



May 22, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. Call to Order

2. Old Business

1. Approval of 4-22-25 Minutes
2. Abi Almandinger - Consider and discuss road closures for 4th of July event

3. Citizen Participation

(Each person addressing the Committee shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue, they are not permitted to once again speak on the issue unless called to answer any further questions by the Committee or Chair)

1. Consider and discuss St. Luke's color run/walk - Cassie Nichols
2. Consider and discuss Dumpster Days - June 8th - Sally Stewart

4. New Business

1. Staff Reports

Fire Department

Chief Martin to discuss:

Fire Department Personnel Plan Presentation:

Revised organizational Structure

Revised job descriptions

Police Department

Chief Hawkins - Consider and discuss the Blue Shield Program

Consider and discuss updates to the Taxi Driver job description - Driver's license requirement and work week hours

5. Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING



April 22, 2025 - 4:45 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

2. Old Business

1. Approval of 3-17-25 Minutes

Councilman Taylor made a motion to approve the 3-17-25 minutes as presented. Motion passes.

3. Citizen Participation

(Each person addressing the Committee shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue, they are not permitted to once again speak on the issue unless called to answer any further questions by the Committee or Chair)

1. Consider and discuss 3rd Annual Park Day in Central Park - Angel Himes
Angel Himes spoke with the committee on the 3rd Annual Park Day in Central Park on June 7, 2025. No motion was needed.
2. Consider and discuss St. Luke's color run/walk - Cassie Nichols
Cassie Nichols and Melissa James spoke with the committee on the St. Luke's color run/walk event is scheduled for June 14, 2025. Ms. Nichols and Ms. James will meet with Public Works and the Police Department to determine the needs for the event and present again at the next Public Safety Meeting.
3. Consider and discuss Kids Fishing Day, June 7th - Jackie Boyer
Jackie Boyer spoke with the committee on Kids Fishing Day on June 7, 2025. She requested street closures within Kellogg Lake Park for the Annual Kids Fishing Day Event. Patrol of Kellogg Lake Park will be increased beginning June 2nd as that is when the lake will be stocked for the event. Councilman Taylor made a motion to block the streets on Friday June 6, 2025 as in years past. Motion passes.
4. Consider and discuss Art in Park - Sally Stuart, Vision Carthage
Sally Stuart spoke with the committee on the Art in the Park, an evening soiree, on June 28, 2025 from 7-10pm in Central Park. This is a private benefit for Vision Carthage. She is requesting to allow alcohol in Central Park on June 28th from 7:00pm to 10:00pm for the event. Councilman Taylor made a motion to allow alcohol in Central Park on June 28th from 7-10pm for the event. Motion passes.

5. Consider and discuss Annual Neighborhood block party on Wendy Lane - Jessica Duncan

Jessica Duncan spoke with the committee on the Annual Neighborhood block party. She requested closing Wendy Lane within the cross streets of Laura Street and Buena Vista on May 31st from 4-9pm for the event. Councilman Taylor made a motion to approve the street closure as presented for the Annual Neighborhood block party as in years past. Motion passes.

4. New Business

1. Consider and discuss CWEP Big Truck event - Meagan Milliken
Meagan Milliken from Carthage Water & Electric spoke with the committee on the "CWEP Big Truck" event. She is requesting to temporarily close 7th Street from Garrison Ave. to Lyon Street, including the intersection of Maple Street & 7th Street on the morning of Wednesday, April 30th, from 9-11:30am. Councilman Taylor made a motion to close 7th Street from Garrison Ave. to Lyon Street, including the intersection of Maple Street & 7th Street, on April 30th for the "CWEP Big Truck" event. Motion passes.
2. Consider and discuss alcohol at Food Truck Fridays - Melissa Little
Tourism Director Melissa Little spoke with the committee on allowing alcohol at the remaining Food Truck Friday events in Central Park from 4-9pm. The committee suggested that alcohol be contained by roping off an area specifically for alcohol. Councilman Taylor made a motion to accept alcohol at Food Truck Friday. Motion passes.
3. Consider and discuss the surplus of the Police Command Bus - Chief Hawkins
Chief Hawkins spoke with the committee to surplus the 1990 International 3800 FBC Command bus. The PD will be keeping the air conditioning unit and the generator from the bus. Councilman Barlow made a motion to surplus the command bus. Motion passes.
4. Consider and discuss budget reallocation- Chief Martin
Chief Martin spoke with the committee on the reallocation of Use Tax money from Honor Guard uniforms (\$9500) to Station 1 riding-style mower. With the money reallocated to mowers, he will purchase 2 mowers, one for Station 1 and, with the reallocated money, a riding mower for Station 2. Councilman Barlow made a motion to allow the reallocation. Motion passes.
5. Consider and discuss donation to the Fire Department
Chief Martin spoke with the committee on a donation in the amount of \$1,000.00 from Jim Woestman to the Carthage Fire Department. Councilman Taylor made a motion to accept the donation from Jim Woestman. Motion passes.
6. Staff Reports

Fire Department

Chief Martin gave a brief storm siren update and staff update.

Police Department

Chief Hawkins had nothing further to discuss.

5. Adjournment

Councilman Taylor made a motion to adjourn at 5:24pm. Motion passes.



Kid Zone

Kiddie Land

Stage

Food Trucks

Vendors

Handicap Parking

Parking in Field

VIP Parking

Police/Parks Staging

From: Josiah Bayless
Sent: Friday, April 25, 2025 1:48 PM
To: Cassie Nichols <cnichols@stlukesnc.com> Subject:
Road Closures

Cassi,

These are the following closings recommended after touring the area where your event will be held for St. Lukes.

Fairview & Katherine (Full Closure on Katherine)
Katherine & Carrie (Full Closure on Carrie)
Pearl & Katherine (Full Closure on Katherine)
Pearl @ West entrance to St. Lukes (Close Drive @ Pearl, No Closure on Pearl)

We will provide a total of 6 Road closed A-Frame style barricades and 15 Tall Channelizers.
This information may be provided to the Public Safety Committee to assist in any way. If there is anything else you can think that you need please let me know and we'll get it taken care of for you.

Thanks,

Josiah Bayless
Street Superintendent / Interim Public Works Director
Carthage Public Works Department
623 E. 7th st.
Carthage, Mo. 64836
Tele: (417)237-7020 / Ext: 2400
Fax: (417)237-7011
Email: i.bayless@carthagemo.gov
America's Maple Leaf City"

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Fire
POSITION TITLE: Battalion Chief

SALARY GRADE: KPS
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Provides overall management of both emergency and non-emergency functions on an assigned shift. Directs operations of all on duty operating forces of the Fire Department. Serves as commander for significant fire, rescue, hazardous materials, and emergency management incidents. Serves as a member of the department's management team in recommending policies, procedures and budgetary matters. Coordinates or directs one of these areas of Department Responsibility: Prevention, Support Services, and Training.

SUPERVISION RECEIVED AND EXERCISED:

Under general direction of the Deputy Fire Chief/Fire Marshal, supervises and directs professional, technical, or support staff within the department, either directly or indirectly through supervisors as assigned, of one of three shifts in fire operations and services and perform fire suppression and emergency medical services duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Provides leadership and personnel management for assigned shift. Makes recommendations concerning discipline and termination.
1. Ensures understanding, compliance, and support with department policies and standard operating procedures for shift personnel.
2. Serves as Incident Commander for significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents.
3. Serves as immediate supervisor for assigned company operations to ensure effective operation of the department.
4. Performs various administrative duties including completion of evaluations, conducting extensive scheduling, reviewing reports, and preparing memorandums and correspondence for the department.
5. Serves as a member of the department's management team regarding policies, standard operating procedures, and budgetary.
6. Instructs and trains shift personnel in department operations, management changes, and new procedures.
7. Maintains skills in all operation areas of a lower rank within department.
8. Assumes duties of the Chief during his absence which may include coordinating all City Departments and operations during city-wide emergencies and disasters.
9. Maintains all records in accordance with state regulations and testifies in court as custodian of documents.
10. Coordinates with contractual service personnel for repair and maintenance of buildings, equipment and groups.
11. Attends departmental training programs to maintain skills and knowledge of fire and

13. emergency management.
Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Considerable knowledge of current personnel administration, labor-management, and supervisory practices and techniques; technical aspects affecting fire control such as travel of fire, flame propagation, fire behavior, and effects of fire spread in building construction; current practices, methods, techniques and regulations pertaining to employee selection, evaluation, and discipline; issues and problems encountered in employee relations, labor relations, human relations, and customer service; full range of safety regulations, workplace safety awareness programs, accident prevention programs, and hazard identification, mitigation, and avoidance program; fire department operations, fire prevention, fire inspection, arson investigation, emergency/disaster preparedness, emergency medical services, and public safety education; codes and ordinances affecting firefighter safety, fire safety and engineering, fire protection systems and laws pertaining to the crime of arson.

Abilities: Ability to execute fire and disaster plans under emergency and hazardous conditions; perform proficiently all facts of fire service including suppression; effectively schedule, assign and evaluate work of subordinates; assist in the preparation of departmental budget, policy and regulation recommendations; tactfully deal with City and department staff members at all levels, the general public, developers, and business owners regarding service delivery issues, complaints, discipline, performance evaluations, policies, code requirements, compliance and violations; effectively assume fire incident command; understand, use, and apply management and administrative information systems, technical manuals, policies, guidelines, and procedures; to make sound decisions and use good judgement in both routine and emergency situations; communicate effectively using a variety of methods and in a variety of settings and situations with the public, senior management, employees at all organization levels, administrators, and officials.

Experience, Education and Training: Any combination and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** At least seven (7) years with the Carthage Fire Department in a supervisor or acting supervisor position with the Department. **Education:** Must have either FF I-II certification. Must either have or be willing to attain certification as a Fire Services Instructor, and either Fire Service Investigator or Fire Service Inspector within 3 years of accepting the appointment. Must also attend classes from the State of Missouri in Emergency Management and be willing to attend courses in supervision and management.

Physical Requirements: Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 100 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid

Missouri driver's license; certification and training requirements as specified by State Statutes; Firefighter I & II or equivalent certification;

SPECIAL REQUIREMENTS:

Schedule: Typical work hours are 56 hours per week. The "normal work period" for Fire Department shift personnel is 28 days consisting of 212 (rounded) hours at regular rate during the "normal work period." Battalion Chiefs will be required to report at shift change (06:30 hours) when they are on duty and may respond from their residence after 18:30 hours when station staffing allows (currently 4 at Station 1, 3 at Station 2)

LIMITATIONS AND DISCLAIMER:

The above description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____ Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Fire
POSITION TITLE: Deputy Chief/Fire Marshal

SALARY GRADE: MPS
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Provides overall management of both emergency and non-emergency functions on an assigned shift. Directs operations of all on duty operating forces of the Fire Department. Serves as commander for significant fire, rescue, hazardous materials, and emergency management incidents. Serves as a member of the department's management team in recommending policies, procedures and budgetary matters. Coordinates or directs one of these areas of Department Responsibility: Prevention, Support Services, and Training.

SUPERVISION RECEIVED AND EXERCISED:

Under general direction of the Fire Chief, supervises and directs professional, technical, or support staff within the department, either directly or indirectly through supervisors as assigned, Oversees the Training and certification of fire department members within the scope of community need and personnel capabilities.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Directly responsible for fire and emergency operations. Directs operations for fire suppression, rescue and other services provided by the department.
2. Directly responsible for all records and record keeping pertaining to the department.
3. Provides leadership and personnel management for departmental personnel. Makes recommendations concerning discipline and termination.
4. Ensures understanding, compliance and support with departmental policies and standard operating procedures.
5. Responds to as well as serves as Incident Commander for significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents.
6. Ensures continuity of company operations for effective operations and use of departmental resources.
7. Performs various administrative duties, including completing evaluations, conducting scheduling, reviewing reports and preparing memorandums and correspondence of the department.
8. Serves as a member of the department's management team regarding policies, standard operating procedures and budgetary issues.
9. Interacts with other departments, districts cities and committees.
10. Instructs and trains personnel in department operations, management changes, and new procedures.
11. Manages the allocation of resources, including personnel, equipment, and apparatus for the continuing operation of the department.
12. Manages one or more administrative areas in the operation of the fire department.
13. Assumes duties of the Chief during his absence which may include coordinating all City Departments and operations during city-wide emergencies and disasters.

14. Coordinates with contractual service personnel for repair and maintenance of buildings, equipment, and groups
15. Attend departmental training programs to maintain knowledge of fire and emergency management.
16. Shall be the Chief enforcement officer for the enforcement of codes, ordinances and regulations of the Fire Department and shall have the power to sign complaints before any court or other proper authority for the violation of any City code, ordinance or regulations as related to the Fire Department.
17. Shall upon reviewing and approving building plans, keep records of all permits written, permits issued, and fees collected.
18. Shall inspect or direct to be inspected, all public commercial buildings and occupancies to ascertain compliance with all appropriate buildings, fire prevention, and life safety codes.
19. Shall cause to be prepared, plans for buildings in the City that provide conditions that would be hazardous to the general public and firefighters in time of emergency.
20. Shall be responsible for making routine rough and final inspections of new construction in the City to ensure that such construction is according to code and approved plans.
21. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Supervisor or Fire Chief.

QUALIFICATIONS REQUIRED:

Knowledge: Extensive knowledge in training techniques, drills and testing; fire behavior and characteristics; firefighting techniques, practices and standards; Fire Department policies and procedures; all department vehicles and equipment capabilities, as well as minimal knowledge of vehicle and power; tool mechanics and operation; motivational skills pertinent to career personnel; emergency medical techniques, practices and standards; grant writing techniques and procedures; and all emergency management principles.

Abilities: Ability to follow verbal and written instructions; analyze situations quickly and make decisions regarding the management of emergency situations; work effectively as part of the management team; research and evaluate programs to meet department training needs; prepare concise state and departmental records and reports; identify problem areas and make recommendations; communicate effectively, both orally and in writing; manage budget within assigned division; ability to interact professionally with subordinates, superiors, public, and outside associates in an effective manner; ability to perform all physical tasks necessary to complete all necessary requirements in both emergency and non-emergency conditions; ability to execute fire and disaster plans under emergency and hazardous conditions; perform proficiently all facets of fire service including suppression; effectively schedule, assign and evaluate work of subordinates; assist in the preparation of departmental budget, policy and regulation recommendations.

Experience, Education and Training: Any combination and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be **Experience:** At least Ten (10) years in the fire service with Five (5) years with the Carthage Fire Department in a supervisor or acting supervisor position with the Department. **Education:** Must have FF I-II certification. Must either have or be willing to attain certification as a Fire Services Instructor, Fire Officer I and II, and either Fire Service

Investigator or Fire Service Inspector within 3 years of accepting the appointment. Advanced Fire Service Instructor certifications are encouraged (Currently Instructor 2,3, and 4 are available options). .

Physical Requirements: Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 100 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri driver's license; certification and training requirements as specified by State Statutes; IFSAC Firefighter I & II or equivalent certification; Fire Service Instructor and Fire Officer I & II.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Shifts may be adjusted pursuant to the discretion of the Chief and/or Deputy Chief depending on departmental and community needs. Employee is scheduled to work 80 hours during the bi-weekly work period. Additional hours may be required to attend fires and/or emergency situations and meetings

LIMITATIONS AND DISCLAIMER:

The above description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____ Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Fire
POSITION TITLE: Training Chief

SALARY GRADE: KPS
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Provides overall management of both emergency and non-emergency functions on an assigned shift. Directs operations of all on duty operating forces of the Fire Department. Serves as commander for significant fire, rescue, hazardous materials, and emergency management incidents. Serves as a member of the department's management team in recommending policies, procedures and budgetary matters. Coordinates or directs one of these areas of Department Responsibility: Prevention, Support Services, and Training.

SUPERVISION RECEIVED AND EXERCISED:

Under general direction of the Fire Chief, supervises and directs professional, technical, or support staff within the department, either directly or indirectly through supervisors as assigned, Oversees the Training and certification of fire department members within the scope of community need and personnel capabilities.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Directly responsible for all operations of the training division.
2. Directly responsible for the drafting of policy and procedures, as related to the training division, for Fire Chief approval.
3. Directs training for fire suppression, rescue and other services provided by the Fire Department.
4. Directly responsible for all records and record keeping pertaining to the training division.
5. Provides leadership and personnel management for Fire Department personnel.
6. Directly responsible for the development and delivery of changes necessitated by changes to Fire Department policies or standard operating procedures.
7. Responds to, as well as serves in the capacity of Incident Commander for significant Fire, emergency medical, rescue, hazardous materials and emergency management incidents as prescribed by the Fire Chief.
8. Directly responsible for consistent, uniform training throughout the Fire Department.
9. Shall serve under the direction of the Fire Chief.
10. Functions as the Fire Department Safety Officer at all incidents.
11. Performs all other related duties as assigned by the Fire Chief.
12. Shall attend all Officers meetings and report on activities of the training division.
13. Shall work closely with the Deputy Chief/Fire Marshal in forming a training program for fire crews in inspection activities, fire prevention and public education.
14. Serves as a member of the Fire Department's management team in the recommendation, development and administration of policies, procedures, and

Revised March 2009

- departmental budget.
15. Carries out any other duties as are within the scope, spirit, and purpose as directed by the supervisor or Fire Chief.

QUALIFICATIONS REQUIRED:

Knowledge: Extensive knowledge in training techniques, drills and testing; fire behavior and characteristics; firefighting techniques, practices and standards; Fire Department policies and procedures; all department vehicles and equipment capabilities, as well as minimal knowledge of vehicle and power; tool mechanics and operation; motivational skills pertinent to career personnel; emergency medical techniques, practices and standards; grant writing techniques and procedures; and all emergency management principles.

Abilities: Ability to follow verbal and written instructions; analyze situations quickly and make decisions regarding the management of emergency situations; work effectively as part of the management team; research and evaluate programs to meet department training needs; prepare concise state and departmental records and reports; identify problem areas and make recommendations; communicate effectively, both orally and in writing; manage budget within assigned division; ability to interact professionally with subordinates, superiors, public, and outside associates in an effective manner; ability to perform all physical tasks necessary to complete all necessary requirements in both emergency and non-emergency conditions; ability to execute fire and disaster plans under emergency and hazardous conditions; perform proficiently all facets of fire service including suppression; effectively schedule, assign and evaluate work of subordinates; assist in the preparation of departmental budget, policy and regulation recommendations.

Experience, Education and Training: Any combination and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be **Experience:** At least Ten (10) years in the fire service with Five (5) years with the Carthage Fire Department in a supervisor or acting supervisor position with the Department. **Education:** Must have FF I-II certification. Must either have or be willing to attain certification as a Fire Services Instructor, Fire Officer I and II, and either Fire Service Investigator or Fire Service Inspector within 3 years of accepting the appointment. Advanced Fire Service Instructor certifications are encouraged (Currently Instructor 2,3, and 4 are available options).

Physical Requirements: Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 100 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri driver's license; certification and training requirements as specified by State Statutes; IFSAC Firefighter I & II or equivalent certification; Fire Service Instructor and Fire Officer I & II

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Shifts may be adjusted pursuant to the discretion of the Chief and/or Deputy Chief depending on departmental and community needs. Employee is scheduled to work 80 hours during the bi-weekly work period. Additional hours may be required to attend fires and/or emergency situations and meetings

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. Overtime is required for the position.

LIMITATIONS AND DISCLAIMER:

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I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____ Date: _____



CITY OF CARTHAGE, MISSOURI

RESOLUTION NO. ____

A **RESOLUTION** affirming the City of Carthage’s dedication to public safety and its commitment to reducing violent crime within its jurisdiction.

WHEREAS, law enforcement is essential for the safety and security of Carthage’s citizens, communities, and visitors; and

WHEREAS, engagement between the community and law enforcement plays a critical role in reducing crime by fostering trust between residents and law enforcement; and

WHEREAS, local participation in widespread initiatives cultivates a sense of collective responsibility, trust, and ownership; and

WHEREAS, community buy-in and accountability plays a significant role in influencing criminal activity within a community; and

WHEREAS, the City of Carthage remains committed to advancing public safety, strengthening law enforcement efforts, and implementing initiatives designed to lower crime and improve the quality of life for all who live in and visit the community;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI, AS FOLLOWS:

Section 1. The City Council of Carthage hereby affirms its strong commitment to public safety and to the ongoing reduction of violent crime within the City.

Section 2. The City of Carthage further commits to meeting the standards and fulfilling the requirements of the Blue Shield Program as outlined in Executive Order 25-03.

Section 3. This Resolution shall become effective immediately upon its passage and approval.

APPROVED BY THE COUNCIL OF THE CITY OF CARTHAGE, MISSOURI, this 27th day of May, 2025

David Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk



Program Requirements

The below requirements must be met to be acknowledged as a Missouri Blue Shield Community. Required documentation for the application is noted below the requirement.

1. The local government's governing body shall adopt a resolution demonstrating its commitment to public safety, including a commitment to reduce violent crime within its jurisdiction.
 - Upload the local government's resolution document.
2. The local government has made extraordinary investments in public safety in the last 5 years or has included extraordinary funding for public safety in the current budget.
 - Upload a signed letter from the treasurer indicating increases in law enforcement personnel or budget.
3. The community has participated in policing initiatives.
 - Select from a list of community policing initiatives. See Exhibit 1.
4. The local government's law enforcement agency has a police officer recruitment and retention program.
 - Upload the policy.
5. The local government has partnered with local stakeholders in a joint effort to invest in and/or improve public safety in a significant way.
 - Describe the partnership or upload supporting documentation.
6. The local government has demonstrated effectiveness in reducing crime or created innovative programs that attempt to reduce crime.
 - Describe the program or upload supporting documentation.
7. The local government's law enforcement agency participates in regional anti-crime task forces, or has a demonstrated commitment to be a willing partner with them in the future.
 - Describe the law enforcement agency's participation or upload a letter in intent to participate in regional anti-crime task forces.
8. The local government's law enforcement agency is committed to proactive policing practices
 - Select from a list of proactive policing practices. See Exhibit 2.
9. The local government's law enforcement agency must be in compliance with at least the following statutes: sections 43.505, 43.544, 590.030, 590.650.3, 590.700, and 590.1265, RSMo.
 - Attest to compliance with the above statutes.
10. The local government should also include a summary of their law enforcement agency's recent accomplishments and goals for the coming year and next five years.
 - Describe the law enforcement agency's recent accomplishments.
 - Describe the local government's goals in supporting and investing in its local law enforcement agency.



Exhibit 1

Community Policing Initiatives

<input type="checkbox"/> Neighborhood Watch Programs	<input type="checkbox"/> Crisis Intervention Teams (CIT)
<input type="checkbox"/> Police Athletic Leagues (PAL)	<input type="checkbox"/> Community Cleanups
<input type="checkbox"/> Community-Oriented Police Stations	<input type="checkbox"/> Business Watch Programs
<input type="checkbox"/> Foot and Bike Patrols	<input type="checkbox"/> Faith-Based Outreach
<input type="checkbox"/> Citizen Police Academies	<input type="checkbox"/> Senior Safety Programs
<input type="checkbox"/> School Resource Officers (SROs)	<input type="checkbox"/> Reentry Support Programs
<input type="checkbox"/> Community Advisory Boards	<input type="checkbox"/> Child Development Project (CDP)
<input type="checkbox"/> Coffee with a Cop	<input type="checkbox"/> Rape Aggression Defense System (RAD)
<input type="checkbox"/> Violence Interruption Programs	<input type="checkbox"/> Mothers Against Drunk Driving (MADD)
<input type="checkbox"/> Homeless Outreach Teams	<input type="checkbox"/> Other (please list)



Exhibit 2 – Page 1 of 2

Proactive Policing Practices

Community Engagement & Prevention Strategies

<input type="checkbox"/> Community-Oriented Policing (COP)	<input type="checkbox"/> Business Crime Prevention Partnerships
<input type="checkbox"/> Neighborhood Watch Programs	<input type="checkbox"/> Police Athletic Leagues (PALs)
<input type="checkbox"/> School Resource Officers (SROs)	<input type="checkbox"/> Community Liaison Officers
<input type="checkbox"/> Crime Prevention Through Environmental Design (CPTED)	<input type="checkbox"/> Gang Prevention & Intervention Programs
<input type="checkbox"/> Public Awareness & Education Campaigns	<input type="checkbox"/> Other (please list)

Data-Driven Policing Strategies

<input type="checkbox"/> Predictive Policing	<input type="checkbox"/> Social Media Monitoring
<input type="checkbox"/> CompStat (Comparative Statistics)	<input type="checkbox"/> License Plate Readers (LPRs)
<input type="checkbox"/> Crime Mapping	<input type="checkbox"/> Real-Time Crime Centers (RTCCs)
<input type="checkbox"/> Hot Spots Policing	<input type="checkbox"/> Gunshot Detection Systems
<input type="checkbox"/> Intelligence-Led Policing (ILP)	<input type="checkbox"/> National Integrated Ballistic Information Network (NIBIN)
<input type="checkbox"/> Fusion Centers	<input type="checkbox"/> Other (please list)



Exhibit 2 – Page 2 of 2

Proactive Policing Practices

Targeted Enforcement & Patrol Strategies

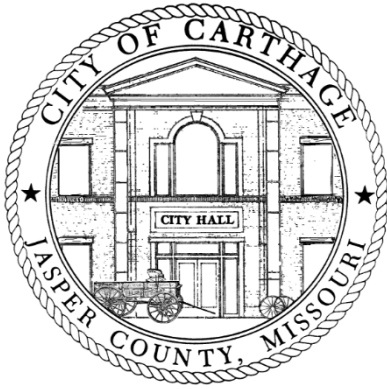
<input type="checkbox"/> Directed Patrols	<input type="checkbox"/> Repeat Offender Programs (ROPs)
<input type="checkbox"/> Broken Windows Policing	<input type="checkbox"/> Parolee & Probation Checks
<input type="checkbox"/> Traffic Enforcement for Crime Prevention	<input type="checkbox"/> Vice & Human Trafficking Task Forces
<input type="checkbox"/> Gun Violence Reduction Strategies	<input type="checkbox"/> Other (please list)

Technology & Surveillance-Based Strategies

<input type="checkbox"/> Body-Worn Cameras (BWCs)	<input type="checkbox"/> Surveillance Camera Networks
<input type="checkbox"/> Predictive Analytics for Dispatching	<input type="checkbox"/> Enhanced Suspect Identification
<input type="checkbox"/> Electronic Monitoring of Offender	<input type="checkbox"/> Other (please list)
<input type="checkbox"/> Crime Analysis Units	

Collaborative & Specialized Units

<input type="checkbox"/> Violent Crime Task Forces	<input type="checkbox"/> Cybercrime Units
<input type="checkbox"/> Crisis Intervention Teams (CITs)	<input type="checkbox"/> Terrorism Early Warning Groups
<input type="checkbox"/> Domestic Violence Prevention Units	<input type="checkbox"/> Inter-Agency Collaboration Programs
<input type="checkbox"/> Nuisance Abatement Programs	<input type="checkbox"/> Alternative Crisis Response Teams
<input type="checkbox"/> Financial Crime & Fraud Prevention Units	<input type="checkbox"/> High Intensity Drug Trafficking Areas
<input type="checkbox"/> Human Trafficking Prevention Task Forces	<input type="checkbox"/> Other (please list)



The City of Carthage

America's Maple Leaf City

326 Grant St., Carthage, MO 64836 (417) 237-7000 FAX (417) 237-7002

May 16, 2025

Over the past five years, the City of Carthage has made extraordinary investments in public safety, reaffirming our deep commitment to the well-being of our community and the professionals who serve and protect it.

Through thoughtful planning and fiscal responsibility, the city has implemented several major initiatives aimed at enhancing the capabilities and retention of our police department. Among these, we are proud to highlight:

- **A Take-Home Vehicle Program:** Every officer now has access to a department-issued vehicle they may take home. This not only reduces response times in emergencies but also serves as a visible deterrent to crime in our neighborhoods.
- **Upgraded Equipment:** We have funded the purchase of new pistols and rifles for all officers, ensuring that our personnel are equipped with modern, reliable tools to perform their duties safely and effectively. These new tools include red dots on the pistols. These new sights have noticeably improved the score of the officer's qualifications.
- **Officer Compensation Improvements:** A comprehensive salary study was conducted to assess how our officers' compensation is compared regionally. As a result, officer salaries were adjusted to remain competitive, aiding both retention and recruitment efforts.

These initiatives reflect our City's unwavering support for public safety professionals and our belief that a well-equipped, well-compensated police force is essential to maintaining the high quality of life we all enjoy in Carthage.

We are grateful to our law enforcement officers for their continued service, and we remain committed to providing them with the resources they need to succeed.

Sincerely,

Miranda Deal
City Clerk
City of Carthage

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Police
POSITION TITLE: Taxi Driver

SALARY GRADE: PA
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Drives a taxicab to transport passengers for a fee. Picks up passengers in response to radio or telephone relayed request for service providing a safe and courteous environment for citizens during transport.

SUPERVISION RECEIVED:

Under general supervision of the Administrative Sergeant. Incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Familiar with city streets and addresses.
2. Knowledge of City, State and local traffic ordinances.
3. Ability to conform to Police Department rules and regulations.
4. Maintain a clean and safe vehicle.
5. Perform basic monetary transactions and keep records of same.
6. Ability to operate transportation vehicle while obeying all traffic laws.
7. Communicate and interact well with the public.
8. Operate vehicle radios and phones.
9. Ability to work with handicapped persons or equipment.
10. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Extensive knowledge of the operations and features of assigned vehicle(s); general driving skills and knowledge of traffic laws; skills in reasoning and interpreting policies and procedures, maps, and route directions; and ability to administer First Aid and CPR. General knowledge of geography of the City including business sections.

Abilities: Ability to drive a multi-passenger vehicle safely and appropriately, including ability to read and interpret road signs in English; ability to read, understand, and adhere to the rules regulations of the Federal, State and Local governments. Ability to recognize vehicle maintenance needs; to perform minor vehicle repairs; to communicate effectively orally and in writing; to establish effective professional relationships with customers, co-workers, and upper level staff and employees. Reflect a positive image with the public. Ability to pass a pre-employment and random drug screens as required by the Department of Transportation.

Experience, Education and Training: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A

Revised September 2020

typical way to obtain the knowledge and abilities would be: Experience: Sufficient training and experience to demonstrate the knowledge and abilities listed above. Education: High school diploma or (HSE Equivalency Credential) preferred. Must be a minimum of 21 years of age, and possess and maintain a safe driving record.

Physical Requirements: Must be able to operate a motor vehicle. Must be able to physically assist the transportation of handicapped persons. Must be able to assist with luggage, parcels and other items being transported. The employee may frequently exert or lift at least 25 pounds.

Licenses and Certificates: Possession of or ability to maintain a current valid Missouri Class E chauffeur's license; to maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Employee is scheduled to **work up to 56 hours** during the bi-weekly period. Specific hours to set by supervisor or Department Head.

Overtime: The city provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. No overtime is required for this position.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____

Date:



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