procedure:** It is the intent of this policy that all officers who will be using BWC equipment shall be trained on the manner in which the BWC shall be tested, maintained, used and how the recorded events will be properly documented and maintained as evidence in future judicial proceedings.
  - A. It shall be the responsibility of each individual officer to test the BWC equipment at the beginning of each tour of duty. Officers equipped with the BWC will ensure that the batteries are fully charged prior to the beginning of their shift or special event.

In the event that the equipment is found to be functioning improperly, the officer shall report the problem immediately to their immediate supervisor so that the information can be documented, and arrangements made for repair.

- IV. Uniformed officers whose primary function is to answer calls for service and interact with the public, or officers who have a reasonable expectation that they will must

- w. Issuance of written violations
- x. Field Sobriety Tests
- y. When arriving at law enforcement events and/or citizen contacts initiated by other officers
- z. Other incidents the officer reasonably believes should be recorded for law enforcement purposes
  - aa. Officers should use discretion where there is a victim of rape or sexual assault.
  - bb. While operating a vehicle in a manner that requires activation of its emergency lights and siren. (Exceptions: Preceding through an intersection and or escorts.)
- F. Officers are not required to keep a body worn camera activated for the entire period of the officer's shift
- G. Officers will make every reasonable effort to ensure that the BWC recording equipment is accurately capturing events. A reasonable effort includes:
  - a. Activating the video/audio recording as soon as the officer makes citizen contact or the law enforcement event begins
  - b. Activating the video/audio when the officer arrives at a street encounter, or citizen contact initiated by another officer
  - c. Positioning and adjusting the BWC to record the event to the extent this can be accomplished without compromising officer safety.
  - d. Officers shall not erase, alter, modify or tamper with BWC recordings
- H. The recording shall continue until the law enforcement event or citizen contact is completed and the citizen involved departs or until the officer, who is recording the event through a BWC discontinues his or her participation in the law enforcement event.
- I. If an officer deems it necessary to stop recording during the event, he will make a verbal statement citing his intentions to stop the recording and his reason.
- J. An officer who does not activate a body worn camera in response to a call for assistance shall document in the incident report or otherwise note in the case file or record the reason for not activating the camera.
- K. When a BWC recording is being entered into the property and evidence storage and management area of the agency the chain of custody log shall include, but need not be limited to:
  - a. Case tracking number
  - b. Date recorded
  - c. Date submitted
  - d. Officer submitting the media

Added  
from  
old



- J.** In the event of an accidental recording the recording will be maintained in accordance with non-evidentiary recordings and maintained for a minimum of ninety (90) days. Officers are prohibited from erasing any audio or video recordings. If the agency believes accidental recording may constitute an unwarranted invasion of personal privacy, the agency shall request an Open Records Decision from the legal authority in the jurisdiction.

#### **VI. Recording of Juveniles and Release of Materials.**

- a.** Access to a person's juvenile crime records is much more restricted than access to adult crime records. Most juvenile crime records are confidential and access will be denied to the public and media. Access to juvenile records is usually only granted to certain persons and organizations such as: Local, state and federal law enforcement, Prosecutors, Court officials, Parents, The juvenile's attorney. Recordings that capture criminal activity involving juvenile offenders will not be released to media or the general public.
- b.** No recordings of Juveniles captured through the use of the Department's BWC/MVR will be released to the public or the media; this includes but is not limited to images and voice recordings of Juvenile Victims and Juvenile Witnesses.
- c.** School Resource Officers (SRO): Students are protected from release of records by the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. SRO's that capture video and audio recordings of students during educational and extra-curricular school activities are subject to FERPA.

#### **VII. The retention and release of data recorded by BWCs.**

- A.** Tapes or other storage media shall be held in accordance with the state's record retention act for law enforcement records.
- B.** In accordance with S.C. Code 23-1-240, Recordings that are non-investigative, non-arrest, and are not part of any internal investigation must be retained for a minimum of 14 days after their creation. However it is the policy of this department that such recordings will be maintained for a period of **ninety (90)** days after their creation.
- C.** Recordings of any arrests or violations of offenses listed in the S.C. Preservation of Evidence Act, S.C. Code 17-28-320, the expungement statute of S.C. Code 17- 1-40, or any other statute, regulation, or case law will follow the retention requirements outlined therein.
- D.** Data recorded by a body-worn camera is not a public record subject to disclosure under the Freedom of Information Act:

- E. All recording media, recorded images and audio recordings are the property of this Department. Dissemination outside the Department is strictly prohibited without specific authorization of the Chief of Police.
- F. Malicious destruction or deletion of video and audio files is prohibited.
- G. Electronic media will be stored in such a way as to maintain the security and integrity of the audio/video recordings.
- H. No member of this agency shall alter, redact, delete, or destroy any original or back up copy of an audio/video recording without approval of the Chief of Police or their designee.
- I. If a recording is used in a disciplinary action resulting in suspension or termination against an employee, the recording shall be held for a minimum of three (3) years from the completion of the disciplinary action.
- J. Electronic Media is subject to review by the Chief of Police or their designees.
- K. Video shall not be reproduced for purposes which are outside the scope of authorized uses under this policy without the express authority of the Chief of Police or their designee.
- L. First line supervisors should review at least one BWC recording every 90 days for each officer supervised for policy, training and legal compliance. After review, the supervisor will document the review and any supervisory actions taken. Supervisors should meet with individual officers to provide guidance, training and correction when required. Supervisors will initiate formal counseling or internal affairs procedures as the need arises. When corrective action is taken, a special review may be implemented for that particular officer for a set duration in order to ensure compliance with the corrective action.

**IX. BWC Evidentiary/Administrative Procedures:**

- A. When an officer becomes aware that a BWC recording contains potential evidence of a criminal or administrative matter, the officer is required to ensure the video is uploaded to the network server (or other storage medium) and document such recording via agency report and/or other procedures established by this department.
- B. When a BWC related to evidence of a criminal or administrative matter is recorded, the evidence custodian will ensure the video is uploaded to the network server and disseminate per department procedures.
- C. Where there is any indication that the BWC may contain "Brady" material, that recording must be saved and turned over to the prosecutor assigned to the case in accordance with the "Duty to Disclose" policy of this department.
- D. Civilians shall not be allowed to review recordings except as approved by the Chief of Police or their designee, through the process of evidentiary discovery and/or proper public records request.

**X. Training:**

OLD

Policy # 4.05 <b>Use of Body Cameras</b>	Related Policies:
<i>This policy is for internal use only and does not increase an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes:	
CALEA Standard:	
Date Implemented:	Review Date:

- I. **PURPOSE:** A Body Worn Camera, referred from this point on as "BWC", is an "on-the-body" video and audio recording system assigned to an officer as an additional means of documenting specific incidents in the field. The purpose of this policy is to establish guidelines related to the use, management, storage, and retrieval of the audio and video recordings from the departmentally issued BWC.
- II. **POLICY:** BWCs will be utilized by uniformed officers whose primary function is to answer calls for service and interact with the public, or officers who have a reasonable expectation that they will. Those officers who have been issued one upon proper instruction on its use and reading of this policy.
- III. **TRAINING:** The BWC will be carried only by personnel who have been trained in its use. The BWC issued by the Mullins Police Department will be the only BWC authorized for use.
- IV. **DEPLOYMENT OF BODY WORN CAMERAS:**
  - A. All BWC's assigned shall be utilized while on duty. Each assigned unit will be entered into LawTrac Property Management Table under the officer's name and each BWC is synced to the officer in VuVault by serial number.
  - B. Immediate supervisors are responsible for ensuring on-duty officers are equipped with a functioning BWC at the beginning of each shift. The supervisor will ensure the assigned camera is synced to the officer.
  - C. Upon being assigned the BWC, individual officers are responsible for its use and maintenance during their shift. Any apparent problems with the BWC will be immediately brought to the attention of a supervisor.
    - Officers will wear the BWC utilizing only the mounting equipment provided by the manufacturer of the BWC. It shall be the responsibility of the officers to

ensure the BWC remains in a position to allow the recording of an encounter or incident that most closely replicates the eyesight perspective of the officers.

- The BWC will be worn on the upper torso of the body, positioning determined by the officer, to provide the best video coverage of the event.
- There are three wearing mounts provided by the manufacturer contained in the BWC kit. The mount that best fits your person will be used.

## V. USE OF THE BODY WORN CAMERA

A. The BWC shall be activated to record during all field contacts involving actual or potential violations of law to include:

- Traffic stops
- Motor vehicle accident investigation when the parties to the motor vehicle accident are present
- Public drunk
- Suspicious vehicles or persons
- Use of force
- Arrests

B. The BWC shall also be activated when responding to the following calls for service:

- Disturbances or disorders
- Adversarial contact or a potentially adversarial contact
- Calls involving emotionally or mentally disturbed subjects
- Offenses involving weapons or violence
- When responding to any "in progress" call for service
- On the scene of all violent crimes

C. Additionally, the BWC shall be activated during the following situations:

- While operating a vehicle in a manner that requires activation of its blue lights and siren
- During tactical activities, including the execution of search warrants
- During warrantless searches of individuals, vehicles, buildings, and other places
- During the initial inventorying of seized money or any high value property

D. If not already activated, the BWC shall be activated to record any encounter that becomes adversarial after initial contact or in any situation that the officer believes its use would be appropriate or valuable to document the incident or encounter.

*Added to new*

- E. Once the BWC is activated, officers will continue to record until the conclusion of their involvement in an event. When utilized during the execution of a search warrant, an officer may deactivate the BWC after the initial sweep of the location when the incident transitions from tactical in nature to investigatory when it is clear that their participation is complete and presence is no longer needed.

## **VI. RESTRICTED USES AND DEACTIVATION OF BODY WORN CAMERAS**

- A. BWC shall be used only for legitimate law enforcement purposes in accordance with applicable law and this Police Department's policy.
- B. **The BWC will not be used to record fellow employees except during an investigation of a suspected violation of criminal, traffic, or local law.**
- C. **The BWC shall not be utilized to record any court proceeding.**
- D. Unless present in an official capacity, the BWC should not be used in bathrooms or locker rooms.
- E. For the purpose of protecting their identity, the BWC will not be used while interacting with known confidential informants or undercover officers. In situations where the recording of an interaction with an informant is of important evidentiary value, an officer may choose to capture audio recordings of the interaction by positioning the camera away from the informant if possible.
- F. **Officers will not use the BWC to record personal activity.**
- G. Officers shall only use the BWC while in patient care areas of a health care facility when the recording is for official purposes and care should be used to record only the parties involved in the event being investigated when possible. When a patient, be it a victim or suspect, is undergoing a medical procedure the BWC recording shall stop.
- H. Officers should use discretion where there is a victim of rape or sexual assault. Additionally, to respect the dignity of others, unless articulable exigent circumstances exist, officers will try to avoid recording persons who are nude or when sensitive human areas are exposed.

## **VII. COLLECTION OF BODY WORN CAMERA DATA**

- A. Prior to the end of the officer's duty day, officers, utilizing the designated software application, will categorize the recording captured by the BWC and ensure it is properly labeled with case number, (if report is done), ticket number, be it a UTT or Warning Citation number. In instances where an officer has multiple recordings of the same incident, they will differentiate the files when labeling them to include a number 1 of..... Each subsequent recording from that event will be labeled in the same manner, with the numerals continuing sequentially 1 of 2, 2 of 2, etc....

(See Appendix A for retention categories and times. Retention dates are subject to change based on need of the Mullins Police Department)

- B. ID: This will be either case # (15\*\*\*\*\*) as indicate on the report or ticket number, (UTT), this includes warning ticket number when issued. If none of these items are present, then it is left blank.
- C. CATEGORY: This will be best applicable category for the incident. Example; if it is a traffic stop and it is determined that driver/suspect just committed a burglary, it will be categorized as a burglary. Remember, highest offense.
- D. TITLE: This will be the address (if residence). If it is a business, it will be the address and the name of the business.
- E. Remember also, you do have the ability to make notes in the "post a note" block, of the down loaded video if you feel it necessary, especially if you are sharing the video with someone that has a need for the share.
- F. Officers shall note in any incident reports and/or citations that there is a BWC recording of any portion of the incident. Officers may use media captured via the BWC to assist with an investigation and to aide in the completion of reports. If the BWC was not activated according to policy, it shall be briefly indicated as to why in the incident report.
- G. The creation of any DVD recordings from a BWC will be made only when requested by the officer and documented in the incident report or supplemental giving the reason for the DVD, then turned into evidence.
- H. DVD copies, when requested or subpoenaed, shall be provided as Discovery to Solicitors Office or attorney in accordance with current Mullins Police Department policy.

#### **VIII. PROCESS TO ABTAIN CONSENT OF VICTIMS / WITNESSES**

- A. There is no obligation to obtain consent from victims or witnesses prior to using a BWC during an interview. However, if asked about its use, a LEO will be forthcoming about its use. At that time the LEO will have discretion on whether to keep the BWC on or turn it off. If the LEO discontinues the recording, the LEO must document the reason for discontinuation either on the BWC or in a written report.

#### **IX. RETENTION AND RELEASE OF DATA RECORDED**

- A. The BWC and all video files are the property of the Mullins Police Department and are to be used for official purposes only.
- B. Data recorded by body-worn camera is not a public record subject to disclosure under the Freedom of Information Act.
  - a. The State Law Enforcement Division, the Attorney General, and a circuit solicitor may request and must receive data recorded by a body-worn camera for any legitimate criminal justice purpose;
  - b. A law enforcement agency, the State Law Enforcement Division, the Attorney General, or a circuit solicitor may release data recorded by a body-worn camera in its discretion;

- c. A law enforcement agency may request and must receive data recorded by a body-worn camera if the recording is relevant to an internal investigation regarding misconduct or disciplinary action of a law enforcement officer;
- d. In addition to the persons who may request and must receive data recorded by a body-worn camera provided in item (b), the following are also entitled to request and receive such data pursuant to the South Carolina Rules of Criminal Procedure, the South Carolina Rules of Civil Procedure, or a court order:
  - 1. A person who is the subject of the recording;
  - 2. A criminal defendant if the recording is relevant to a pending criminal action;
  - 3. A civil litigant if the recording is relevant to an ongoing civil action;
  - 4. A person whose property has been seized or damaged in relation to, or is otherwise involved with, a crime to which the recording is related;
  - 5. A parent or legal guardian of a minor or incapacitated person as described in sub item (1) or (2); and
  - 6. An attorney for a person described in sub items (1) through (5).
- C. Citizens are not allowed to view BWC recordings unless permission has been obtained from the Chief of Police or his designee.
- D. The viewing of any recording for anything other than approved Mullins Police Department purposes is prohibited.
- E. No officer shall attempt to erase, edit or otherwise alter any data captured by a BWC unless granted administrative rights to do so by the Chief of Police or his designee and have justification for the edit or deletion.
- F. The downloading or converting of any recording captured by a BWC for any type of personal use is strictly prohibited.
- G. Any portion of a recorded image that records an event surrounding a violation of the law, which includes an infraction or a crime or offense prosecutable in the criminal courts in this State or the United States, is considered a record of a criminal investigation, and not a public record.
- H. Any portion of a recorded image that may be used to subject an employee to Mullins Police Department disciplinary action is a part of that employee's personnel file as defined in and is open to inspection only as provided by law or Mullins Police Department policy, unless otherwise required to be disclosed as evidence in a criminal proceeding.
- I. Recording of any arrests or violation of offenses listed in the S.C. Preservation of Evidence Act, S.C. Code 17-28-320, the expungement statute of S.C. Code

17-1-40, or any other statute, regulation, or case law will follow the retention requirements outlined therein.

- J. Uploaded recordings will be retained on the Mullins Police Department Server based upon the retention schedule established for each category of recording. The retention times are established by this agency based on crime type and consideration for the Post Conviction Relief (PCR). See appendix A. Any video that has no case number, Uniform Traffic Ticket to include warning citation, or current complaint pending will be placed into the applicable category.
- K. Access to the Server is a secure and easily accessed interface for management, sharing, and viewing of mission critical data.
- L. It is only accessible by deputies that are entered and granted access by a designated systems administrator.
- M. This is a password required system.
- N. It shall be the assigned case officer's responsibility to ensure that all recordings which constitute evidence, or are required to be included in the case file, are properly labeled and categorized for storage prior to their scheduled purge date from the remote digital storage system. Each officer is responsible for ensuring that their video, if to be used for criminal/traffic prosecution, the video evidence stays current and available in the police department server until the case is resolved. Once the video is no longer needed after the case is adjudicated, then it will remain on the server until purged from the system.
- O. If a video from the server is to be used in a criminal prosecution and will be entered into evidence during that prosecution, then a hard copy DVD must be made to introduce it as evidence. If the officer is prosecuting the case in Municipal Court, it is that officer's responsibility to get it completed. All applicable Police Department policy pertaining to evidence will apply. Video evidence made under a Discovery Motion can be shared. It will be the officer's responsibility to notify his supervisor to share the applicable video under Discovery to the requesting attorney.

## **X. SUPERVISOR RESPONSIBILITIES**

- A. Supervisors will ensure that only trained officers are equipped with available BWC prior to the beginning of their shift. When issuing cameras, the BWC should not be removed from the docking station before the transfer of data is complete unless an emergency event occurs that would give reason for the removal. Removal prior to the complete download will not cause loss of remainder of video.
- B. When possible, supervisors should assign an officer with a BWC to events where they believe the capture of video will be beneficial to the officers involved or this Office.
- C. Upon receiving notification of any damage or malfunction of a BWC, the supervisor will remove the BWC from service and notify the system administrator of the need for repair. Until the repair is made, a new BWC will be issued as available.



- D. Supervisors will ensure that all recorded events are documented by the officers in the associated reports and citations. If an officer resigns or is terminated from their employments with this office that supervisor of that officer is then transferred that officer's video evidence.
- E. Supervisors will ensure that any recordings relating to an administrative investigation are downloaded and stored for inclusion in the investigative file prior to their scheduled purge date from the digital storage system.
- F. Notification of the existence of recordings which may be beneficial for training purposes shall be forwarded via the chain of command to the Captain or his designee over the Training Unit for determination of training value and use.
- G. Supervisors shall monitor officers to ensure that assigned BWC are being properly charged, files uploaded, and properly labeled at the end of a officer's tour of duty.

XI. Employees found to be in violation of any provision contained within this general order may be subjected to disciplinary action.

By Order of:

Mullins Police Chief

Appendix A

- 1. Uncategorized 45
- 2. Arson 3 years
- 3. Assault/Battery 3 years
- 4. Burglary 3 years
- 5. Complaint 3 years
- 6. Death Investigation 99 years
- 7. Disorderly Conduct 1 year
- 8. Domestic 3 years
- 9. Field Interrogation 3 years
- 10. Harassment 3 years
- 11. Juvenile 3 years
- 12. Medical 3 years
- 13. Narcotics 99 years
- 14. Non-Event 45 days
- 15. Officer Injury Until manually deleted
- 16. Pending Review Until manually deleted
- 17. Property 3 years
- 18. Robbery 3 years

*Took out*

- 19. Sex Offenses 3 years
- 20. Theft 3 years
- 21. Traffic Accident 3 years
- 22. Training Demo Until manually deleted
- 23. Training FTO 50 YEARS
- 24. Use of Force Until manually deleted

took  
out



Thank you for the opportunity to present this equipment. Feel free to contact me with any questions or concerns.

<u>Description</u>	<u>Price</u>
<b>2016 Isuzu NPR-XD</b> Isuzu 4HK1-TC Diesel Engine 215HP / Aisin 6sp Automatic LED Lights - Mounted on Front Bumper Traffic Directing Light - Arrow Stick Amber Beacon LED - Cab Mounted with Limb Guard White Paint, Cab	\$ 134,560.00

**Tymco 435 COMDEX**  
 Paint: White

Includes all standard equipment, as well as the following options:

**Tymco 435**

- Gutter Broom - Twin
- Gutter Broom Tilt - RH
- Gutter Broom Tilt - LH
- COMDEX 145 Gallon
- Pickup head front curtain lifter
- Skid bumper extension
- Aux fuse panel
- Dump switch in cab
- Hopper Deluge
- Stainless Hopper assembly
- Pressure transition nozzle
- Auxiliary Hydraulics System
- High Output Water Package
- SRE Package
- Reverse pickup head system
- Hopper drip edge
- WHITE Sweeper paint
- Zone Defense: 3 Camera DVR System with Backup detection.

NOTE: Side cameras will merge into single 180 degree sideview according to Mfgr. Please contact ZoneDefense for help.

Kubota Extended Warranty - 5yr. See warranty for details	\$ 2,800.00
Tymco Extended Warranty - 3yr. See Warranty Statement for details	\$ 4,900.00
Isuzu Truck Owner Protection Plan - 5 year / 150K See Statement attached.	\$ 625.00

**NOTE: STOCK TRUCK - Subject to prior sale.**

<b>Subtotal:</b>	\$ 142,885.00
<b>Sales Tax:</b>	\$ 300.00
<b>TOTAL:</b>	<b>\$ 143,185.00</b>

Expiration: 30 Days

Lead Time: 2 WEEKS ARO - Subject to Prior Sale

Quoted By:

Date: 2/5/17

*Ryan Amick, Sales Representative*

**CHASSIS DEALERS:** Please ensure chassis specs meet body manufacturer's minimum requirements, which are supplied upon request. Deviations may result in additional charges, for which the truck dealer will be responsible. **TAXES:** Unless itemized above, prices do not include local, state or federal taxes. **DELIVERY ESTIMATES:** ETA's are based on production schedules at the time of quote and are subject to changes in truck and/or body production schedules as well other factors such as transportation delays, etc. **WEIGHT RESTRICTIONS:** Operating overweight equipment can result in fines, damage to equipment or injury to operators. Amick Equipment makes every effort to quote equipment meeting local, state & federal weight regulations. Nevertheless, the end user is responsible for knowing and complying with applicable weight laws, regardless of truck's GVWR.



David.

Both Amick Equipment and Tymco would like to thank the City for the opportunity to provide the attached proposals. Should you have any questions, feel free to contact me personally.

Sincerely,

Ryan Amick

#### **RFP GUIDELINES**

Cost must not exceed \$195,000 delivered.

**All 3 proposals comply**

Warranty included at 3-5 years for all major parts and labor.

**Comply – see details attached.**

#### **EVALUATION OF PROPOSALS WILL BE BASED ON THE FOLLOWING CRITERIA:**

Price

**All options are available under the \$195,000 budget.**

Effectiveness and function

**All 3 units perform with Tymco's legendary regenerative air sweeping performance. That's why all Tymco sweepers are AQMD rule 1186 compliant.**

Anticipated cost of maintenance

**Tymco sweepers are the absolute simplest lowest maintenance sweeper available. Maintenance estimates for the first 5 years of ownership average out to approx. \$5,000 / year if the maintenance schedule is followed perfectly.**

Ease of operation and maintenance

**Tymco 600 sweepers have no grease fittings (435 models have 2 grease fittings) and simple controls. Furthermore, Tymco offers 26 training classes per year at**

their training facility at the factory in Texas. Amick equipment hosts a training school at one of its Carolina shops annually for those cities with limited travel budgets.

Type of driver's license required for operation.

**Model 600's GVWR requires a class A or B commercial driver's license (CDL).  
The Model 435 is under CDL, not requiring a commercial license.**

Age of unit and hours, if used or demo.

**Brand new units**

Location of nearest maintenance shop capable of servicing unit

**Freightliner – Florence, SC**

**International – Florence, SC**

**Isuzu – Conway or Florence, SC**

**Tymco – Lexington, SC – mobile technicians available for on-site service.**

References for similar applications

**Tymco has provided over 500 sweepers to Carolina customers over the last 40 years. It's the most popular sweeper brand in South Carolina. Users lists with contacts for both models attached.**

#### **Delivery time frames**

**Model 600:**

**International DT: 75-90 days ARO**

**Freightliner M2: 90-120 days ARO**

**Model 435:**

**Freightliner m2: 90-120 days ARO**

***NOTE: 1 stock freightliner M2 / Tymco 435 available for quick delivery.***

**Isuzu: Stock unit – available for delivery in a week or 2.**

#### **\$3000 DEMONSTRATOR DISCOUNT AVAILABLE**

**On any of the units proposed, if the City would like to take advantage of Amick Equipment's Demonstrator program, they can save \$3000 off the proposal price. This allows Amick to delay delivery for 60 days to show the truck at equipment conference shows and customer demonstrations. All Demonstrator units maintain full factory warranties, which begin upon final delivery to the City.**

**Request for Proposals  
Street Sweeper  
City of Mullins  
Due February 6, 2:00 pm**

**The City of Mullins is soliciting proposals for a 1 new or used street sweeper. Proposals must meet the following minimum guidelines. Proposals shall be lump sum all inclusive (except sales tax) and submitted no later than 2:00 pm on Monday, February 6, 2017. Bids should be delivered to 151 NE Front St. Questions or comments may be directed to David Hudspeth, City Administrator at [DHudspeth@MullinsSC.us](mailto:DHudspeth@MullinsSC.us)**

**Guidelines**

Cost must not exceed \$195,000 delivered.  
Warranty included at 3-5 years for all major parts and labor.

**Evaluation of proposals will be based on the following criteria.**

Price  
Effectiveness and function  
Anticipated cost of maintenance  
Ease of operation and maintenance  
Type of driver's license required for operation  
Age of unit and hours, if used or demo.  
Location of nearest maintenance shop capable of servicing unit  
References for similar applications

**\*SEE RFP RESPONSE ATTACHED**

To: Mayor and members of Council  
From: Reggie McDaniel

Date: March 6, 2017

Re: Museum Monthly Report - February 2017

We hosted 189 visitors during the month  
of February, broken down as follows: Pre-Dee - 71;  
In-state - 42; Out of state - 61 and International - 15.

<u>Journa</u> <u>Date</u>	
2-1	Sandcastle Snow Birds
2-7	S. C. Tobacco Board
2-10	R.O.T.C. - 3 tour groups
2-13	3 Louisa Dow Group
2-16	Southern Excursions
2-23	De Nure Tours

Numbers are up and donations are up.