

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: CITY MARSHAL

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I. Purpose

To establish the procedures and responsibilities for the operation of the City Marshal.

II. Statement of Policy

It shall be the policy of the Covington Police Department to work in conjunction with the City of Covington's Planning and Zoning Department to establish and maintain the position of City Marshal. The day to day operations of the personnel shall be under the responsibility of the Planning and Zoning Director. The certification and mandated responsibilities of the personnel shall fall under responsibility of the Chief of Police.

III. Procedures

- A. The City Marshal is responsible for the daily enforcement of City of Covington Ordinances dealing with building and zoning codes. In doing so, the Marshal shall enforce all relevant codes and ordinances of the City of Covington.
- B. The City Marshal should recognize that service to the citizens of Covington is a major function of their responsibilities. The Marshal should try to assist citizens as much as possible and to educate as well as enforce the codes and ordinances.
- C. The City Marshal shall be a certified law enforcement officer with a current certification with Georgia POST Council. The Marshal also must be current with his or her firearms qualifications and required training hours.
- D. The City Marshal shall follow all police department rules and regulations and city policies as they relate to enforcement responsibilities (i.e. code of conduct, use of force, etc).
- E. If a City Marshal encounters a situation that escalates to the level of a criminal matter, they should immediately call for the Police Department's Compliance Officer or a Covington police officer to respond to the scene to provide assistance.

- F. Any complaints lodged against a City Marshal shall be addressed by the Director of Planning and Zoning. The Director may request assistance from the Police Department's Internal Affairs Officer, if deemed necessary.
- G. The City Marshal shall wear a uniform that clearly differentiates them from a police officer, while also identifying them as a law enforcement officer. They will be armed with a 9mm Glock pistol, handcuffs, pepper spray, body armor, body worn camera and any other equipment deemed necessary to accomplish their mission.
- H. The City Marshal has the authority to enforce all City of Covington codes and ordinances and any state laws applicable to the nature of their job responsibilities or that result from their investigations.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton
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Chief of Police