

**Finance & Administration Committee Meeting**

**March 19, 2024**

**4:00 p.m.**

- 1. Sale of Parking Lot – Washington Avenue**
- 2. Roof Bid Agreements – 209 West Pleasant Ave.**
- 3. Police Vehicle Operations Policy Discussion**
- 4. Compensatory Time Discussion**
- 5. Beer Ordinance Discussion**
- 6. Newman Property Discussion**



**CUSTOMER INFORMATION**

Name: City of Covington Email: N/A Phone: 901-476-7191 Ext 1046  
 Street: 209 W Pleasant St City: Covington State: Tn Zip: 38019  
 Insurance: \_\_\_\_\_ Claim Number: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**ROOF SPECIFICATIONS**

Tear Off: Yes Layers: 1 Square Count: 45 Pitch: 5/12

**MATERIALS**

**COLOR**

**LOCATION**

**UPGRADE COST:**

I&W Barrier: <u>Rhino G</u>		Valleys/where roof meets wall	
Underlayment: <u>Rhino U20</u>			
Titan XT	<u>Virginia Slate</u>		
Hip ridge	<u>Virginia slate</u>		
Flat Roofing: <u>None</u>	<u>N/A</u>	<u>N/A</u>	
Metal Roofing: <u>None</u>	<u>N/A</u>	<u>N/A</u>	
Ventilation: <u>Power Vents</u>	<u>N/A</u>	<u>Replace Existing</u>	
Drip Edge: <u>Yes</u>	<u>Black</u>	<u>Eaves &amp; Rakes</u>	
Decking: <u>7/16" OSB</u>		<u>Replace As Needed</u>	
Skylights: <u>None</u>		<u>N/A</u>	
Counter Flashing: <u>None</u>	<u>N/A</u>	<u>N/A</u>	

**ADDITIONAL NOTES**

Remove chimney and redeck-lumber for this included in price  
 Replace damaged pipe/rain cap  
 Courtesy Decking Supplied (Per 4'x8' Sheet): 1 sheet  
 Additional Decking Cost (Per 4'x8' Sheet): \$100 per sheet

**REFERRED BY CUSTOMER**

Select Customer Referral: \_\_\_\_\_ Referral Name: \_\_\_\_\_  
 Select Payment Method: \_\_\_\_\_ Referral Address: \_\_\_\_\_  
 Select Referral Amount: \_\_\_\_\_

**SIGNATURES**

Customer Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 Company Representative: Michael Tolbert Printed Name: Michael Tolbert Date Signed: 2/23/24



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**DAMAGEABLE MATERIALS**

Southern Roofing and Renovations ("SRR") uses all reasonable care to avoid damaging any materials already present in your home. Materials and items that could be damaged include, but are not limited to, air conditioning ("AC") lines, pipes, plumbing, wiring, lines, and other damageable materials (hereinafter, "Damageable Materials"). SRR will be responsible for and make repairs to any Damageable Materials that are open and obvious and in compliance with all code requirements and that SRR damages during its work. However, SRR is not responsible for and the homeowner/insured waives any and all liability for any damages to Damageable Materials that are not open and obvious or not in compliance with code requirements. (For example, of code compliance, International Residential Code or IRC 1101.3 provides that any portion of a refrigeration system that is subject to physical damage shall be protected in an approved manner.) The homeowner/insured is responsible for notifying SRR in writing of and Damageable Materials that are not open and obvious or not in compliance with codes. If the homeowner is unsure of whether damageable Materials are present, then the homeowner is responsible for separately obtaining a separate inspection and notifying SRR of the results. I have read and fully understand by initialing this release that I am releasing Southern Roofing and Renovations LLC of all liabilities of any damages to Damageable Materials that are not open and obvious or not in compliance with code.



**LINE ITEM RELEASE OF LIABILITY**

**ROL AMOUNT:** \$ 0.00

Southern Roofing and Renovations ("SRR") has installed my roof, however, I understand that I am choosing to act as my own General Contractor for all the specified line items listed in the box below per the Scope of Work provided by my insurance carrier.

SRR may provide me with several independent contractors that I may choose to use. I understand by using any or all of the provided referrals SRR is in no way associated with this project. I understand and agree that all personal and bodily injury liability will be my responsibility. SRR will not be providing any company representative to oversee any work, nor will they be providing any material or workmanship warranty. Any money provided by the homeowner's insurance company that are to be allocated by the insured towards their deductible, and/or other work being self-contracted by the homeowner/insured are not the responsibility of SRR. I have read and fully understand that by initialing this release I am releasing Southern Roofing and Renovations of all liabilities and warranties of both workmanship and product failure. I am accepting all risk of acting as my own General Contractor to have the repairs for all other trade line items performed.



**SKYLIGHT RELEASE OF LIABILITY**

I have read and fully understand that by initialing this release and not choosing a full replacement of the skylights that Southern Roofing and Renovations ("SRR") will not warranty areas with skylights, I understand that SRR cannot be held liable for existing skylights. Even though I may not have leaks prior to the new roof, I understand that the vibrations from nailing and manipulation of the skylight to remove the roofing around the skylights could cause the seal to crack and that this is not the fault of SRR. I have read and understand that by not replacing my skylights at the time of replacing the roof that I am taking full responsibility of any future damages as SRR does not warranty existing skylights, nor does SRR take any responsibility of any interior damaged caused by existing leaking skylights.



**LOW SLOPE RELEASE OF LIABILITY**

Southern Roofing and Renovations ("SRR") has informed me that I have a low slope that needs either modified bitumen (rolled roofing) or reinforced with 60mil Ice and Water barrier. I have read and understand that by not having SRR install modified bitumen or 60mil Ice and Water barrier in areas that require it that SRR will not be held liable for damages to these areas.

**SIGNATURES**

Customer Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 Company Representative: *Michael Tolbert* Printed Name: Michael Tolbert Date Signed: 2/23/24



**CUSTOMER INFORMATION**

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**Southern Roofing and Renovations (hereafter warrantor) will warrant against defects in workmanship for the installation of the roofing system as follows: Commencing upon completion date for a period of 2 years for the repair of roofing system as well as any damage done to the interior due to improper installation. The contractor also agrees to furnish upon reasonable notice and at appropriate times for any warranty repairs to be completed.**

**EXCLUSIONS**

The owner shall notify the warrantor of any leak, defect, failure, or deficiency that is discovered by the owner within ten (10) days of the discovery. If this warranty covers the leak, defect, failure, or deficiency, the warrantor shall then have the right to inspect and repair the problem hereunder immediately. If this warranty does not cover the leak, defect, failure, or deficiency, the warrantor shall have the right to directly inspect and repair the problem with the owner's written authorization and at the owner's sole expense. Applicator shall have the right to inspect the roof during the term of the warranty annually. Payment as per terms of the contract shall constitute the sole consideration for this warranty. If the owner shall fail to make payment per the terms of the contract, this warranty shall be void and have no further effect.

**EXCLUSIONS**

Damage to the roofing, property, building, or contents caused by fire, settling, distortions, or other failures of the building, natural causes including floods, lightning, high winds, hail, hurricanes, tornadoes, earthquakes, or extraordinary or unusual events. Damage to the roofing job from cracks or openings in the roof substrate, walls, partitions, foundations, etc. Vandalism, penetration, damages, or attacks to the roof by third parties or foreign objects or agents, including plant or animal life. Damage caused by alteration or addition to encroachment upon the erection of a structure on the roof or any use of the roof other than its original intended purpose, including but not limited to snow shoveling, heat cables, salt, etc. Changes in use of this building shall be subject to warrantors' approval in writing. There is no Implied Warranty of Merchant Ability or Fitness in connection with roof materials supplied by this contractor. This warranty shall not render this contractor liable in any respect for any damage to this building, or any contents thereof for any loss, injury, or damage to persons or property resulting from any defect in the materials supplied, nor will the contractor be held liable for incidental, special or consequential damages, direct or indirect of any nature to any person sustained from any cause due to manufacturers defect in materials supplied.

**OTHER PROVISIONS**

No modifications of this warranty shall be effective unless in writing and approved by all parties. This warranty shall not be transferred to a new owner should the property be sold, provided the warrantor is notified of the sale within thirty (30) days of the transfer. This warrant contains the sole and exclusive liability of the warrantor for the roofing job and the application, maintenance, and repair thereof. **THIS WARRANTY IS IN PLACE OF ALL OTHER WARRANTIES WRITTEN, ORAL, EXPRESSED, OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PRACTICAL PURPOSE.** This warranty shall not be effective unless executed by an authorized representative of the warrantor. This warranty is not intended as a substitute for a common sense maintenance program by the owner, nor is it an effective instrument in the face of abuse of the roof by foot traffic and abuse from other trades or individuals.

**SIGNATURES**

Customer Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Company Representative:  Printed Name: Michael Tolbert Date Signed: 2/23/24



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**MANUFACTURER WARRANTY**

**UPGRADE COST:** \$ 0.00

**I DECLINE RECOMMENDED WARRANTY**

 **Standard Product Limited Warranty**  
on Roofing Shingles



**SYSTEM PROTECTION**  
Limited Warranty



**Preferred PROTECTION**  
Limited Warranty



**Platinum PROTECTION**  
- Limited Warranty -



**DAY OF BUILD EXPECTATIONS**

- Materials and supplies are typically delivered the day before, or the morning of, your scheduled project.
- We will need access to the entire driveway during your project. This is for material drop off, pick up, dumpster access and safety. Please remove all vehicles, and anything you may need from your garage, prior to your scheduled project.
- We will need access, and use of, electricity and water during your project.
- Remove any exterior property from walls, porches, sidewalks or any other areas around the perimeter of the structure that may be damaged during the construction process.
- Remove, or secure, all items on walls and shelving. During the construction process, there could be vibrations that could cause décor in structure to be knocked from the walls or shelves. Please plan accordingly to avoid potential damage to personal property.
- Safety is key. There will be excessive debris being discarded off of the roof during the construction process. It is the customer's responsibility to take proper precautions when accessing the job site areas. The construction process can be loud and can cause excessive noise from debris removal, installation, power tools and other job-related tasks; please be prepared for this disruption for the entirety of the project. However, we try our best to minimize excessive noise.
- We will protect landscaping where applicable. However, the placement of tarps may cause temporary damage to landscaping from excessive heat trapped under the tarps; especially during the summer months. If you have any "special" landscaping or special attention areas, please notify your project manager prior to your scheduled project.
- We will remove all debris associated with your project from your roof, gutters, downspouts and yard.
- We will do our best to remove all nails from the construction process. However, nails can be hidden in landscaping areas; please be cautious for the weeks following the construction process when out in the yard or when performing any work in these areas.


**JOB COST BREAK DOWN**

Actual Cash Value (ACV): <u>\$ 17,766.82</u>	Recoverable Depreciation: <u>\$ 0.00</u>	Non-Recoverable Depreciation: <u>\$ 0.00</u>	PWI & PWARR: <u>\$ 0.00</u>	Waiver Of Liabilities: <u>\$ 0.00</u>
Warranty Upgrade Cost: <u>\$ 0.00</u>	Component Upgrade Cost: <u>\$ 0.00</u>	Deductible: <u>          </u>	Emergency Tarp: <u>          </u>	OP Difference: <u>\$ 0.00</u>

••ROL Amount are the funds homeowner will be utilizing for the line items outlined below on the Waiver Of Liabilities, as their own General Contractor.  
 ••The OP difference displays the amount customer owes after any adjustments from RCL Amount. A negative amount is funds that will be paid to Homeowner out of the collected claim amount.

**TOTAL COST:** \$ 17,766.82

**SIGNATURES**

Customer Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date Signed: 1/14/24  
 Company Representative:  Printed Name: Michael Tolbert Date Signed: 1/11/24



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Please provide us with any Customer Referrals that you feel could benefit from our roofing services and complimentary inspections. As a thank you, for every referral that receives a roof replacement, you will receive a **\$200.00** referral check.

**CUSTOMER REFERRAL #1**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CUSTOMER REFERRAL #2**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CUSTOMER REFERRAL #3**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CUSTOMER REFERRAL #4**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CUSTOMER REFERRAL #5**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CUSTOMER REFERRAL #6**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_




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MATERIALS	DAMAGED	NOTES
Fascia	✓	To be replaced later
Soffit	✓	To be replaced later
Frieze Board	✓	To be replaced later
Corner Board		
Columns		
Railings		
Siding		
Stucco		
Chimney	✓	To be removed
Masonry		
Doors		
Windows		
Window Seals		
Window Screens		
Window Shutters		
Gutters		
Downspouts		
Deck		
Fence		
Driveway		
Detached Structure		

**SIGNATURES**

Customer Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 Company Representative:  Printed Name: Michael Tolbert Date Signed: 2/23/24



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**SCOPE OF WORK DESCRIPTION**

Remove and replace damaged wood soffit/fascia

Install approximately 319 ft metal fascia

Install approximately 319 metal brick frieze

Instal approximately 665 sq ft of vinyl soffit including porch

Haul away debris

5 year warranty

**TOTAL COST:** \$ 9,659.89

**ADDITIONAL NOTES**

**SIGNATURES**

Customer Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date Signed: 2/23/24  
Company Representative:  Printed Name: Michael Tolbert Date Signed: 2/23/24





**CUSTOMER AGREEMENT IS SUBJECT TO INSURANCE COMPANY APPROVAL**

This Contract and any agreements made pursuant thereto between Southern Roofing and Renovations LLC (hereinafter referred to as the "Co." or "Company" or "SRR") and the customer(s) named herein on the Agreement page 1 will be subject to all appropriate laws, regulations, and ordinances in the state of record.

1. All contracts are subject to the approval of our credit department and office without exception. The person executing this contract must obtain the consent of the officer of the Company for this contract to be effective under any conditions in the state of record.
2. SHOULD DEFAULT BE MADE IN PAYMENT OF THIS CONTRACT, CHARGES SHALL BE ADDED FROM THE DATE THEREOF AT A RATE OF ONE- AND ONE-HALF PERCENT (1.5%) PER MONTH (18% PER ANNUM) WITH A MINIMUM CHARGE OF \$20.00 PER MONTH, AND IF PLACED IN THE HAND OF AN ATTORNEY FOR COLLECTION, ALL ATTORNEY FOR COLLECTION, ALL ATTORNEY'S FEES AND LEGAL FILING FEES SHALL BE PAID BY ACCEPTING SAID CONTRACT.
3. The Company shall have no responsibility for damages from rain, fire, tornado, windstorm, or other perils, as is normally contemplated to be covered by HOMEOWNERS INSURANCE or BUSINESS RISK INSURANCE, or unless specified in writing, made therefor before the commencement of work.
4. The quotation of the face hereof does not include expenses or charges for bond insurance premiums or costs beyond standard insurance coverage, and any such additional expenses, premiums, or costs shall be added to the amount of the contract. (For example, Performance Bonds or Maintenance Bonds)
5. Replacement of deteriorated decking, fascia boards, roof jacks, ventilators, flashing, or other materials, unless otherwise STATED IN THE CONTRACT, are NOT INCLUDED and will be charged as an extra on a time and material basis.
6. After 90 days, Company reserves the right to revise the price in accordance with costs in effect at the time. (For example, increases in material cost).
7. The Company shall not be liable for the failure of performance due to labor controversies, strikes, fires, weather, inability to obtain materials from usual sources, or any other circumstances beyond the control of the Company, whether of a similar or dissimilar nature.
8. EXCESSIVE WIND IS 50 M.P.H. or faster. THE WARRANTY IS NON-TRANSFERABLE.
9. The Company is not responsible for any damage on or below the roof due to leaks, excessive wind-driven rain, ice, or hail during the period of warranty.
10. If material must be reordered or restocked because of cancellation by the Customer, there will be a RESTOCKING FEE equal to fifteen percent (15%) of the contract price.
11. This contract or warranty shall not be assigned except by or with the written permission of the Company.
12. IF THIS CONTRACT IS CANCELLED BY THE CUSTOMER LATER THAN 5 DAYS from the execution, Customer shall pay the Company a fee for the inspection and construction consulting services provided by S.R.R. By signing this contract, Customer agrees that the appropriate damages for cancellation shall be \$200.00 (two hundred dollars) per person-hour expended in evaluating the property or \$2,000.00 whichever is greater, as liquidated damages, not as a penalty. The Company agrees to accept such a reasonable and just compensation for cancellation. For the cancellation to be effective, notice must be sent via certified mail to Southern Roofing and Renovation L.L.C.
13. THIS CONTRACT CAN NOT BE CANCELLED ONCE WORK IS COMMENCED EXCEPT BY MUTUAL WRITTEN AGREEMENT OF THE PARTIES
14. If any provision of this contract should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this contract shall not be affected thereby.
15. ANY REPRESENTATIONS, STATEMENTS, OR OTHER COMMUNICATIONS NOT WRITTEN ON THIS CONTRACT ARE AGREED TO BE IMMATERIAL, and not relied on by either party and do not survive the execution of this contract.
16. The maximum liability for the Company shall be the original cost of labor and materials for the repair, which Customer agrees shall be a liquidated sum, under any event of default of Company herein.
17. During the duration of the work, the Customer's homeowner's insurance will be responsible for any interior damage as long as the Company has taken appropriate action to protect the roof during the repair of the roof.
18. If there are any solar panels on the roof, the Company will not be responsible for any damage during the repair, so the homeowner agrees to have a solar panel company take the appropriate action to protect it if necessary.
19. The Company is not responsible for the construction problems of your home. If pointed out and notified to our Company, we will try and assist you in correcting them on a timely and material basis.
20. The Company is not responsible for any damage on or below the roof due to leaks from skylights unless the Company completes the skylight replacement.
21. Warranty is for two(2) years on roof replacement, one (1) year on siding replacement, and one (1) year on gutter repairs. There is no warranty on temporary roof repairs. Extended service warranties are available for an additional charge.
22. Payments are to be made Half down payment or first insurance check, whichever is greater. The Company reserves the right to bill proportionately based on the percentage of work completed. Further, the Customer agrees to endorse and turn over to the Company any check received from an insurance company or the third party within seven (7) days receipt thereof will be considered default.
23. Any hidden conditions or building code-related issues which result in additional labor and/or material costs will require a signed change order to proceed. The Customer understands the Company may issue a stop work order if the change order is not accepted. (For example, rotten decking, fascia, gas vents, HVAC lines or coils, etc.) The Company is not responsible for damages.
24. Customer understands that existing framing issues such as uneven rafter and bowed sheathing are not the responsibility of the Company to fix and will only be repaired if needed and on a time and material basis.
25. Customer understands all insurance proceeds are to be paid to Southern Roofing and Renovations L.L.C. for insurance-approved repairs unless noted in writing on the customer agreement or a change order contract.
26. ADDITIONALLY, THE COMPANY MAY ENFORCE ITS RIGHT TO PAYMENT BY OTHER MEANS, INCLUDING, BUT NOT LIMITED TO, FILING OF A LIEN AGAINST THE PROPERTY OF THE CUSTOMER INVOLVED IN THIS CONTRACT, REPORTING TO APPROPRIATE CREDIT REPORTING AGENCIES, AND ANY OTHER LEGAL REMEDIES AVAILABLE AT LAW.
27. Customer Understands that Southern Roofing and Renovations, L.L.C., subcontracts all dumpster work. Any flat tires due to nails left under the dumpster, driveway, or garage damage are the responsibility of the contracted dumpster company.
28. CUSTOMER AGREES TO PAY IN FULL AT THE TIME OF COMPLETION OF EACH CONTRACT

# GENERAL ORDER

G. O. Number:	Effective Date:	Date Issued:	Review Date: <b>Annually</b>
#Pages: 9		TACP Accreditation Standard # 10.10 thru 10.12 19.1 thru 19.3	Supersedes: Any previous issued policy procedure or directive
<b>Police Vehicle Operations</b>			Revised Date: <b>02/21/2024</b>

**I. PURPOSE**

**The purpose of this policy is to establish guidelines to direct the safe operation of Covington Police Department (“Authorized Emergency”) vehicles by police personnel.**

**II. POLICY**

It shall be the policy of the Covington Police Department that all personnel operate Department vehicles in accordance with state statutes and Department policies and procedures. Personnel responding to calls for service are expected to arrive promptly and safely. All Department personnel shall operate Department vehicles with due regard for the safety of persons and property at all times; and shall be ever mindful of the reasonableness of their actions. When operating under emergency conditions, officers shall carefully balance the risks involved against the public interests.

In order to provide better service to the citizens and businesses of Covington, Tennessee, and to more effectively utilize police department resources, it is the policy of the Covington Police Department (CPD) to provide certified officers, who are sworn to serve the citizens of Covington, Tennessee with fully equipped police vehicles, assigned solely to them. The goal of this program is as follows:

- A.** Promote security of the citizens of Covington by greater visibility and presence of vehicles on the streets and highways.
- B.** Increase police/community relations through mutual understanding of the Covington Police Department’s objectives by increased contacts and services by the officers in the program.
- C.** Deter crime by limiting the opportunity of criminals to commit an act by the presence of more mobile vehicles.
- D.** Reduce the yearly mileage on each vehicle, therefore increasing vehicle life.
- E.** Reduce maintenance cost on each vehicle in the fleet.
- F.** Provide quicker responses of off-duty personnel when called back to duty because of an emergency.
- G.** Provide increased incentive and morale of officers participating in the program.
- H.** Maintain vehicles in top condition through preventative maintenance and personalized assignment.

### III. DEFINITIONS

**Pool Vehicle** - Police Vehicle that is issued to one or multiple drivers that remain at the police department when not in use.

**Take Home Police Vehicle** - individual officers are assigned an individual police vehicle for their sole, individual use. Officers are responsible for vehicles, the same as other issued personal equipment. The program, also referred to as “take home police vehicle program,” (THPVP) allows officers to drive their assigned vehicles to and from their home.

**Headquarters**- 211 S. Main St Covington, Tn 38019

**MDT** ( Mobile Data Terminal) rugged, hand- held devices that give officers access to criminal databases, mapping software and other tools while on patrol.

### IV. PROCEDURES:

#### A. **Assignment**

1. Vehicles will be assigned to individuals for full-time retention and use only on approval of the Chief of Police.
2. Officers living within a 25 mile radius of the Covington Police Headquarters may be allowed to drive the police vehicles home with the approval of the Chief of Police. All other officers will park the vehicles at the Police Department Headquarters.
3. Officers living outside the City limits and required to respond for immediate investigations (i.e. Detectives, Special Operations, Crash Reconstructionist) shall be allowed at the discretion of the Chief of Police to drive the police vehicle home.
4. Officers are reminded that the THPVP is designed to benefit the public through crime deterrence by increased visibility, quick response to emergencies, and through cost savings in maintenance to the CPD.
5. The assignment of a THPVP vehicle is a privilege and not a fringe benefit. Misuse or misconduct involving the use of the THPVP vehicles may result in the revocation of the privilege and/or other disciplinary action.
6. When sufficient fleet vehicles are available, and it is financially feasible, officers assigned to the Patrol Division, and who are not currently on probation may be issued a department vehicle. Use of the vehicle is restricted to only on duty purposes, and to drive to and from their residences when off duty.

## **B. Driver's Responsibilities**

1. Any officer operating a Department vehicle shall possess, at all times, a valid driver's license.
2. All officers operating an CPD vehicle and all passengers occupying an CPD vehicle will wear a seat belt, at all times, while the vehicle is in operation.
3. Driver's will not leave vehicles unattended with keys in the ignition or leave the motor idling while the vehicle is unoccupied, except for emergency situations requiring constant operation of emergency lighting equipment. K-9 officers are exempt from this provision.
4. Officers will report all problems with vehicles promptly to their immediate supervisor and shall submit a written memo documenting the issues.
5. Officers will adhere to all traffic laws and regulations, except as provided in TCA 55-8-108 when responding to an emergency situation.
6. Unless authorized by the Chief of Police, or his/her designee, an officer assigned a take-home vehicle shall be neat and professional in attire. Officers shall not wear any type of clothing or accessories that brings embarrassment or discredit to him/her or the department while operating a department vehicle.

## **C. Collisions**

1. Reporting
  - a. All collisions involving CPD vehicles must be reported immediately, and a supervisor called to the scene.
  - b. Collisions occurring within the City Limits involving Police Department vehicles will be handled by the Tennessee Highway Patrol or an outside department determined by the Chief of Police.
  - c. A minor collision may be worked by the shift supervisor if the department vehicle is the only vehicle involved. (Striking a fixed object.)
  - d. It is the responsibility of the driver involved in the collision to submit a written memo. The supervisor called to the scene will also submit a report detailing his/her findings. The supervisor will be responsible for ensuring all reports pertaining to any damage are submitted through the proper channels to the Chief of Police.
  - e. No statements will be made at a collision scene except to authorized persons.

2. Arrest

- a. Personnel involved in collisions with a department vehicle will not issue a summons or make an arrest of the driver of the vehicle for a traffic violation. This will be the responsibility of the investigating officer and or the person of one higher rank than the driver involved. Exception: if it is necessary to prevent the other driver from leaving the scene.
- b. In cases where the driver of the department vehicle actually observes the other driver commit a traffic violation, which causes the collision, the driver of the department vehicle shall appear in court and testify.

**D. General regulations**

1. Vehicles will be used only for official business.

a. Exceptions:

- (1) Vehicles may be used when attending schools or educational classes, etc., approved by CPD in advance.
- (2) Officers traveling to and from work assignments are permitted to make stops for the purpose of conducting personal business, so long as such stops are short term, minor in nature, and do not interfere or conflict with the program's goal of service to the public. Such stops shall be within the city limits and near the route taken to and from work.
  - i. Vehicles will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows. (Exception: CPD speed trailers)
- (3) Vehicles are authorized to be used to travel to and from athletic facilities (gym) when off duty. \*Facility must be within the mileage guideline of the policy (25 miles from Headquarters)

2. Generally, only the officer assigned to the vehicle should be the driver. Supervisors may designate other officers as drivers based upon the special needs of a specific situation.

3. Unattended vehicles must be **LOCKED** at all times.

- a. Shotguns and/or patrol rifles will be kept secured in the locking mechanism.
- b. Portable radios and other valuables will be removed from the vehicle and securely stored inside the officer's residence.
- c. The above items will be removed from the vehicle if it is left at the garage for repair.

- d. Except for the shotgun/patrol rifle secured in its lock, no other firearms are to be left in the passenger compartment when the officer is off-duty and/or the vehicle is left unattended. **No firearm shall be left unsecure in the passenger compartment.**
4. When operating vehicles, officers shall be dressed in a uniform commensurate with their duty assignment.
5. All officers assigned vehicles on a personal basis shall exercise good judgment in utilizing them and shall not drive, use, or park vehicles in such a manner that will cause unfavorable comment or reflect discredit upon the department.
6. Officers operating vehicles off-duty (to and from home) shall always carry a firearm, badge, and identification.
7. Off-duty officers will monitor the police radio frequency while operating their vehicle.
8. Officers participating in the program will report to headquarters for roll call. It is not permissible to go "in-service" from the officer's residence.
9. Officers participating in the program who observe or learn of criminal activity or other events that warrant immediate police intervention may take action but must immediately notify dispatch and request the response of an on-duty officer. The requesting officer must document all his/her actions taken.
10. Passengers in vehicles are prohibited except as necessary in the performance of official police business. The Chief of Police may grant exceptions.
11. Officers participating in the THPVP shall take action on minor traffic violations only if failure to do so would bring criticism on the department.
12. Passengers in THPVP vehicles are prohibited, except as necessary in the performance of official police business. The Chief of Police may grant exceptions, however; all passengers, including family members of personnel authorized to participate in the THPVP must sign a written waiver (or signed by a parent / guardian in the case of a minor child) prior to receiving an exception from the Chief of Police. When and if authorized family members are present in the THPVP vehicles, officers will not respond to enforcement situations unless there is imminent danger of loss of life and then only if the involvement of the officer does not imperil the passenger(s) in any way. The officers will first deposit the passenger(s) at a convenient location and then respond to the call consistent with Department regulations.
13. Generally, overtime compensation will not be permitted for brief encounters (15 minutes or less) while travelling to and from work assignments. Brief encounters include, but not limited to, traffic control, stranded motorists, stand-by, etc., while awaiting an on-duty officer.

In situations where officer's time becomes extended, such as when making arrests, transports, completing required reports, or traffic control, officers may request compensation. On-Duty supervisor's must be made aware of these events as they occur and must make every effort to mitigate by utilizing on-duty personnel. It is the responsibility of the off-duty officer to make on-duty supervisor aware.

14. Officers will be required to execute an agreement stating that they are familiar with these rules and will abide by their requirements.
15. Officers will be responsible for leaving the spare set of keys to the vehicle on the keyboard at all times.
16. An officer under suspension shall leave his/her take-home vehicle parked at police headquarters throughout the duration of the suspension. The supervisor shall ensure the suspended member complies with this provision.
17. The Chief of Police may add, delete, or revise vehicle rules/regulations as needed to provide current policy to cover situations regarding the needs of the Department.
18. Electronic equipment may be exposed to extreme temperatures, therefore officers are to disconnect (MDT) when the vehicle is left idle for an extended period of time during the officers off days.

#### **E. Inspections**

1. Officers shall inspect their assigned vehicle daily for damage, tire wear, oil, items not belonging in or to the vehicle, loose items, or items that can be reached or obtained by prisoners.
2. All vehicles will be inspected by their assigned officer immediate supervisor once per month. Reports shall be forwarded to the Lieutenant of Patrol. Supervisors will closely monitor the mileage of all THPVP vehicles for congruence with normal usage, as well as home to work allowances.
3. Pool or spare vehicles that are assigned to an officer on any temporary basis shall be inspected immediately by the officer with deficiencies reported to the supervisor and taken for repair.

#### **F. Maintenance Regulations**

1. Excluding normal wear and tear, vehicles must remain in the condition issued. Exterior/interior added accessories, lights, audio devices, or other modifications are prohibited unless approved in writing by the Chief of Police or Captain in advance.

Lieutenant and/or Sergeant will consult with the maintenance shop to ensure that such devices, if approved, are properly installed and do not interfere with emergency equipment and safety equipment.

2. Before any immediate major repairs are made to the vehicle when the officer is off duty, the Supervisor must be contacted. Receipts for repairs made should be forwarded to the Chief of Police for processing. Receipts must include vehicle number or license plate number. Repairs to the vehicles are scheduled through the City of Covington Maintenance Department
3. Vehicles are to be cleaned, repaired, or serviced as follows:
  - a. Vehicles should be kept clean (inside and out) and in good cosmetic condition.
  - b. Vehicles are repaired when necessary for safety and preventative maintenance. Repairs should be scheduled promptly, by Lieutenant and/or Shift Sergeant, at locations authorized by the Chief of Police.
  - c. Pool vehicles may be available for use during extended repairs and services if available at that time.
4. Damage of any type to vehicles caused by the negligence of officers will be cause for disciplinary action. Willful negligence, on the part of officers participating in the program, in the care, maintenance, or operation of an assigned vehicle or violations of the rules and regulations of this program will be cause for dismissal from the program. All crashes involving THPVP vehicles, regardless of whether they occur on-duty or off-duty, will be investigated and processed in accordance with applicable CPD and City of Covington policies and procedures, as well as Tennessee state law. Failure to follow rules and regulations will be cause for taking away vehicle assignment.

#### **G. Training**

1. In accordance with the “Vanessa K. Free Emergency Services Training Act of 2005”, all sworn personnel will receive mandatory training regarding emergency vehicles operations class (EVOC).
2. The training will consist of the following:
  - a. Training in the operation of the vehicle in emergency and non-emergency situations;
  - b. A review of all applicable laws pertaining to emergency vehicles; and
  - c. Training to respond to actions of non-emergency vehicles.
3. All sworn personnel shall receive no less than two hours of EVOC training with a written examination.

**OBEDIENCE TO THE LAW – See Pursuit Policy General Order 5.02 for Tennessee Code Annotated 55-8-108 - Authorized Emergency Vehicles and Operation.**



## H. Emergency/Urgent Call Response

1. Officers shall use emergency warning equipment in accordance with applicable statutes and/or when specifically authorized to do so by a field supervisor.
2. Response modes shall be designated as follows:
  - a. Routine Traffic - A response to a routine call for service. The officer is to respond to the call without delay, proceeding directly to the location, while operating the vehicle in compliance with all traffic laws and with due regard for the safety of all persons. The officer shall not utilize flashing lights or siren.
  - b. Emergency Traffic - A response to an emergency call for service. The officer is to respond to the call immediately, proceeding directly to the location as quickly as reasonably possible, while operating the vehicle with due regard for the safety of all persons, utilizing blue strobe lights, siren, and headlights.
3. A supervisor may order a different response code, if deemed necessary under the circumstances.

## I. Silent Runs

1. It is recognized that in some situations an officer's or citizen's safety and the successful apprehension of a suspect may be jeopardized by the use of audible (siren) equipment or emergency lights within close proximity to the scene, i.e.:
  - a. Robberies in progress
  - b. Burglaries in progress
  - c. Or other like situations where an officer's discretion may determine the need to proceed in a silent run.

**\*\*WARNING\*\***

**According to Tennessee Law (T.C.A. 55-8-108), the exemptions granted to an emergency vehicle only apply when the vehicle is making use of both audible and visual signals.**

**This means that when only the blue strobe lights or siren are being used, the vehicle is just as any other non-emergency vehicle on the street, and is bound by law to obey all traffic regulations.**

## J. Requests for Backup/Assistance

1. When an officer in the field is involved in a situation where help is needed, he or she must be aware that a non-specific request may result in an uncoordinated response. This may be a greater hazard to life and property than the originating

incident. The officer must minimize this hazard by giving the following information if at all possible:

- a. Unit/badge number
  - b. A specific request for "emergency" or "routine" backup.
  - c. Exact location
2. The officer making the request should, if possible, monitor the radio long enough to determine if the call has been received by the Tipton County E911 Communications Center (Dispatch).
  3. Primary response units shall proceed to the specified location in accordance with the response code specified.
  4. Primary response units shall immediately notify the Communications Center upon arrival at the scene and provide a status report as soon as possible.
  5. Upon receipt of a termination notice, responding units shall discontinue emergency operation and return to their assigned area unless specifically requested to continue to the location under normal driving conditions.

**K. Supervisory Responsibility during Request for Backup/Assistance**

1. The Field Supervisor shall monitor the response until it has stabilized or terminated and may assert control by directing specific units into or out of the response as deemed necessary.
2. When an emergency response has been initiated, the Shift Supervisor shall verify the following:
  - a. Proper response (Emergency / non-emergency)
  - b. No more than required or necessary units are involved in the response.

**L. Pursuit or Emergency Response While Transporting**

1. Officers shall not become involved in a vehicle pursuit or emergency traffic response while transporting a prisoner; suspect, witness, or any other person not specifically authorized or allowed to be transported under these circumstances.

**M. Transporting Injured Persons**

1. Police Department vehicles will not be used to transport injured persons. An ambulance will be called. Exceptions to this rule shall be approved by a supervisor.

## **N. Transporting Citizens**

1. Citizens shall be transported in department vehicles only when necessary to accomplish a police purpose. Such transportation shall be done only at the direction of or with the permission of a supervisor.

## **O. Response to MVC's**

1. All accidents involving city vehicles where serious injury or death occurs shall be investigated by the Tennessee Highway Patrol.
2. Response to an MVC will vary depending on the call. Response to an MVC with No Injury the Officer will respond routine. Responding to an MVC involving injury/death the Officer is authorized to respond as an emergency call utilizing emergency equipment. Responding to an MVC unknown injuries the Officer is authorized to respond as an emergency call.

## **Q. EMERGENCY CALL**

1. Definition -- Emergency assignment, lights and sirens in use.
2. Use of blue lights and siren may be justified if any of these elements are present:
  - a. the preservation of life.
  - b. crime of violence in progress.
  - c. the prevention of a crime of violence.
  - d. an immediate pursuit.
  - e. a unit at the scene requests another unit to expedite.
3. The decision to respond to a call using blue lights and siren whether dispatched by police radio or received from other sources is left to the officer's discretion. This decision must be predicated on information sufficient to justify emergency response based on the criteria set forth in this section. The officer's decision may be overridden or changed at the discretion of the shift supervisor.

## **R. CALLS FOR SERVICE**

1. All calls for service fall into one of two categories, Routine or Emergency. Officers will respond to calls following one of the two policies listed below:
  - a. ROUTINE CALLS
    - i. When officers are responding to a routine call and while on patrol emergency equipment will not be utilized. Officers will obey all traffic control devices and obey all traffic laws.

b. EMERGENCY CALLS / PURSUIT

- i. When officers are responding to an authorized emergency call, or are in pursuit (see Chapter 10.10)
  - a. A marked police unit shall have blue lights and siren in operation.
  - b. an unmarked police unit shall have the concealed siren, portable blue light, and headlights (including daytime) in operation.
  - c. under no circumstances shall police units not equipped with sirens be used as emergency vehicles.

S. USE OF EMERGENCY EQUIPMENT FOR TRAFFIC ENFORCEMENT

1. For traffic stops or traffic control the blue lights alone may be used as a means of or minimizing possible traffic hazards once the patrol vehicle is stopped / positioned

T. REPORTING

1. Not every call for service, routine or emergency will generate an incident report. Any call for service that is criminal in nature and is a legitimate call will require an incident report to be filed. Any calls for service that are not of a criminal nature or are unfounded upon arrival will require a daily activity log entry. The shift supervisor, if deemed necessary, may have an officer file an incident report on non-criminal or unfounded calls. Pursuits will require a pursuit report be filed.

**REVIEW PROCESS:**

The Chief of Police or Designee shall conduct an annual review of this General Order and shall make necessary revisions.

**CANCELLATION:**

This General Order shall remain in force until revoked or revised by competent authority.

						2025	2026	2027	2028	2029	2030
<b>Leave Type</b>	<b>Total</b>	<b>Accum</b>	<b>Pay Rate</b>	<b>Leave Liability</b>							
Comp Time Totals	0.50	18,8300		\$9,42		\$9,61	\$9,80	\$10,00	\$10,20	\$10,40	\$10,61
Comp Time Totals	146.59	18,8300		\$2,760.29		\$2,815.50	\$2,871.81	\$2,929.24	\$2,987.83	\$3,047.58	\$3,108.53
Comp Time Totals	26.00	35,2500		\$916.50		\$934.83	\$953.53	\$972.60	\$992.05	\$1,011.89	\$1,032.13
Comp Time Totals	2.00	24,3900		\$48.78		\$49.76	\$50.75	\$51.77	\$52.80	\$53.86	\$54.93
Comp Time Totals	342.25	20,3400		\$6,961.37		\$7,100.60	\$7,242.61	\$7,387.46	\$7,535.21	\$7,685.91	\$7,839.63
Comp Time Totals	240.00	18,5500		\$4,452.00		\$4,541.04	\$4,631.86	\$4,724.50	\$4,818.99	\$4,915.37	\$5,013.68
Comp Time Totals	480.00	40,2500		\$19,320.00		\$19,706.40	\$20,100.53	\$20,502.54	\$20,912.59	\$21,330.84	\$21,757.46
Comp Time Totals	451.00	21,2500		\$9,583.75		\$9,775.43	\$9,970.93	\$10,170.35	\$10,373.76	\$10,581.23	\$10,792.86
Comp Time Totals	20.25	23,5500		\$476.89		\$486.43	\$496.16	\$506.08	\$516.20	\$526.53	\$537.06
Comp Time Totals	7.50	20,6300		\$154.73		\$157.82	\$160.98	\$164.20	\$167.48	\$170.83	\$174.25
Comp Time Totals	472.00	24,5900		\$11,606.48		\$11,838.61	\$12,075.38	\$12,316.89	\$12,563.23	\$12,814.49	\$13,070.78
Comp Time Totals	72.00	23,5500		\$1,695.60		\$1,729.51	\$1,764.10	\$1,799.38	\$1,835.37	\$1,872.08	\$1,909.52
Comp Time Totals	158.00	23,4700		\$3,708.26		\$3,782.43	\$3,858.07	\$3,935.24	\$4,013.94	\$4,094.22	\$4,176.10
Comp Time Totals	13.50	21,2300		\$286.61		\$292.34	\$298.19	\$304.15	\$310.24	\$316.44	\$322.77
Comp Time Totals	0.50	24,2100		\$12.11		\$12.35	\$12.60	\$12.85	\$13.11	\$13.37	\$13.64

Comp Time Totals	0.25	20.7500	\$5.19	\$5.19	\$5.29	\$5.40	\$5.51	\$5.62	\$5.73	\$5.84
Comp Time Totals	149.50	18.6500	\$2,788.18	\$2,788.18	\$2,843.94	\$2,900.82	\$2,958.84	\$3,018.02	\$3,078.38	\$3,139.94
Comp Time Totals	20.16	15.4900	\$312.28	\$312.28	\$318.53	\$324.90	\$331.39	\$338.02	\$344.78	\$351.68
Comp Time Totals	155.50	22.2500	\$3,459.88	\$3,459.88	\$3,529.08	\$3,599.66	\$3,671.65	\$3,745.09	\$3,819.99	\$3,896.39
Comp Time Totals	2.00	22.9700	\$45.94	\$45.94	\$46.86	\$47.80	\$48.75	\$49.73	\$50.72	\$51.74
Comp Time Totals	190.50	17.3200	\$3,299.46	\$3,299.46	\$3,365.45	\$3,432.76	\$3,501.41	\$3,571.44	\$3,642.87	\$3,715.73
Comp Time Totals	30.88	13.0000	\$401.38	\$401.38	\$409.41	\$417.60	\$425.95	\$434.47	\$443.16	\$452.02
Comp Time Totals	17.50	27.2700	\$477.23	\$477.23	\$486.77	\$496.51	\$506.44	\$516.57	\$526.90	\$537.44
Comp Time Totals	236.75	22.0800	\$5,227.44	\$5,227.44	\$5,331.99	\$5,438.63	\$5,547.40	\$5,658.35	\$5,771.52	\$5,886.95
Comp Time Totals	109.50	29.2500	\$3,202.88	\$3,202.88	\$3,266.94	\$3,332.28	\$3,398.92	\$3,466.90	\$3,536.24	\$3,606.96
Comp Time Totals	0.50	20.4300	\$10.22	\$10.22	\$10.42	\$10.63	\$10.85	\$11.06	\$11.28	\$11.51
Comp Time Totals	138.25	20.6800	\$2,859.01	\$2,859.01	\$2,916.19	\$2,974.51	\$3,034.00	\$3,094.68	\$3,156.58	\$3,219.71
Comp Time Totals	105.50	25.1900	\$2,657.55	\$2,657.55	\$2,710.70	\$2,764.92	\$2,820.21	\$2,876.62	\$2,934.15	\$2,992.83
Comp Time Totals	20.50	28.3500	\$581.18	\$581.18	\$592.80	\$604.66	\$616.75	\$629.09	\$641.67	\$654.50
Comp Time Totals	405.00	30.1200	\$12,198.60	\$12,198.60	\$12,442.57	\$12,691.42	\$12,945.25	\$13,204.16	\$13,468.24	\$13,737.60
Comp Time Totals	113.00	25.1900	\$2,846.47	\$2,846.47	\$2,903.40	\$2,961.47	\$3,020.70	\$3,081.11	\$3,142.73	\$3,205.59

Comp Time Totals	474.00	27.6700	\$13,115.58	\$13,377.89	\$13,645.45	\$13,918.36	\$14,196.73	\$14,480.66	\$14,770.27
Comp Time Totals	266.00	23.9800	\$6,378.68	\$6,506.25	\$6,636.38	\$6,769.11	\$6,904.49	\$7,042.58	\$7,183.43
Comp Time Totals	67.00	25.1900	\$1,687.73	\$1,721.48	\$1,755.91	\$1,791.03	\$1,826.85	\$1,863.39	\$1,900.66
Comp Time Totals	1.13	18.8900	\$21.35	\$21.78	\$22.21	\$22.66	\$23.11	\$23.57	\$24.04
Comp Time Totals	286.50	25.5300	\$7,314.35	\$7,460.64	\$7,609.85	\$7,762.05	\$7,917.29	\$8,075.63	\$8,237.15
Comp Time Totals	258.50	23.9800	\$6,198.83	\$6,322.81	\$6,449.26	\$6,578.25	\$6,709.81	\$6,844.01	\$6,980.89
Comp Time Totals	274.75	27.2700	\$7,492.43	\$7,642.28	\$7,795.12	\$7,951.03	\$8,110.05	\$8,272.25	\$8,437.69
Comp Time Totals	110.00	23.9800	\$2,637.80	\$2,690.56	\$2,744.37	\$2,799.25	\$2,855.24	\$2,912.34	\$2,970.59
Comp Time Totals	7.41	16.9900	\$125.90	\$128.42	\$130.99	\$133.61	\$136.28	\$139.00	\$141.78
Comp Time Totals	1.00	41.3000	\$41.30	\$42.13	\$42.97	\$43.83	\$44.70	\$45.60	\$46.51
Comp Time Totals	0.50	33.1500	\$16.58	\$16.91	\$17.25	\$17.59	\$17.95	\$18.31	\$18.67
Comp Time Totals	2.27	18.8800	\$42.86	\$43.72	\$44.59	\$45.48	\$46.39	\$47.32	\$48.27
Comp Time Totals	2.00	17.1100	\$34.22	\$34.90	\$35.60	\$36.31	\$37.04	\$37.78	\$38.54
Comp Time Totals	45.00	17.6700	\$795.15	\$811.05	\$827.27	\$843.82	\$860.70	\$877.91	\$895.47
Comp Time Totals	26.00	16.0000	\$416.00	\$424.32	\$432.81	\$441.46	\$450.29	\$459.30	\$468.48
Comp Time Totals	10.50	17.0000	\$178.50	\$182.07	\$185.71	\$189.43	\$193.21	\$197.08	\$201.02

Comp Time Totals	2.00	30.5600	\$61.12	\$61.12	\$62.34	\$63.59	\$64.86	\$66.16	\$67.48	\$68.83
Comp Time Totals	59.00	17.5200	\$1,033.68	\$1,033.68	\$1,054.35	\$1,075.44	\$1,096.95	\$1,118.89	\$1,141.27	\$1,164.09
Comp Time Totals	13.75	27.7900	\$382.11	\$382.11	\$389.75	\$397.55	\$405.50	\$413.61	\$421.88	\$430.32
Comp Time Totals	237.39	22.5700	\$5,357.89	\$5,357.89	\$5,465.05	\$5,574.35	\$5,685.84	\$5,799.55	\$5,915.54	\$6,033.85
Comp Time Totals	239.26	21.0000	\$5,024.36	\$5,024.36	\$5,124.85	\$5,227.34	\$5,331.89	\$5,438.53	\$5,547.30	\$5,658.25
Comp Time Totals	61.95	15.8700	\$983.15	\$983.15	\$1,002.81	\$1,022.87	\$1,043.33	\$1,064.19	\$1,085.48	\$1,107.19
Comp Time Totals	20.50	19.6400	\$402.62	\$402.62	\$410.67	\$418.89	\$427.26	\$435.81	\$444.53	\$453.42
Comp Time Totals	2.00	21.2900	\$42.58	\$42.58	\$43.43	\$44.30	\$45.19	\$46.09	\$47.01	\$47.95
Comp Time Totals	2.00	15.4600	\$30.92	\$30.92	\$31.54	\$32.17	\$32.81	\$33.47	\$34.14	\$34.82
Comp Time Totals	45.00	19.1700	\$862.65	\$862.65	\$879.90	\$897.50	\$915.45	\$933.76	\$952.44	\$971.48
Comp Time Totals	2.25	20.4700	\$46.06	\$46.06	\$46.98	\$47.92	\$48.88	\$49.86	\$50.85	\$51.87
Comp Time Totals	239.00	19.3800	\$4,631.82	\$4,631.82	\$4,724.46	\$4,818.95	\$4,915.32	\$5,013.63	\$5,113.90	\$5,216.18
Comp Time Totals	7.00	20.4300	\$143.01	\$143.01	\$145.87	\$148.79	\$151.76	\$154.80	\$157.89	\$161.05
Comp Time Totals	1.00	23.3000	\$23.30	\$23.30	\$23.77	\$24.24	\$24.73	\$25.22	\$25.73	\$26.24
Comp Time Totals	240.00	30.0000	\$7,200.00	\$7,200.00	\$7,344.00	\$7,490.88	\$7,640.70	\$7,793.51	\$7,949.38	\$8,108.37
<b>Grand Totals</b>	<b>7,132.03</b>		<b>\$175,088.21</b>	<b>\$175,088.21</b>	<b>\$178,589.97</b>	<b>\$182,161.77</b>	<b>\$185,805.01</b>	<b>\$189,521.11</b>	<b>\$193,311.53</b>	<b>\$197,177.76</b>