

FIRE CHIEF  
RICHARD GRIGGS



Phone:(901) 476-2578

# CITY OF COVINGTON

OFFICE OF THE FIRE CHIEF

P.O. Box 768

COVINGTON, TENNESSEE 38019

MAYOR  
JAN WADE HENSLEY



Fax: (901) 476-9800

Covington Fire Department

Report for May 28, 2024

1. Community Events: CFD attended the law enforcement memorial, Covington High School CERT skills day, Boys & Girls Club fun day, Participated in Frazier Park Safety Meeting, and Chief Griggs attended the spring Fire Chiefs conference in East Tennessee.
2. Volunteer Hours:   0   hours worked by Volunteers in April.
3. Call volume report for April 18<sup>th</sup> - May 23<sup>rd</sup> ---2024-Total.
4. County coverage area collections 2024: \$76,125.00
5. Station Update: See attached bid.
6. BBQ Festival Safety Plan.
7. Severe Weather Sirens: All are operational at this time.
8. Fire Inspection report—See report
9. Training- All shift personnel have completed the annual Narcan administration in service.
10. Free Smoke Alarms Please Call (901)-476-2578 to schedule an appointment.

# Covington Fire Department

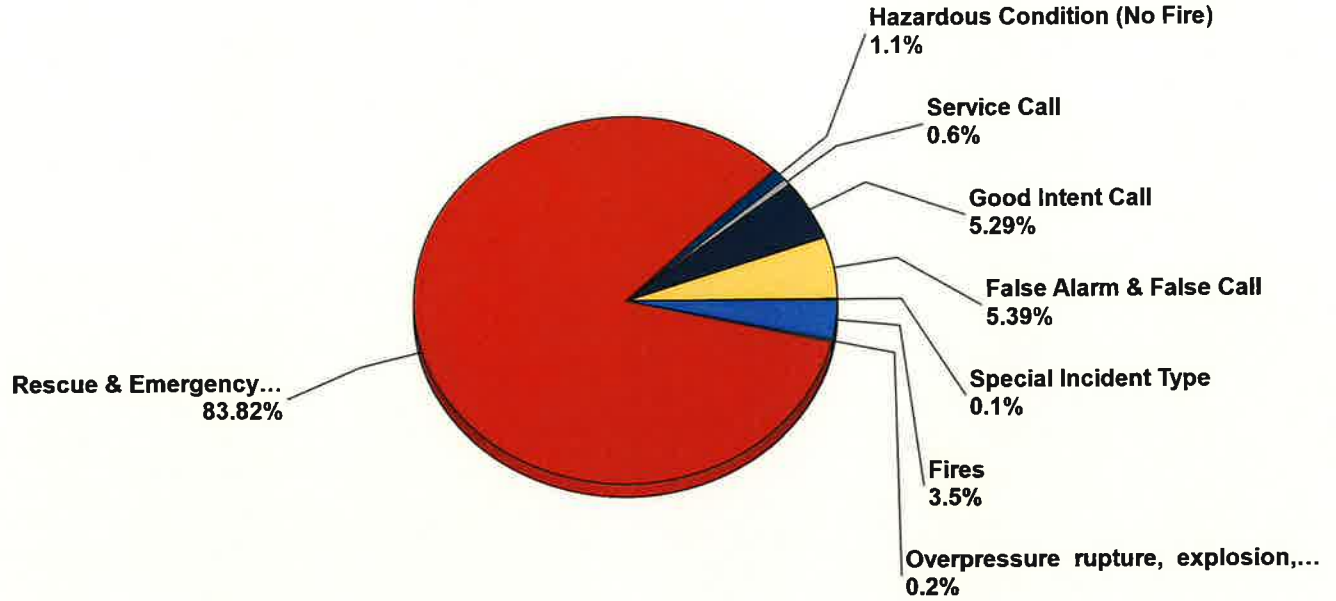
Covington, TN

This report was generated on 5/24/2024 11:05:28 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	35	3.5%
Overpressure rupture, explosion, overheating - no fire	2	0.2%
Rescue & Emergency Medical Service	839	83.82%
Hazardous Condition (No Fire)	11	1.1%
Service Call	6	0.6%
Good Intent Call	53	5.29%
False Alarm & False Call	54	5.39%
Special Incident Type	1	0.1%
<b>TOTAL</b>	<b>1001</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
100 - Fire, other	1	0.1%
111 - Building fire	9	0.9%
113 - Cooking fire, confined to container	2	0.2%
118 - Trash or rubbish fire, contained	5	0.5%
131 - Passenger vehicle fire	7	0.7%
142 - Brush or brush-and-grass mixture fire	1	0.1%
143 - Grass fire	8	0.8%
160 - Special outside fire, other	1	0.1%
161 - Outside storage fire	1	0.1%
243 - Fireworks explosion (no fire)	1	0.1%
251 - Excessive heat, scorch burns with no ignition	1	0.1%
311 - Medical assist, assist EMS crew	45	4.5%
321 - EMS call, excluding vehicle accident with injury	732	73.13%
322 - Motor vehicle accident with injuries	46	4.6%
324 - Motor vehicle accident with no injuries.	14	1.4%
331 - Lock-in (if lock out , use 511 )	1	0.1%
341 - Search for person on land	1	0.1%
411 - Gasoline or other flammable liquid spill	1	0.1%
412 - Gas leak (natural gas or LPG)	4	0.4%
422 - Chemical spill or leak	2	0.2%
424 - Carbon monoxide incident	1	0.1%
445 - Arcing, shorted electrical equipment	2	0.2%
461 - Building or structure weakened or collapsed	1	0.1%
522 - Water or steam leak	1	0.1%
553 - Public service	2	0.2%
561 - Unauthorized burning	3	0.3%
600 - Good intent call, other	4	0.4%
611 - Dispatched & cancelled en route	44	4.4%
622 - No incident found on arrival at dispatch address	2	0.2%
651 - Smoke scare, odor of smoke	2	0.2%
661 - EMS call, party transported by non-fire agency	1	0.1%
700 - False alarm or false call, other	3	0.3%
710 - Malicious, mischievous false call, other	1	0.1%
732 - Extinguishing system activation due to malfunction	1	0.1%
733 - Smoke detector activation due to malfunction	1	0.1%
745 - Alarm system activation, no fire - unintentional	48	4.8%
900 - Special type of incident, other	1	0.1%
<b>TOTAL INCIDENTS:</b>	<b>1001</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Covington Fire Department

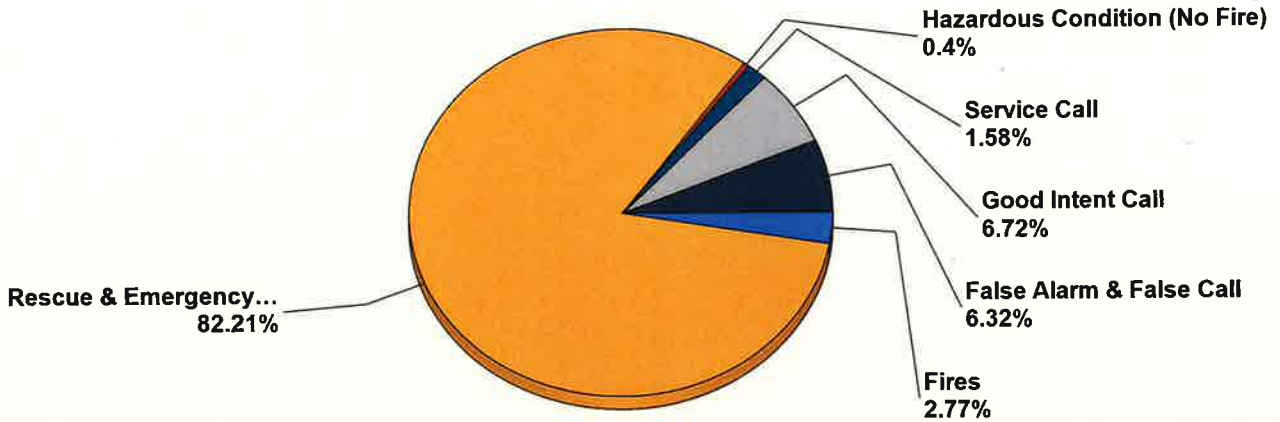
Covington, TN

This report was generated on 5/24/2024 11:06:33 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/18/2024 | End Date: 05/23/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	2.77%
Rescue & Emergency Medical Service	208	82.21%
Hazardous Condition (No Fire)	1	0.4%
Service Call	4	1.58%
Good Intent Call	17	6.72%
False Alarm & False Call	16	6.32%
<b>TOTAL</b>	<b>253</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.





### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.4%
111 - Building fire	1	0.4%
113 - Cooking fire, confined to container	1	0.4%
131 - Passenger vehicle fire	2	0.79%
143 - Grass fire	1	0.4%
160 - Special outside fire, other	1	0.4%
311 - Medical assist, assist EMS crew	14	5.53%
321 - EMS call, excluding vehicle accident with injury	177	69.96%
322 - Motor vehicle accident with injuries	11	4.35%
324 - Motor vehicle accident with no injuries.	5	1.98%
341 - Search for person on land	1	0.4%
424 - Carbon monoxide incident	1	0.4%
553 - Public service	2	0.79%
561 - Unauthorized burning	2	0.79%
600 - Good intent call, other	1	0.4%
611 - Dispatched & cancelled en route	14	5.53%
622 - No incident found on arrival at dispatch address	1	0.4%
651 - Smoke scare, odor of smoke	1	0.4%
700 - False alarm or false call, other	2	0.79%
745 - Alarm system activation, no fire - unintentional	14	5.53%
<b>TOTAL INCIDENTS:</b>	<b>253</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

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## INVITATION TO BID: 4-19-24

The City of Covington Fire Department, 101 Tennessee Ave, Covington, TN. 38019 is seeking bids for Building renovations at stations 1 and 2.

### Category:

**Building Renovations:**  
**Station- 1 -101 Tennessee**  
**Ave.**  
**Station-2- 100 Mueller**  
**Brass**

**Bid Opening Date:** May 3<sup>rd</sup> 2024.

**Bid Opening Time:** 11:00 P.M.

**Bid Opening Location:** Covington Fire Department 101 Tennessee Ave. Covington TN, 38019

Bid Specifications can be obtained at the Covington Fire Department, 101 Tennessee Ave, Covington, Tn.38019, during regular business hours Monday through Friday, 8 am-5 pm. (901) 476-2578.

Bids will be accepted until 2:00 p.m. on Friday, May 3rd, 2024. They will be publicly opened at The Covington Fire Department, 101 Tennessee Ave, Covington, TN, 38019. To ensure the integrity of the bidding process, please seal and mark your bid envelopes on the outside as "Sealed Bid: Building Repair." All bids must be in the same envelope and marked correctly.

The contractor will provide proof of insurance and a contractor license in the bid for this project. The contractor is responsible for any required permits or associated fees. Both stations will be inhabited during renovation. Renovations should be completed within 60 days from the award date.

The City of Covington reserves the right to accept and/or reject any or all or any portion of any bid and to waive any informality in the bid process. The City of Covington is an equal opportunity employer, drug-free workplace with policies of non-discrimination based on race, sex, religion, color, national or ethnic origin, age, disability, or military service.

## Fire station Renovations

### Station -1

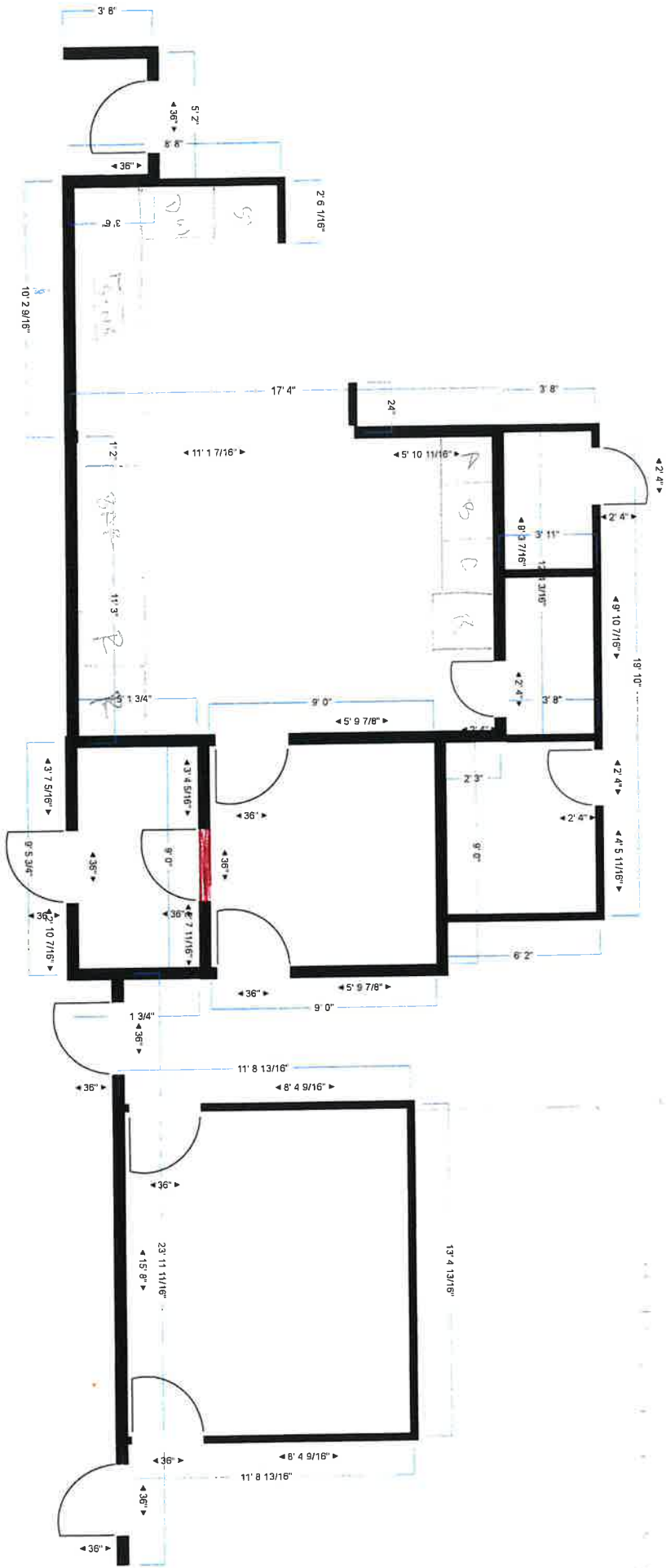
The scope of work needed at 101 Tennessee Ave. Covington Tn. 38019

- ✓ 1. Install a drop ceiling in the shop area, remove the existing radiant heater, and install a wall-mounted natural gas heater. The area will be approximately 456 square feet. The ceiling will need to be installed above the existing garage door.
- ✓ 2. Install new locker room cabinets, including a new vanity, sinks, and a Formica countertop.

### Station -2

The scope of work needed at 100 Mueller Brass Rd. Covington Tn. 38019

- ✓ 1. Construct 9 Finished Sheetrock closets with hollow core doors, rods, and shelves. Repair all sheetrock and paint the bedroom area. Replace damaged or missing ceiling tiles if needed.
- ✓ 2. Remove the metal lockers in the bathroom hallway, cut the block wall, and install a rated door from bedroom #2 painted to match the existing paint color.
- ✓ 3. Install a new two-sink vanity and cabinet in the locker room. (Formica)
- include ✓ 4. Add a matching lock to the existing door in bedroom #2.
- ✓ 5. Gear closet -Remove the rated door and wall of the opening with sheetrock. Create an opening from the dining room to the office, and add a glass door into the hallway.
- ✓ 6. Remove /Reinforce the block wall in the kitchen, and fill the garage area wall with water-rated sheetrock.
- ✓ 7. Remodel Kitchen with new cabinets to fit the new layout with new Formica countertops to include electrical outlets for stove and refrigerators
- NO LINE ✓ 8. Demo all existing floor coverings and Install customer's LVP flooring in all interior areas with 4-inch brown floor molding.
- ✓ 9. Repair or replace front entrance door /paint to match existing doors.
- ✓ 10. Electrical additions: Lights in closets, outlets for kitchen stove, refrigerator, and appliances, outdoor ceiling fan with receptacles, and lights to shed.





# THE LEADER

*Serving All of Tipton County*

## AFFIDAVIT OF PUBLICATION

State of Tennessee  
Tipton County

Personally appeared before me, Adrianna J. Wolfe, a Notary Public, in and for said County and State, Scott Whaley, Publisher of *The Leader*, a newspaper published in Covington, Tipton County, Tennessee, who made oath in due form of law that the attached legal notice for Covington Fire Department was published in said newspaper on:

04-25-24

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed Anna Paul  
Authorized Representative, *The Leader*

Subscribed and sworn before me,  
This the 29<sup>th</sup> day of April, 2024

Adrianna J. Wolfe  
Notary Public

My commission expires on 02/20/28

\$ 325.00

## INVITATION TO BID

The City of Covington Fire Department, 101 Tennessee Ave, Covington, TN. 38019 is seeking bids for Building renovations at stations 1 and 2.

**Category:**

**Building Renovations: Station- 1 -101 Tennessee Ave.**

**Station-2- 100 Mueller Brass**

**Bld Opening Date:** May 3rd 2024.

**Bld Opening Time:** 11:00 P.M.

**Bld Opening Location:** Covington Fire Department 101 Tennessee Ave. Covington TN, 38019  
Bid Specifications can be obtained at the Covington Fire Department, 101 Tennessee Ave, Covington, Tn.38019, during regular business hours Monday through Friday, 8 am-5 pm. (901) 476-2578.

Bids will be accepted until 2:00 p.m. on Friday, May 3rd, 2024. They will be publicly opened at The Covington Fire Department, 101 Tennessee Ave, Covington, TN, 38019. To ensure the integrity of the bidding process, please seal and mark your bid envelopes on the outside as "Sealed Bid: Building Repair." All bids must be in the same envelope and marked correctly.

The contractor will provide proof of insurance and a contractor license in the bid for this project. The contractor is responsible for any required permits or associated fees. Both stations will be inhabited during renovation. Renovations should be completed within 60 days from the award date.

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### Fire station Renovations

#### Station -1

The scope of work needed at 101 Tennessee Ave. Covington Tn. 38019

1. Install a drop ceiling in the shop area, remove the existing radiant heater, and install a wall mounted natural gas heater. The area will be approximately 456 square feet. The ceiling will need to be installed above the existing garage door.
2. Install new locker room cabinets, including a new vanity, sinks, and a Formica countertop.

#### Station -2

The scope of work needed at 100 Mueller Brass Rd. Covington Tn. 38019

1. Construct 9 Finished Sheetrock closets with hollow core doors, rods, and shelves. Repair all sheetrock and paint the bedroom area. Replace damaged or missing ceiling tiles if needed.
2. Remove the metal lockers in the bathroom hallway, cut the block wall, and install a rated door from bedroom #2 painted to match the existing paint color.
3. Install a new two-sink vanity and cabinet in the locker room. (Formica)
4. Add a matching lock to the existing door in bedroom #2.
5. Gear closet -Remove the rated door and wall of the opening with sheetrock. Create an opening from the dining room to the office, and add a glass door into the hallway.
6. Remove /Reinforce the block wall in the kitchen, and fill the garage area wall with water-rated sheetrock.
7. Remodel Kitchen with new cabinets to fit the new layout with new Formica countertops to include electrical outlets for stove and refrigerators
8. Demo all existing floor coverings and Install customer's LVP flooring in all interior areas with 4-inch brown floor molding.
9. Repair or replace front entrance door /paint to match existing doors.
10. Electrical additions: Lights in closets, outlets for kitchen stove, refrigerator, and appliances, outdoor ceiling fan with receptacles, and lights to shed.

25Apr1w





Dabney Maxwell  
Maxwell Exterior Design  
359 Fairway Dr 38019  
901-831-6213

City of Covington  
200 West Washington  
Covington Tn 38019

Fire Stations

Fire station Bids

Supply all labor and materials to complete jobs

North Fire Station

- Drop ceiling bid \$6,500 ✓
- Bathroom bid \$4,200 ✓

South Fire Stations

- Closest bid \$ 9,000 ✓
- Remove lockers and install new door \$6,350 ✓
- Install new bathroom tops and cabinets \$ 3,800 ✓
- Gear closet \$ 6,500 ✓



- Remove Kitchen wall and install sheet rock \$ \$5,700 ✓
- Kitchen remodel with new layout \$ 11,500 ✓
- Front door repair \$ 550 ✓
- Electrical additions \$ 8,800 ✓

Total for everything is \$ 62,900

Thanks Dabney Maxwell

## Richard Griggs

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**From:** Dabney Maxwell <dmaxw1982@aol.com>  
**Sent:** Tuesday, May 21, 2024 1:48 PM  
**To:** Richard Griggs  
**Subject:** bids

Dabney Maxwell  
Maxwell Exterior Design  
359 Fairway Dr 38019  
901-831-6213

City of Covington                      Fire Stations  
200 West Washington  
Covington Tn 38019

### Fire station Bids

Supply all labor and materials to complete jobs

#### North Fire Station

- Drop ceiling bid \$6,500
- Bathroom bid \$4,200

#### South Fire Stations

- Closest bid \$ 9,000
- Remove lockers and install new door \$6,350
- Install new bathroom tops and cabinets \$ 3,800
- Gear closet \$ 6,500
- Remove Kitchen wall and install sheet rock \$ \$5,700
- Kitchen remodel with new layout \$ 11,500

- Front door repair \$ 550
- Electrical additions \$ 8,800

Total for everything is \$ 62,900

Thanks Dabney Maxwell

Flooring bid that was left off of original bid is \$8,050

Total for flooring and everything together is \$ 70,950



# BID OPENING - TALLY SHEET

BID: *Station Renovation*

BIDS DUE: *5-3-2024*

BIDS OPENED: *5-3-2024*

BIDDING VENDOR	BID AMOUNT	NOTES
<i>3 Superior Maintenance.</i>	<i>\$ 62,900.00</i>	<i>License # 44144 Exp 4-30-25</i>
<i>Superior Maintenance</i>	<i>\$ 70,950.00 with Flooring</i>	<i>License # 44144 Exp -4-30-25</i>

Recommendation of awarded bidder will be determined upon complete review of the bids by review committee.



# BBQFEST

PUBLIC SAFETY ACTION PLAN

2024



**Event Details**

Event Name	World's Oldest BBQ Contest 52 <sup>nd</sup>	
Event Description	BBQ Competition, Truck Pull, Demolition Derby.	
Campus	Cobb Parr Park	
Proposed Venue or Location (description)	Park & Riding Club Arena.	
Location Address	100 C.E. Moss Parkway.	
Proposed Event Dates	From:	To:
Estimated Attendance (per day)	2000 / Day	
Total Attendance (multi-day event)	4000 - Total	

**Event Organizer Details**

Group	Covington Park & Recreation		
Address	790 Best Johnson Ave.		
Main Contact Person	Mollie Glass		
Position	Park & Rec Director		
Phone		Fax	
Mobile	901-504-8982	Email	mglass@covingtontn.com

**Key Event**

Complete with all relevant contacts - internal and external

**Contacts**

Name	Role	Responsibility	Contact details
Molly Glass	Event Manager (if different from above)	All	901-504-8982
Leah Price	Event Coordinator		901-378-8974

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**Other Key Contacts**

**Suppliers**

*E.g.: equipment, catering, etc.*

Organization	Contact name	Service	Contact details	Notes
KCBS	Wayne Lohman	BBQ	901 497-8051	
USA	Joe Waupoli	Trunk Pull	731-697 3425	
Derby	Chad Turner	Demolition	901 605-6993	

**Authorities (fire, police, first aid, etc.)**

Organization	Contact name	Service	Contact details	Notes
C.F.D	Richard Griggs	Fire/1120	901 237-3209	
C.P.P.	Donna Turner	Police	901 444-1047	

**Artists / Entertainment**

Organization	Contact name	Service	Contact details	Notes
C.P.W.	David Gray	C. P. W.	901 237-8165	
	James Powell	C. P. W.	901 574-4514	

**Venue Contact Details -Internal and External Venues**

Name:

Email:

Phone:

*See List*

Mobile:

*See List*

Venue Contact Date:

Venue Contact Method:

Venue Paperwork Sent:

Venue Response:

Additional requirements/negotiations:

**Event Task List**

**Production Schedule event: PRIOR TO EVENT DAY**

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
5/22	Safety Meeting	4:00	5:00	- Chad Turner			
5/23	" "	3:00	4:00	- Melly Grew			
5/28	Public Safety	4:00	5:00	Lyons			

**Production Schedule event – EVENT DAY**

Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
5/31 - 5:30 pm	✓					
6/1 - 12:00 a.m.		✓				

**Production Schedule event – POST EVENT**

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

**Event Run Sheet**

**Stage and arena program for event**

Time							

*See List of Events -*

**Event Costs**

<del>Budget:</del>	<del>Group:</del>
<del>Budget Code:</del>	<del>Name:</del>
<del>Group approval for event:</del>	<del>Signature:</del>
<del>Higher level approval (if needed):</del>	

**Signage/Event Marketing**

<del>Website Information: Yes/No</del>	<del>Date Requested/loaded:</del>				
<del>For further information contact:</del>	<del>Name:</del>				
<del>Materials required:</del>	<del>Flyer</del>	<del>Poster</del>	<del>Banner</del>	<del>Logo</del>	<del>Other:</del>
<del>Size:</del>	<del>Quantity:</del>				

Poster Creation:	Yes	No	Form submitted on:
Date Material required by :			Location of advertising material:

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### Public Liability Insurance

If an event uses or contracts any external companies/vendors/service providers or volunteer/information providers, consult with Risk Management on whether they must produce a copy of their public liability insurance.

Group:	Certificate attached?	Date of issue:
Group:	Certificate attached?	Date of issue:
Group:	Certificate attached?	Date of issue:

*See Molly Glass*



**Safety Checklist for Events:**

Hazards/ Issues or Tasks	Applies/ Checked	Additional Actions required
<b>1. EVENT ACCESS AND EGRESS</b>		
Entry / Exit areas are clear and accessible for staff and expected attendees	✓	2 - Means of Egress
Entry / Exit area are adequate for emergency exit and emergency services	✓	3 - Means of Egress
Thoroughfares are well defined and clearly marked		
		Key to County State Mall

<b>2. TRAFFIC FLOW</b>				Applies/ Checked	Additional Actions required
Vehicle access onto campus grounds is required for set up and dismantling.					
Time in		Time Out	Vehicle details:		
Time in		Time Out	Vehicle details:		
Time in		Time Out	Vehicle details:		
Clearly defined areas/paths for traffic – <u>separated</u> from pedestrian thoroughfare				✓	Cones & Barricade
Provision for safe passage of emergency / other vehicles through pedestrian traffic				✓	People Moving Cones
Controlled traffic flow and adequate signage for traffic erected					Digital Signs ??
Traffic management staff wear appropriate high visibility protection and carry communication devices				✓	
Adequate parking areas to cater for the expected vehicle numbers attending the event				✓	
Adequate parking supervision				✓	Police Ride Thru
Adequate training of traffic management staff, and are traffic management staff are positioned in the correct location as planned				✓	
All necessary permits and certification/licensing for traffic management obtained.				✓	

<b>3. AMENITIES</b>			Applies/ Checked	Additional Actions required

Adequate provision /location of toilets and hand washing facilities -	✓	
Availability of drinking water for staff and attendees	✓	
Adequate facilities for food catering preparation and clean up	✓	
Adequate shade from sun / availability of sunscreen as required for staff or attendees	✓	
<b>4. EVENT SIGNAGE</b>	<b>Applies/Checked</b>	<b>Additional Actions required</b>
Adequate signage for entries, exits, toilets facilities, waste or recycling bins etc.	✓	Direct Signs
Adequate signage for any hazardous /restricted areas	✓	
Clearly signed First Aid services and fire extinguisher locations	✓	↓
<b>5. EVENT EMERGENCY PROCEDURES</b>	<b>Applies/Checked</b>	<b>Additional Actions required</b>
Emergency Response Plan documented and in place	✓	Severe Weather Charges Academy Gym
Emergency Response personnel trained to carry out plan for event emergency	✓	SRO has Key & F.D. Knox if needed
Current site maps available to all staff, emergency services and other relevant parties	✓	on event schedule
<b>6. FIRE PREVENTION</b>	<b>Applies/Checked</b>	<b>Additional Actions required</b>
Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date	✓	Participants has F.E.
Event personnel are trained in extinguisher / fire blanket use where appropriate	✓	USA- Provides EXT. Dumbb supplied by F.D.
All staff and volunteers are aware of the fire evacuation procedures relevant to the planned event	✓	
<b>7. FIRST AID</b>	<b>Applies/Checked</b>	<b>Additional Actions required</b>
First Aid Stations suitably located, clearly signed and accessible	1	Mobile 1st Aid. F.D.
First Aid facilities suitable for type of event		
Effective means of communication provided between event personnel and First Aid facilities or personnel		
Kubota - F.D. 5x5		

8. ELECTRICAL POWER/ GENERATORS			
Power access required?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Details of power required	Generator <input checked="" type="checkbox"/>	Phase	240V
<b>Facilities must be consulted about electrical energy services available before use.</b>			
<b>Contact details for power:</b>			
Facilities	Name:		Phone
EMU Electrical	Name:		Phone
Generator Hire	Name:		Phone
Power site plan attached	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

*portable lights will be available*

9. UTILITIES / SITE SERVICES	Applies/Checked	Additional Actions required
Location of all site underground services (power/gas/electrical services /mains etc.) and overhead power lines have been identified	<input checked="" type="checkbox"/>	
Relevant personnel have maps or information identifying site underground and overhead services	<input checked="" type="checkbox"/>	
Any unsafe or restricted areas are communicated to the Event Coordinator	<input checked="" type="checkbox"/>	
Additional or alternate waste removal services have been arranged with Facilities.	<input checked="" type="checkbox"/>	
Adequate number of recycling and general waste have been organized and located.	<input checked="" type="checkbox"/>	<i>James Dowell</i>

10. PERMITS, LICENSING AND REGISTRATIONS	Applies/Checked	Additional Actions required
1. <b>Mobile plant</b> (forklifts, cranes, etc.) are only operated by licensed or certified operators		<i>Operator By Both USA DERBY promoter</i>
2. Event <b>LPG/dangerous goods</b> storage meets legal requirements and Environmental Health & Safety Office consulted.		<i>" "</i>
3. <b>Alcohol consumption for events on EMU sites is prohibited. A temporary alcohol permit is required or existing facility licenses are extended for the event.</b>		
Alcohol will be provided for this event:	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If <b>yes</b> , has an application for a Liquor License been made?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/> Attach a copy of the application. Date of application.



Liquor Management Plan - Responsible Service of Alcohol practices in place					
4. Provision of Food					
1. Name:		Food License /Permit	Yes	No	Attach License copy
Contact person:		Phone			
Mobile		Email			
2. Name:		Holds Food License /Permit	Yes	No	Attach License copy
Contact person:		Phone			
Mobile		Email			
If group <u>does not</u> hold a food license – what food safety control measures will be used to ensure the health of people attending the event? Environmental Health & Safety Office consulted?					
Food Safety Plan to be implemented:					
Approved: (Event Co-Ordinator)		Yes:	No:		
Additional food safety measures required.					
6. Police Permit (Road event)					

11. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY STRUCTURES	Applies/Checked	Additional Actions required
All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (as required)		<i>City Stage For Music.</i>
Platforms are continuously monitored, particularly in extreme weather conditions		
Adequate access and egress around all staging and platforms for event patrons and emergency services		
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/ clear paths.		
12. NOISE	Applies/Checked	Additional Actions required
The event will include amplified music, speeches etc.	Yes	No
Details of expected event noise:		
<i>No Noise after Midnight</i>		

Noise control measures to be used to minimize disruption to EMU activity and adjoining neighborhood:

13. WORK AT HEIGHTS – Banner, flags or signs erection	Applies/Checked	Additional Actions required
Permission is obtained from Facilities Management for erection of banners or other large display items.		
Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)		
No work done from ladders unless 3 points of contact able to be maintained always <i>e.g.: 2 feet and 1 hand.</i>		
Assistance of a second person is provided where required <i>e.g.: holding ladder for stability, carrying and erecting.</i>		
Right type of equipment is used for the height access job <i>(i.e. ladder, cherry picker, etc.)</i>		
Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.		

14. MANUAL HANDLING/LIFTING	Applies/Checked	Additional Actions required
All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying		
Loads can be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)		

15. WEATHER CONDITIONS	Applies/Checked	Additional Actions required
Current National Weather Service information is checked for adverse weather conditions <a href="http://www.weather.gov/dtx/">http://www.weather.gov/dtx/</a>		<i>Monitored By Everyone FD. CPO, Park Re.</i>
Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available		
Wind speeds are monitored		

16. PERSONAL PROTECTIVE EQUIPMENT (PPE)	Applies/Checked	Additional Actions required
All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed <i>(e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc.)</i> – Separate risk assessments may be required for high-risk tasks.		
Personnel are trained in using, maintaining and storing the PPE.		
High visibility safety clothing must be worn by event staff always when it is important for a person in a situation to be easily seen.		
17. SECURITY		



Appropriate security levels have been arranged with EMU Police or organized externally for the event:		YES	
Number of security personnel required:	patrol FRIDAY Nights	Provide copy of schedule:	
Name of external security company at event	NO	License No:	
Security company contact name:		Phone:	
Email address		Fax	
Crowd control measures to be used:			
Cash handling safety procedures or arrangements have been made and will be implemented			

18. ACCESSIBILITY	Applies/Checked	Additional Actions required
Ramps are in place to provide access into buildings	✓	
Handicapped Parking is available close to the event	✓	Shuttles
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc.)	✓	
Entry / Exit area is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc.)	✓	✓

## **Additional Information**

# Covington TN's World's Oldest BBQ Cooking Contest and Festival

## Schedule of Events



Contact Phone Numbers  
 Molly Glass 901-504-8982  
 Leah Price 901-378-8974  
 Nicole Ellis 901-626-7168



KCBS Reps -  
 Wayne and Maria Lohman



**MEDICAL/FIRE EMERGENCY - CALL 911!**

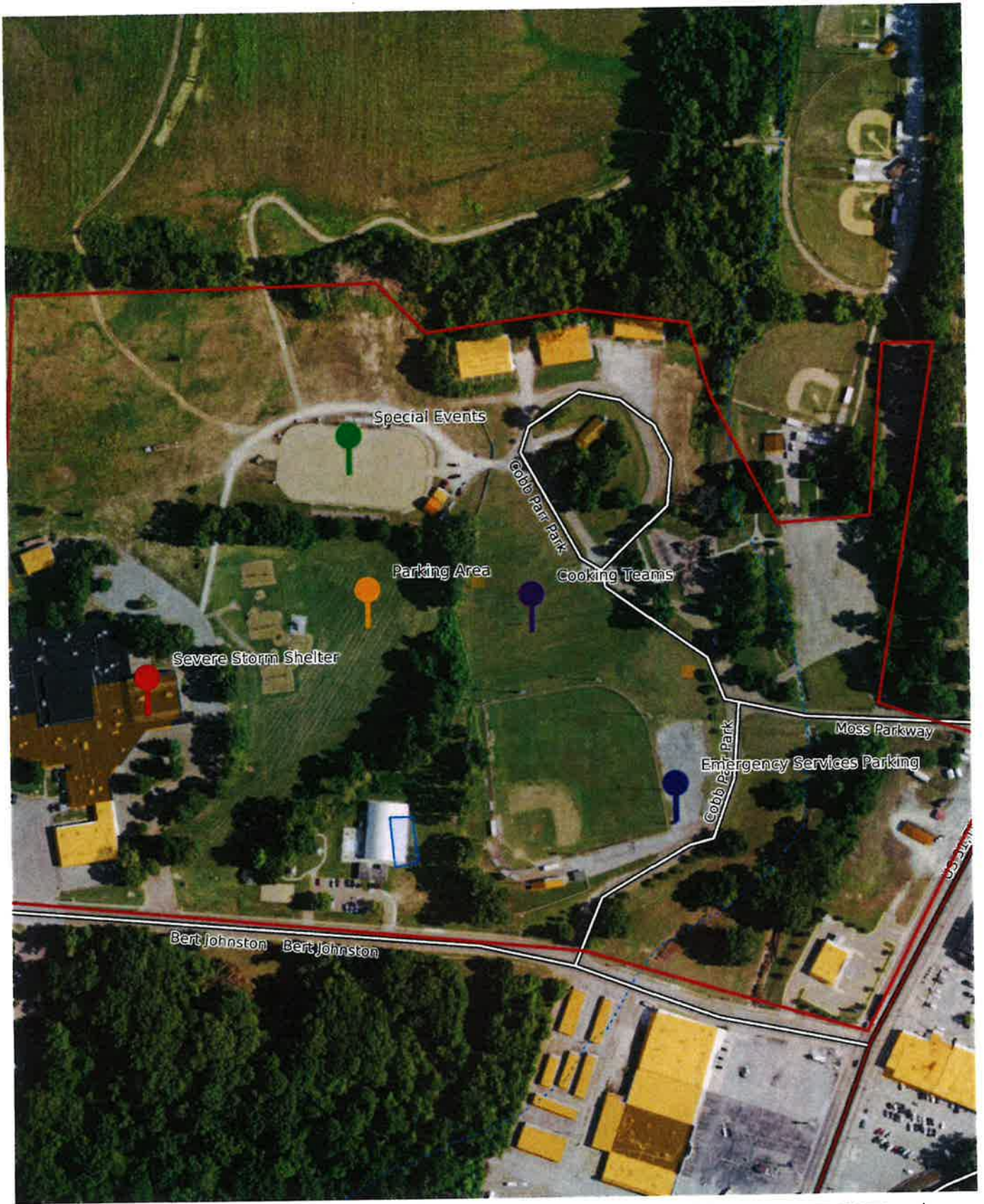
**In case of weather emergency, we will go to Charger Academy gym.  
 760 Bert Johnston Ave.**

<u>FRIDAY May 31st</u>	<u>Location</u>	<u>Start</u>	<u>End</u>
Team Check-In	Entry Gate	9:00 am	5:00 pm
Meat Inspection Begins	Team's Site	12:00 pm	6:00 pm
Gates Close to ALL Vehicles	ENTIRE PARK	5:00 pm	Saturday after awards
"First Time KCBS Cooks" Meeting	Judge's Tent	5:30 pm	6:00 pm
ALL COOKS MEETING	Judge's Tent	6:00 pm	6:30 pm
Opening Ceremonies	BBQ Festival Stage	5:30 pm	6:00 pm
Food/Shopping Merchants	Merchant Area (Top of hill)	5:30 pm	11:00 pm
Live Music (Tennessee Backwater and Thumpdaddy)	BBQ Fest Stage	6:00 pm	10:00 pm
Demolition Derby	Riding Arena	7:00 pm	11:00 pm
Quiet Time STRICTLY Enforced	ENTIRE PARK	11:00 pm	9:00 am

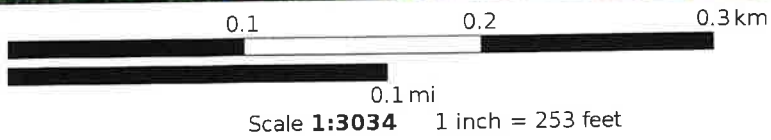
<u>SATURDAY June 1st</u>	<u>Location</u>	<u>Start</u>	<u>End</u>
KCBS Judge Check-In	Judges Tent	10:30 am	11:00 am
Food/Shopping Merchants	Merchant Area (Top of Hill)	10:30 am	8:00 pm
KCBS Judges Meeting	Judge's Tent	11:00 am	11:30 am
KCBS Chicken Turn-In	Judge's Tent	11:55 am	12:05 pm
KCBS Rib Turn-In	Judge's Tent	12:25 pm	12:35 pm
KCBS Pork Turn-In	Judges Tent	12:55 pm	1:05 pm
KCBS Brisket Turn-In	Judges Tent	1:25 pm	1:35 pm
Awards Presentation	BBQ Festival Stage	5:00 pm	5:30 pm
Truck and Tractor Pull	Riding Arena	7:00 pm	11:00 pm

\*All contestants are responsible for getting their turn-ins to the judges tent on time!





Mercator Projection  
WGS84  
UTM Zone 16S  

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## Covington BBQ Festival Demolition Derby Rules and Regulations

1. There is no alcohol in the pits. This includes pit crews. If you or your crew is caught with alcohol, you will be disqualified.
  - a. All vehicles entering the gate are subject to search
2. Drivers must remain in the vehicle with helmet, seatbelt, eye protection and steering wheel on until notified by an official that it is safe to exit the car.
  - a. Once driver has exited vehicle, driver is not allowed to re-enter vehicle during that heat
3. Drivers and officials **ONLY** allowed on the dirt
  - a. Once driver exits vehicle, they must exit the fenced in area immediately
4. No passengers are allowed in adult class
  - a. Youth class is allowed one passenger (parent or guardian above the age of 18)
5. Driver door hits are illegal. If the hit is deemed by an official to be careless or intentional, you will be disqualified. If you use your driver's door as a defense, we will not enforce the rule.
6. Any open door will be cause for disqualification.
7. No hot rodding in the pits. Keep it at an idle.
8. You are allowed one fire. A second fire will be cause for disqualification. You may **not** return in later rounds.
9. All officials' decisions are final.





**Summary:** Since accepting the position of Fire Inspector and OSHA Compliance Officer for the City of Covington on April 30, 2024, I have diligently conducted many inspections, assisted in plan review meetings and conducted several pre-plan inspections. Additionally, I attended a zoning board meeting to ensure fire safety compliance within our community. Here is a breakdown of my activities and findings:

**Inspections: 30**

1. Commercial Buildings: 5 inspections and
2. Industrial Facilities: 3 inspections and 1 assist with Knox Locks
3. Educational Facility: 1 walk-through ceiling inspection
4. Storage Facility: 1 inspection
5. City Property Buildings- 15 OSHA/Annual Fire Inspections
6. Multi-Family Dwelling- 1 Complete Complex Inspection
7. Assembly/Mercantile- 4 Inspections on restaurants/shops

During these inspections, I assessed various fire safety measures including:

- Adequacy of fire alarm systems
- Functionality of fire suppression systems such as sprinklers and fire extinguishers
- Accessibility of fire exits and emergency evacuation routes
- Compliance with local fire codes and regulations

**Plan Review Meetings:** In collaboration with the Codes Department, I participated in 6 plan review meetings to evaluate proposed construction and renovation projects for adherence to fire safety standards. These meetings involved thorough examination of building plans and specifications to ensure the integration of appropriate fire protection measures.

1. Educational Facility- 1 Plan Review
2. Business- 4 Plan Review
3. Industry- 1 Plan Review

**Pre-Plan Inspections:** Conducted 3 pre-plan inspections for high-risk facilities such as hospitals, schools and Industry. These inspections aimed to familiarize responders with the layout and potential hazards of the premises, enabling more effective emergency response strategies.

**Zoning Board Meeting:** Attended a zoning board meeting to address fire safety concerns related to a land use and development proposal. Provided expert insights and





recommendations to ensure that proposed projects align with fire safety regulations and mitigate potential risks to public safety.

**Recommendations and Action Items:** Based on my inspections and meetings, I have identified several areas for improvement and recommended corrective actions to enhance fire safety within our community. These recommendations include:

- Ensuring working order or upgrading fire detection and suppression systems where necessary
- Implementation of emergency response protocols and training for occupants and staff
- Enforcement of building codes and regulations to mitigate fire hazards
- Collaboration with local authorities and stakeholders to promote fire prevention and safety initiatives

**Conclusion:** Overall, my efforts as a Fire Inspector have been dedicated to safeguarding public safety and minimizing the risk of fire-related incidents within our jurisdiction. By conducting thorough inspections, participating in collaborative meetings, and providing expert guidance, I aim to ensure that our community remains resilient and prepared in the face of potential fire emergencies.

Russell (Rusty) Thigpen  
Inspector/OSHA Compliance Officer  
City of Covington  
(901)476-2578 Office  
(901)574-3017 Work Cell





STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
Division of Occupational Safety and Health  
220 French Landing Dr  
Nashville, TN 37243  
615-741-2793

May 16, 2024

The Honorable Jan Hensley  
Mayor  
Covington  
200 W. Washington Avenue  
Covington, TN 38019

ATTN: Rusty Thigpen, Safety Manager

Dear Mayor Hensley:

On May 1, 2024, our compliance officer Mitchell Cothran conducted a monitoring visit of your city to evaluate and discuss the status of your occupational safety and health program. The following locations were inspected during the visit:

**Fire Department South  
Tipton Museum**

Our goal is to help you provide a safe and healthful work environment for your employees. We are confident this activity will facilitate the continued growth of your safety and health program and help to reduce workplace injuries and illnesses.

During this visit, violation(s) of the TOSHA standards were observed in the areas we inspected. These violation(s) do not imply that your program is ineffective; however, they are an indication of a program deficiency in some aspect of your safety and health program.

We have included with this report a "Notice of Unsafe or Unhealthful Working Conditions" that contains **five (05)** violations observed during this visit.

**Please post a copy of this Notice for your employees to view for a period of at least three (3) working days, or until all alleged violation(s) are corrected.**

**We will need your reply as to the corrective action taken by the abatement date indicated on the Notice. Enclosed are copies of the Abatement Certification Form with instructions. This form should be used to**

**report the action you take to correct the violation(s).**

Your file cannot be closed until we have documentation of correction of each violation. Please respond promptly.

**You may e-mail abatement to [Ashley.Dugan@tn.gov](mailto:Ashley.Dugan@tn.gov).**

If we can assist you in any way, please let us know.

Sincerely,

*Ashley Dugan*

Ashley Dugan, Manager of Public Sector Operations  
Division of Occupational Safety and Health

## State of Tennessee

Department of Labor and Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
Phone: 615-741-2793 Fax: 615-253-1623



# Notice of Unsafe or Unhealthful Working Conditions

**To:**  
The Honorable Jan Hensley  
Mayor  
Covington  
and its successors  
100 Mueller Brass Road  
Covington, TN 38019

**Inspection Number:** 1745259  
**Inspection Date (s):** 05/01/2024  
**Issuance Date:** 05/16/2024  
**Reporting ID:** 0454731  
**CSHO ID:** O2206  
**Optional Report #:** 085-2024

**Inspection Site:**  
Fire Department South  
100 Mueller Brass Road  
Covington, TN 38019

*The violation(s) described in this Notification of Violation is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.*

**ATTN: Rusty Thigpen, Safety Manager**

On 05/01/2024, an inspection of your establishment/workplace was conducted by the Tennessee Occupational Safety and Health Administration (TOSHA) pursuant to Tennessee Code Annotated §§ 50-3-101 through 50-3-918. This Notice of Violation(s) alleges violations of standards and/or rules promulgated under the provisions of the Code. These alleged violations must be corrected on or before the date indicated with each violation description.

## EMPLOYER RESPONSIBILITIES

### POST THIS NOTICE OF VIOLATION(S)

T.C.A. § 50-3-307(a)(4) and Department of Labor and Workforce Development Rules require this Notice of Violation(s) (or a copy) to be immediately posted at or near the location where each alleged violation occurred, or if not practicable, in a prominent place visible to all employees. This Notice of Violation(s) must remain posted until the alleged violations are corrected but for no less than three (3) working days. Equipment, referenced in this Notice of Violation(s), that is moved during the correction period, must have a copy of this Notice of Violation(s) attached.

### CORRECT THE VIOLATIONS

You must correct each violation by the date listed in this Notice of Violation(s) unless you request an extension.

## **EXTENSION OF CORRECTION DATES**

- 1) You may request an extension of the correction date(s) set forth in this Notice of Violation(s) when you cannot correct the alleged violation(s) by the date listed because of circumstances beyond your control. The request must be in writing and filed with the TOSHA area office supervisor no later than the end of the business day on the day after the original abatement date. The request must include the following information:
- a) Steps taken to-date to correct the cited conditions.
  - b) Additional time needed to achieve compliance.
  - c) The reasons additional time is necessary.
  - d) All interim steps being taken to safeguard employees against the cited hazard.
  - e) A dated certification that a copy of the request has been posted and, if appropriate, served on the authorized representative of affected employees.

The employer shall post a copy of the request in a conspicuous place for a period of twenty (20) calendar days. The area supervisor then has ten (10) days after the posting period to grant or deny the request and will inform the employer of such, in writing, by the end of the ten (10) day period.

To request an extension of correction date(s), contact Ashley Dugan, Manager of Public Sector at telephone (615) 253-6672 or fax (615) 741-3325

## **NOTIFY TOSHA OF CORRECTIVE ACTION**

You must notify Ashley Dugan, Manager of Public Sector in writing by letter or fax (615) 741-3325, when correction of each alleged violation has been completed. Enclosed is the Abatement Certification Form to be used to report corrective action taken for each violation. Instructions for completing this form are also enclosed.

You must also notify your employees and their representatives (if represented) of corrective action taken by posting the Abatement Certification Form, or by other effective means.

For items identified in this Notice of Violation(s) as “**Abatement/Correction Documentation Required**”, you must include additional documentation such as photographs, receipts, work orders, etc. to verify the corrective action taken.

## **EMPLOYER RIGHTS**

### **INFORMAL CONFERENCE**

You may request an informal conference to discuss the alleged violations. Informal conferences **must be held within twenty (20) days of the receipt of this Notice of Violation**. To schedule an informal conference, contact Ashley Dugan, Manager of Public Sector by telephone (615) 253-6672 or fax (615) 741-3325. Twenty four (24) hours prior to the informal conference post the “Notice to Employees of Informal Conference” and bring a copy of the notice to the informal conference. A copy of the notice is enclosed.

### **OBJECTION TO NOTICE**

Any employer, employee or authorized representative(s) of employees of an employer to whom a notice has been issued may file a written declaration with the Commissioner advising him of objections to the terms or conditions of the notice. Employers, employees or authorized representative(s) of employees must file such declaration within twenty (20) days of receipt by the employer of the notice. A copy of this objection will be placed in the case file.

**ADDITIONAL INFORMATION**

For additional information, contact Ashley Dugan, Manager of Public Sector, Department of Labor and Workforce Development, Division of Occupational Safety and Health, 220 French Landing Drive, Nashville, TN 37243-0655.

**TOTAL VIOLATIONS**

<b>Serious</b>	<b>04</b>
<b>Other than Serious</b>	<b>00</b>

**ABATEMENT CERTIFICATION FORM**  
**INSTRUCTIONS**

- 1) Complete this form for each cited violation item as follows:
  - a) Enter the violation number and item number in the first column
  - b) Enter the date the item was corrected in the second column
  - c) Explain in detail how each cited violation item was corrected in the third column (See examples below)
  
- 2) You may request an extension of the correction date(s) set forth in this Notice of Violation(s) when you cannot correct the alleged violation(s) by the date listed because of circumstances beyond your control. The request must be in writing and filed with the TOSHA Public Sector Manager no later than the end of the business day on the day after the original abatement date. The request must include the following information:
  - a) Steps taken to-date to correct the cited conditions.
  - b) Additional time needed to achieve compliance.
  - c) The reasons additional time is necessary.
  - d) All interim steps being taken to safeguard employees against the cited hazard.
  - e) A dated certification that a copy of the request has been posted and, if appropriate, served on the authorized representative of affected employees.

The employer shall post a copy of the request in a conspicuous place for a period of twenty (20) calendar days. The area supervisor then has ten (10) days after the posting period to grant or deny the request and will inform the employer of such, in writing, by the end of the ten (10) day period.

- 3) To request an extension of abatement/correction, contact Ashley Dugan, Manager of Public Sector at telephone (615) 253-6672 or fax (615) 741-3325; or email [Ashley.Dugan@tn.gov](mailto:Ashley.Dugan@tn.gov).
  
- 4) Mail, E-mail, or fax the completed form to the Area Office shown on the form
  
- 5) Contact the Public Sector Manager for additional information or if you have any questions
  
- 6) Additional copies can be obtained electronically at:  
[https://www.tn.gov/content/dam/tn/workforce/documents/Employees/SafetyHealth/TOSHA\\_Abatment\\_Form\\_2001.pdf](https://www.tn.gov/content/dam/tn/workforce/documents/Employees/SafetyHealth/TOSHA_Abatment_Form_2001.pdf)

## Examples of How to Complete the Form

Violation & Item #	Date Corrected	HOW CORRECTED
1/1	02/16/2008	<p>The unguarded band saw #1234 located in the maintenance area was fitted with a factory made guard purchased from Ajax Equipment Co. The unused portion of the blade is now fully enclosed in a metal guard. Employees have been trained in the proper use of safety equipment.</p> <p>(NOTE: This item was identified as "Abatement/Correction Documentation Required" - We have also enclosed photographs of the newly guarded saw and a copy of the purchase documents from Ajax Equipment the parts supplier.)</p>
2/1a	02/18/2008	<p>A plumbed emergency eyewash and drench shower were installed by ABC Plumbing Co in the acid mixing area. Employees have been trained in the proper use and maintenance of this emergency equipment.</p>
2/1b	02/24/2008	<p>A written hazard communication program has been developed (copy enclosed). All employees have been trained about the haz com program and its components. They have also been trained in the proper use of the specific chemicals they may use in performing their jobs.</p>
2/4	REQUEST EXTENSION OF ABATEMENT PERIOD	<p>We ordered deluge showers on 12/15/15 (P.O. #76) and were informed that they would be shipped 12/16/15. Request extension until 01/17/16. As an interim safety precaution, we temporarily provided rubber water hoses at faucets near the plating tanks. Personal protective equipment is mandatory for this area.</p> <p><i>I certify that a copy of this request was posted on the employees' bulletin board on (date) and that employees have been informed of their rights under the Act.</i></p> <p style="text-align: center;">OR</p> <p>We ordered deluge showers on 12/15/15 (P.O. #76) and were informed that they would be shipped 12/16/15. Request extension until 01/17/16. As an interim safety precaution, we temporarily provided rubber water hoses at faucets near the plating tanks. Personal protective equipment is mandatory for this area.</p> <p><i>I certify that a copy of this request was posted on the employees' bulletin board on (date) and that employees have been informed of their rights under the Act.</i></p>

# ABATEMENT CERTIFICATION FORM

## MANAGER OF PUBLIC SECTOR

Tennessee Department of Labor and Workforce Development  
Division of Occupational Safety and Health  
220 French Landing Drive  
Nashville, TN 37243-1002

**SUBMITTED BELOW IS THE ACTION(S) TAKEN TO CORRECT THE ALLEGED VIOLATION(S) LISTED ON THE "Notice of Unsafe or Unhealthful Working Conditions"**

**Covington - Fire Department South, 100 Mueller Brass Road, Covington, TN 38019**

Violation & Item #	Date Corrected	How Corrected

**A COPY OF THE VIOLATION(S) WAS (WERE) POSTED AS REQUIRED BY TENNESSEE CODE ANNOTATED §50-3-307(a)(4).**

\_\_\_\_\_  
**Employer Official's Signature**

\_\_\_\_\_  
**Job Title**

\_\_\_\_\_  
Date





**State of Tennessee**  
Department of Labor and Workforce Development  
Division of Occupational Safety and Health (TOSHA)

**NOTICE TO EMPLOYEES  
OF  
INFORMAL CONFERENCE**

An informal conference has been scheduled with TOSHA to discuss the Notice of Violation(s). The conference will be held at the TOSHA office located at 220 French Landing Drive, Nashville, TN 37243-1002 on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). Employees and/or representatives of employees have a right to attend an informal conference. Post this notice twenty-four (24) hours prior to the informal conference. A copy of this notice must be brought to the informal conference.

**State of Tennessee**

Department of Labor and Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
Phone: 615-741-2793 Fax: 615-253-1623

**Inspection Number:** 1745259  
**CSHO ID:** O2206  
**Optional Report #:** 085-2024  
**Inspection Date(s):** 05/01/2024  
**Issuance Date:** 05/16/2024



**Notice of Unsafe or Unhealthful working Conditions**

**Company Name:** Covington - Fire Department South  
**Inspection Site:** 100 Mueller Brass Road Covington, TN 38019

**Violation 1 Item 1 Type of Violation: **Serious****

29 CFR 1910.37(b)(6): Each exit sign was not illuminated to a surface value of at least five foot-candles (54 lux) by a reliable light source:

On May 1, 2024, the employer did not ensure that the exit sign located in the fire truck bay was illuminated.

**Date By Which Violation Must be Abated: June 17, 2024**

**Violation 1 Item 2 Type of Violation: **Serious****

29 CFR 1910.157(c)(1): Portable fire extinguishers were not mounted, located, and identified so that they were readily accessible without subjecting the employees to injuries:

On May 1, 2024, the employer had not ensured that the portable fire extinguishers located in the fire department were identified.

**Date By Which Violation Must be Abated: June 17, 2024**

**Violation 1 Item 3 Type of Violation: **Serious****

29 CFR 1910.157(e)(2): Portable fire extinguishers were not visually inspected at least monthly:

On May 1, 2024, the portable fire extinguishers located in fire department had not been inspected monthly to ensure they were charged, accessible, and in their designated locations.

**Date By Which Violation Must be Abated: June 17, 2024**

**State of Tennessee**

Department of Labor and Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
Phone: 615-741-2793 Fax: 615-253-1623

**Inspection Number:** 1745259  
**CSHO ID:** O2206  
**Optional Report #:** 085-2024  
**Inspection Date(s):** 05/01/2024  
**Issuance Date:** 05/16/2024



**Notice of Unsafe or Unhealthful working Conditions**

**Company Name:** Covington - Fire Department South  
**Inspection Site:** 100 Mueller Brass Road Covington, TN 38019

**Violation 1 Item 4 Type of Violation: **Serious****

29 CFR 1910.303(b)(2): Listed or labeled electrical equipment was not used or installed in accordance with instructions included in the listing or labeling:

On May 1, 2024, the employer daisy chained an extension cord, power strip, and electrical outlet adapter to power a cell phone charger.

**Date By Which Violation Must be Abated:**

**June 17, 2024**

*Ashley Dugan*

**Ashley Dugan, Manager of Public Sector Program  
Division of Occupational Safety and Health**

## State of Tennessee

Department of Labor and Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
Phone: 615-741-2793 Fax: 615-253-1623



# Notice of Unsafe or Unhealthful Working Conditions

**To:**  
The Honorable Jan Hensley  
Mayor  
Covington  
and its successors  
751 Bert Johnston Avenue  
Covington, TN 38019

**Inspection Number:** 1745265  
**Inspection Date (s):** 05/01/2024  
**Issuance Date:** 05/16/2024  
**Reporting ID:** 0454731  
**CSHO ID:** O2206  
**Optional Report #:** 086-2024

**Inspection Site:**  
Tipton Museum  
751 Bert Johnston Avenue  
Covington, TN 38019

*The violation(s) described in this Notification of Violation is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.*

**ATTN: Rusty Thigpen, Safety Manager**

On 05/01/2024, an inspection of your establishment/workplace was conducted by the Tennessee Occupational Safety and Health Administration (TOSHA) pursuant to Tennessee Code Annotated §§ 50-3-101 through 50-3-918. This Notice of Violation(s) alleges violations of standards and/or rules promulgated under the provisions of the Code. These alleged violations must be corrected on or before the date indicated with each violation description.

## EMPLOYER RESPONSIBILITIES

### POST THIS NOTICE OF VIOLATION(S)

T.C.A. § 50-3-307(a)(4) and Department of Labor and Workforce Development Rules require this Notice of Violation(s) (or a copy) to be immediately posted at or near the location where each alleged violation occurred, or if not practicable, in a prominent place visible to all employees. This Notice of Violation(s) must remain posted until the alleged violations are corrected but for no less than three (3) working days. Equipment, referenced in this Notice of Violation(s), that is moved during the correction period, must have a copy of this Notice of Violation(s) attached.

### CORRECT THE VIOLATIONS

You must correct each violation by the date listed in this Notice of Violation(s) unless you request an extension.

## **EXTENSION OF CORRECTION DATES**

- 1) You may request an extension of the correction date(s) set forth in this Notice of Violation(s) when you cannot correct the alleged violation(s) by the date listed because of circumstances beyond your control. The request must be in writing and filed with the TOSHA area office supervisor no later than the end of the business day on the day after the original abatement date. The request must include the following information:
- a) Steps taken to-date to correct the cited conditions.
  - b) Additional time needed to achieve compliance.
  - c) The reasons additional time is necessary.
  - d) All interim steps being taken to safeguard employees against the cited hazard.
  - e) A dated certification that a copy of the request has been posted and, if appropriate, served on the authorized representative of affected employees.

The employer shall post a copy of the request in a conspicuous place for a period of twenty (20) calendar days. The area supervisor then has ten (10) days after the posting period to grant or deny the request and will inform the employer of such, in writing, by the end of the ten (10) day period.

To request an extension of correction date(s), contact Ashley Dugan, Manager of Public Sector at telephone (615) 253-6672 or fax (615) 741-3325

## **NOTIFY TOSHA OF CORRECTIVE ACTION**

You must notify Ashley Dugan, Manager of Public Sector in writing by letter or fax (615) 741-3325, when correction of each alleged violation has been completed. Enclosed is the Abatement Certification Form to be used to report corrective action taken for each violation. Instructions for completing this form are also enclosed.

You must also notify your employees and their representatives (if represented) of corrective action taken by posting the Abatement Certification Form, or by other effective means.

For items identified in this Notice of Violation(s) as “**Abatement/Correction Documentation Required**”, you must include additional documentation such as photographs, receipts, work orders, etc. to verify the corrective action taken.

## **EMPLOYER RIGHTS**

### **INFORMAL CONFERENCE**

You may request an informal conference to discuss the alleged violations. Informal conferences **must be held within twenty (20) days of the receipt of this Notice of Violation**. To schedule an informal conference, contact Ashley Dugan, Manager of Public Sector by telephone (615) 253-6672 or fax (615) 741-3325. Twenty four (24) hours prior to the informal conference post the “Notice to Employees of Informal Conference” and bring a copy of the notice to the informal conference. A copy of the notice is enclosed.

### **OBJECTION TO NOTICE**

Any employer, employee or authorized representative(s) of employees of an employer to whom a notice has been issued may file a written declaration with the Commissioner advising him of objections to the terms or conditions of the notice. Employers, employees or authorized representative(s) of employees must file such declaration within twenty (20) days of receipt by the employer of the notice. A copy of this objection will be placed in the case file.

**ADDITIONAL INFORMATION**

For additional information, contact Ashley Dugan, Manager of Public Sector, Department of Labor and Workforce Development, Division of Occupational Safety and Health, 220 French Landing Drive, Nashville, TN 37243-0655.

**TOTAL VIOLATIONS**

<b>Serious</b>	<b>01</b>
<b>Other than Serious</b>	<b>00</b>

## ABATEMENT CERTIFICATION FORM INSTRUCTIONS

- 1) Complete this form for each cited violation item as follows:
  - a) Enter the violation number and item number in the first column
  - b) Enter the date the item was corrected in the second column
  - c) Explain in detail how each cited violation item was corrected in the third column (See examples below)
  
- 2) You may request an extension of the correction date(s) set forth in this Notice of Violation(s) when you cannot correct the alleged violation(s) by the date listed because of circumstances beyond your control. The request must be in writing and filed with the TOSHA Public Sector Manager no later than the end of the business day on the day after the original abatement date. The request must include the following information:
  - a) Steps taken to-date to correct the cited conditions.
  - b) Additional time needed to achieve compliance.
  - c) The reasons additional time is necessary.
  - d) All interim steps being taken to safeguard employees against the cited hazard.
  - e) A dated certification that a copy of the request has been posted and, if appropriate, served on the authorized representative of affected employees.

The employer shall post a copy of the request in a conspicuous place for a period of twenty (20) calendar days. The area supervisor then has ten (10) days after the posting period to grant or deny the request and will inform the employer of such, in writing, by the end of the ten (10) day period.
  
- 3) To request an extension of abatement/correction, contact Ashley Dugan, Manager of Public Sector at telephone (615) 253-6672 or fax (615) 741-3325; or email [Ashley.Dugan@tn.gov](mailto:Ashley.Dugan@tn.gov).
  
- 4) Mail, E-mail, or fax the completed form to the Area Office shown on the form
  
- 5) Contact the Public Sector Manager for additional information or if you have any questions
  
- 6) Additional copies can be obtained electronically at:  
[https://www.tn.gov/content/dam/tn/workforce/documents/Employees/SafetyHealth/TOSHA\\_Abatement\\_Form\\_2001.pdf](https://www.tn.gov/content/dam/tn/workforce/documents/Employees/SafetyHealth/TOSHA_Abatement_Form_2001.pdf)

## Examples of How to Complete the Form

Violation & Item #	Date Corrected	HOW CORRECTED
1/1	02/16/2008	<p>The unguarded band saw #1234 located in the maintenance area was fitted with a factory made guard purchased from Ajax Equipment Co. The unused portion of the blade is now fully enclosed in a metal guard. Employees have been trained in the proper use of safety equipment.</p> <p>(NOTE: This item was identified as "Abatement/Correction Documentation Required" - We have also enclosed photographs of the newly guarded saw and a copy of the purchase documents from Ajax Equipment the parts supplier.)</p>
2/1a	02/18/2008	A plumbed emergency eyewash and drench shower were installed by ABC Plumbing Co in the acid mixing area. Employees have been trained in the proper use and maintenance of this emergency equipment.
2/1b	02/24/2008	A written hazard communication program has been developed (copy enclosed). All employees have been trained about the haz com program and its components. They have also been trained in the proper use of the specific chemicals they may use in performing their jobs.
2/4	REQUEST EXTENSION OF ABATEMENT PERIOD	<p>We ordered deluge showers on 12/15/15 (P.O. #76) and were informed that they would be shipped 12/16/15. Request extension until 01/17/16. As an interim safety precaution, we temporarily provided rubber water hoses at faucets near the plating tanks. Personal protective equipment is mandatory for this area.</p> <p><i>I certify that a copy of this request was posted on the employees' bulletin board on (date) and that employees have been informed of their rights under the Act.</i></p> <p style="text-align: center;">OR</p> <p>We ordered deluge showers on 12/15/15 (P.O. #76) and were informed that they would be shipped 12/16/15. Request extension until 01/17/16. As an interim safety precaution, we temporarily provided rubber water hoses at faucets near the plating tanks. Personal protective equipment is mandatory for this area.</p> <p><i>I certify that a copy of this request was posted on the employees' bulletin board on (date) and that employees have been informed of their rights under the Act.</i></p>



# ABATEMENT CERTIFICATION FORM

## MANAGER OF PUBLIC SECTOR

Tennessee Department of Labor and Workforce Development  
Division of Occupational Safety and Health  
220 French Landing Drive  
Nashville, TN 37243-1002

SUBMITTED BELOW IS THE ACTION(S) TAKEN TO CORRECT THE ALLEGED VIOLATION(S) LISTED ON THE "Notice of Unsafe or Unhealthful Working Conditions"

Covington - Tipton Museum, 751 Bert Johnston Avenue, Covington, TN 38019

Violation & Item #	Date Corrected	How Corrected

A COPY OF THE VIOLATION(S) WAS (WERE) POSTED AS REQUIRED BY TENNESSEE CODE ANNOTATED §50-3-307(a)(4).

\_\_\_\_\_  
Employer Official's Signature

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Date



**State of Tennessee**  
Department of Labor and Workforce Development  
Division of Occupational Safety and Health (TOSHA)

**NOTICE TO EMPLOYEES  
OF  
INFORMAL CONFERENCE**

An informal conference has been scheduled with TOSHA to discuss the Notice of Violation(s). The conference will be held at the TOSHA office located at 220 French Landing Drive, Nashville, TN 37243-1002 on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). Employees and/or representatives of employees have a right to attend an informal conference. Post this notice twenty-four (24) hours prior to the informal conference. A copy of this notice must be brought to the informal conference.

**State of Tennessee**

Department of Labor and Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
Phone: 615-741-2793 Fax: 615-253-1623

**Inspection Number:** 1745265  
**CSHO ID:** O2206  
**Optional Report #:** 086-2024  
**Inspection Date(s):** 05/01/2024  
**Issuance Date:** 05/16/2024



**Notice of Unsafe or Unhealthful working Conditions**

**Company Name:** Covington - Tipton Museum  
**Inspection Site:** 751 Bert Johnston Avenue Covington, TN 38019

**Violation 1 Item 1 Type of Violation: **Serious****

29 CFR 1910.305(j)(2)(iv): A receptacle installed in a wet or damp location was not suitable for the location:

On May 1, 2024, the outlet box located beside the sink in the kitchen area was not equipped with a GFCI (Ground Fault Circuit Interrupter).

**Date By Which Violation Must be Abated:** June 17, 2024

*Ashley Dugan*

**Ashley Dugan, Manager of Public Sector Program  
Division of Occupational Safety and Health**



Donna Turner  
Chief of Police

# Covington Police Department

211 South Main Street Covington, TN 38019

Telephone (901) 475-1261

(c) 901- 444-1047

Fax (901) 313-9359

dturner@covingtontn.com

28 May 2024

## Public Safety Committee Meeting Law Enforcement Agenda

**April 2024**

- **Personnel**
- **Training**
- **Monthly Activity**
- **April Press Releases**
- **April Major Expenses**
- **Total Calls for Service**
- **Traffic Stops Totals**
- **K9 Statistics**
- **April 2024 Statistics**
- **Policy and Rules Review**

### Personnel

The CPD currently has six (6) vacant positions. Applications are being taken for police officer positions.

Corporal William Westbrook was selected as the 2024 Officer of the Year. Congratulations!

Officer Barnes, Officer Dowell, and Officer Olive's first day was 01 April! Welcome to the team!

Jennifer Stubblefield has been hired as the Administrative Records Technician / Evidence Custodian. Jennifer is slated to begin 10 June 2024.

## **Training**

April 1<sup>st</sup> – 2<sup>nd</sup> – Officer Gary Gill completed the TLETA POST required Transition School at TLETA in Donelson, TN. His completion provides his POST certification as a police officer.

April 2<sup>nd</sup> – 3<sup>rd</sup>: Sgt. Scott Templeton attended Acadis Training in Cookeville, TN. This course was for the agency General Department Instructors (GDI), training officers, and administrative staff that are making entries and submissions to Acadis. This training is for compliance with POST requirements for the Training Unit.

April 3<sup>rd</sup> – 5<sup>th</sup>: Chief Turner and Lt. Avery attended the Chiefs Association Meeting in Nashville, TN. The Meeting included meeting with multiple vendors for technology and equipment related to law enforcement and POST required training.

April 8 – Jun 10<sup>th</sup> – Detective Jordan Isbell attended the National Forensic Academy in Knoxville, TN. The training is nationally recognized as the standard in the field of criminal investigations and forensics.

April 4<sup>th</sup> – 5<sup>th</sup>: Court Clerk Carolyn Scott attended the Municipal Court Conference in Murfreesboro, TN. The Municipal Court Clerk Certificate Program is designed to help both the new clerk and the veteran develop and maintain the knowledge, skills and abilities required for successful court management.

April 8<sup>th</sup> – 12<sup>th</sup>: Cpl. Hunt, Ofc. Hutcheson, and K9 handler Vanvleet attended Patrol Interdiction in Jackson, TN. The training included techniques in locating hidden compartments and other means of illegally trafficking narcotics on the roadways.

April 11 – Chief Turner, Sgt Templeton, Officer Barnes, Officer Dowell and Officer Olive attended a virtual webinar on Armour Piercing Handgun Ammunition hosted by the FBI.

April 17<sup>th</sup> – 18<sup>th</sup>: Det. Norwood attended West TN Child Death/Near Death Workshop in Jackson, TN. The training was set to enhance knowledge, further skill development, reinforce the goals and values of the Child Protective Investigative Team (CPIT) teams, and provide a team building opportunity for investigating child related cases.

April 28<sup>th</sup> – May 3<sup>rd</sup>: Lt. Avery attended FBI Tennessee Law Enforcement Executive Development Seminar (TLEEDS) in Pigeon Forge, TN. The training defined leadership, generational effects of leadership, leadership as a lifestyle, leadership traits, building

credibility, organizational credibility. Also taught the four pillars of discipline, immunity, and supervisor liability.

April 29<sup>th</sup> – May 3<sup>rd</sup>: Ofc. Hutcheson and Ofc. Taylor attended Basic FTO school in Union City, TN. The training taught the roles and responsibilities of a Field Training Officer including effective communication, officer safety, and intervention.

### **Monthly Activity**

April – we celebrated Autism Awareness Month

April – City Traffic Court was held each Tuesday at 3:00 PM at the Chancery Courtroom. Staff provides a bailiff and clerk for the court.

04/01 – Chief Turner, Mayor Hensley, and COS Fleming attended the Midsouth Regional Law Enforcement meeting at Memphis City Hall.

04/02 – Chief Turner attended a budget meeting with Mayor Jan Hensley, Fiscal Division Clerk Tina Dunn, Kristen Mathis, and COS Fleming.

04/08 – Chief Turner spoke at the Lions Club monthly meeting at the Covington Civic Center.

04/08 – Chief Turner attended the monthly Department Head Meeting at City Hall.

04/09 – Chief Turner, Analyst Hayes, and Clerk Tina Dunn attended a VCIF grant meeting virtually with the State Officials.

04/10 – Lt Avery and Researcher Doyle attended the Quarterly Sexual Assault Response Team (SART) Meeting at the DA's Office in Covington.

04/11 – Lt. McCurry and Analyst Ferrell attended US Attorney's Officer and OJP Grant Meeting in Memphis, TN.

04/11 – CPD Staff attended a Job Fair at Covington High School.

04/11 – Lt Dillingham attended the Special Events Committee Meeting at City Hall.

04/11 – Chief Turner and Sgt Templeton attended a virtual PowerDMS meeting for annual updates.

04/16 – Lt McCurry, Cpl Robertson, Officer Taylor, and Officer Lee attended SRO training at the CHS.

04/16 – Nick Shaw conducted a Drone training meeting with CPD Pilots Officer Tayloe, Officer Gill and Detective Norwood at CID.

04/16 – Chief Turner attended a legislative hearing at Cordell Hull Building in Nashville related to current law enforcement legislation.

04/17 – Chief Turner attended a Wireless Vendor Discussion at City Hall with Department Heads.



04/17 – Chief Turner, Analyst Ferrell, and Lt. McCurry met with the Boys and Girls club for a grant meeting. Also attending was Director Felicia Mason and Director Molly Glass.

04/18 – Lt. Avery attended the monthly UASI at the Emergency Operations Center in Memphis, TN.

04/18 – Staff attended the DSCC Substance Abuse/Impaired Driving Event.

04/18 – Chief Turner, Lt Dillingham, Sgt Templeton, and HR Director Cody Bumpus attended a virtual PowerDMS meeting on our current account and options available.

04/18 – Covington Police Department attended the Exchange Club Officer of the Year luncheon honoring **Cpl. William Westbrook**.

04/19 – Jim Deery presented an equipment demonstration at CID for Chief Turner, Nic Shaw, and the Command Staff for computer devices.

04/19 – Chief Turner and staff went to E911 Dispatch and recognized our E911 staff for National Communications Week.

04/20 – Chief Turner and CPD attended the Sea of Blue for Fallen Officer McKinney in Memphis.

04/22 – Covington Police Department attended MPD Officer McKinny's funeral.

04/23 – Lt. McCurry attended a Flock virtual meeting.

04/23 – Chief Turner and Analyst attended a VCIF grant meeting at City Hall with Clerk Dunn.

04/24 – Chief Turner, Director Mason, Director Glass, Lt McCurry and the SkyCop representative held a grant meeting at the Boys and Girls Club.

04/24 – Mayor Jan Hensley swore in, and Chief Turner pinned Officers Barnes, Olive, Dowell and Braddic. **WELCOME to CPD!**

04/26 – Lt. Dillingham, Lt. Avery and Sgt. Templeton went to Answering the Call in Memphis, TN.

04/26 – CPD conducted a THSO traffic enforcement saturation in Covington.

04/27 – Covington Police Department participated in Drug Take Back with Drug Free Tipton at Baptist Memorial Hospital. CPD had a THSO demonstration, child safety seat giveaway, and Shred-it documents collection during the event.

04/27 – Cpl Roberson and Officer Lee Smith attended the CHS Oscar Night event at the Ruffin Theater.

04/29 – Chief Turner met with Larry from Sky Cop.

04/29 – Chief Turner and Lt McCurry attended the West Tn Chief's Meeting hosted by Jackson PD.

04/30 – Covington Police Department held interviews for Records Technician/ Evidence Custodian.

04/30 – Mayor Hensley received and signed the grant for the new police building grant for submission to FEMA. TEMA has approved the grant application.



### **Monthly Press Releases:**

- 04/15 – Juvenile arrested after breaking into Covington home
- 04/18 – CPD investigates two motor vehicle crashes, one resulting in a fatality and a hit and run where a pedestrian was struck
- 04/22 – Traffic stop uncovers a large theft of merchandise and results in multiple arrests
- 04/26 – Sunrise apartments shooting leads to felony arrest and recovery of stolen gun in Covington
- 04/27 – CPD Patrol division makes traffic stop which leads to Drug and Warrant arrests

### **April 2024 Major Expenses:**

#### **110-42100-944 – Transportation Equipment | \$41,711.50**

The purchase of a Dodge Durango.

### **April Statistical Graphs and Totals:**

- **April 2024 / Total calls for service – 1526**
- **April 2024 / Traffic stops – 149**
- **April 2024 / Statistics Patrol including and CID.**
- **April 2024 – Social Media Outreach – 50,729**

### **Policy and Rules Review:**

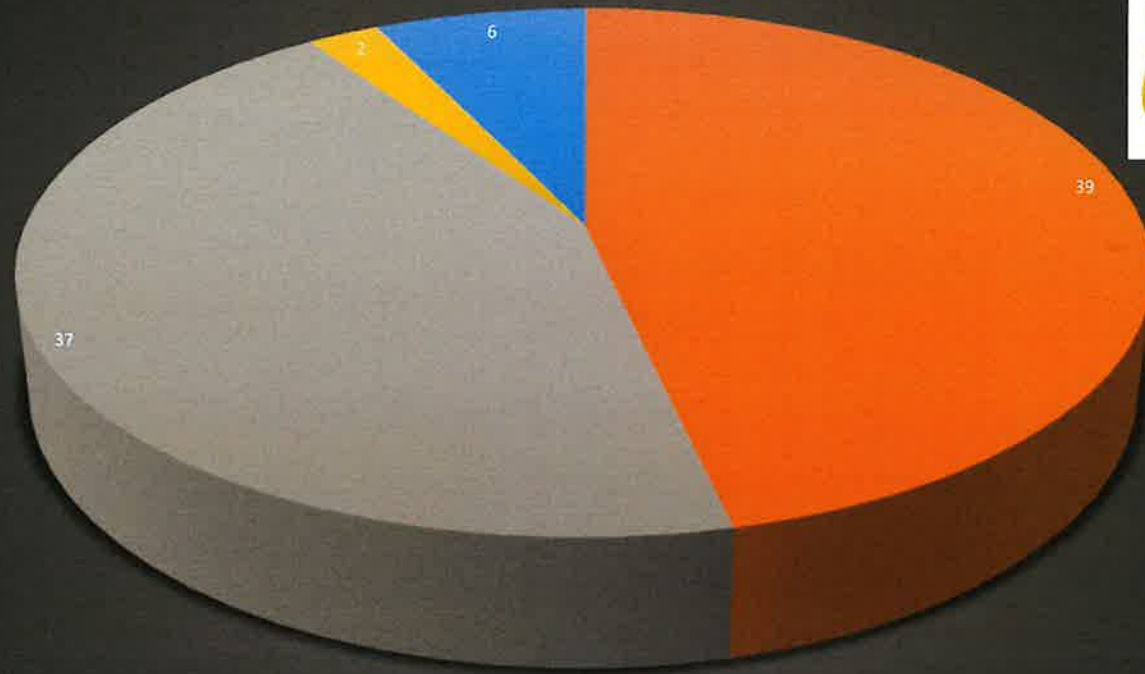
New policy for CPD Section 5.16 Patrol Functions related to **traffic law enforcement**. The policy is recommended for our THSO grant requirements. The policy is attached for review and has been submitted to City Attorney Withington for approval.

Covington BBQ Festival **Demolition Derby event rules and regulations** for review.

# Personnel



- Personnel
- Positions
- Sworn
- Not Sworn
- Openings





### Fleet

14  
12  
10  
8  
6  
4  
2  
0



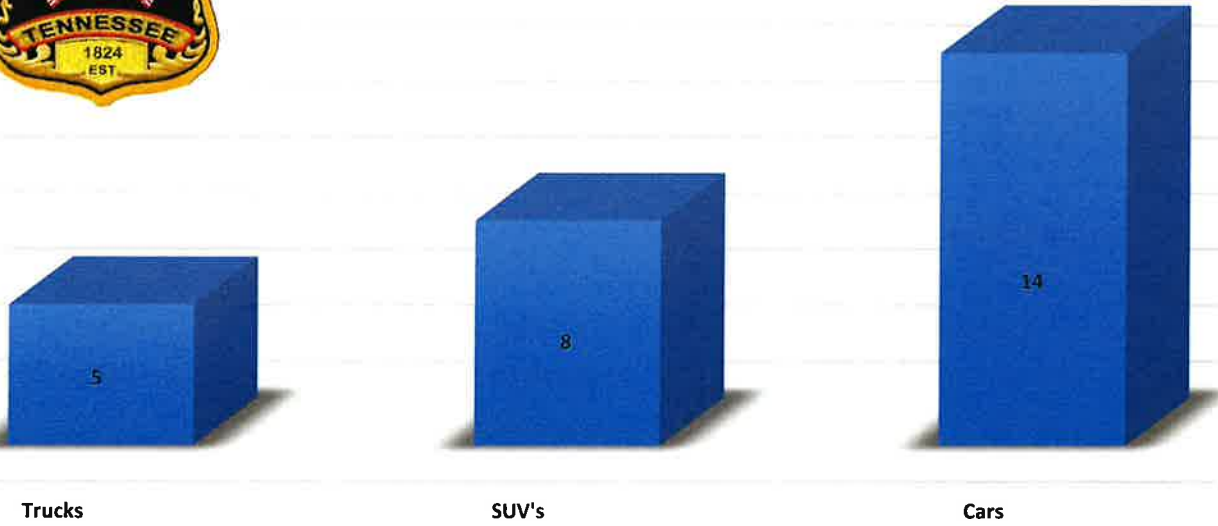
Trucks



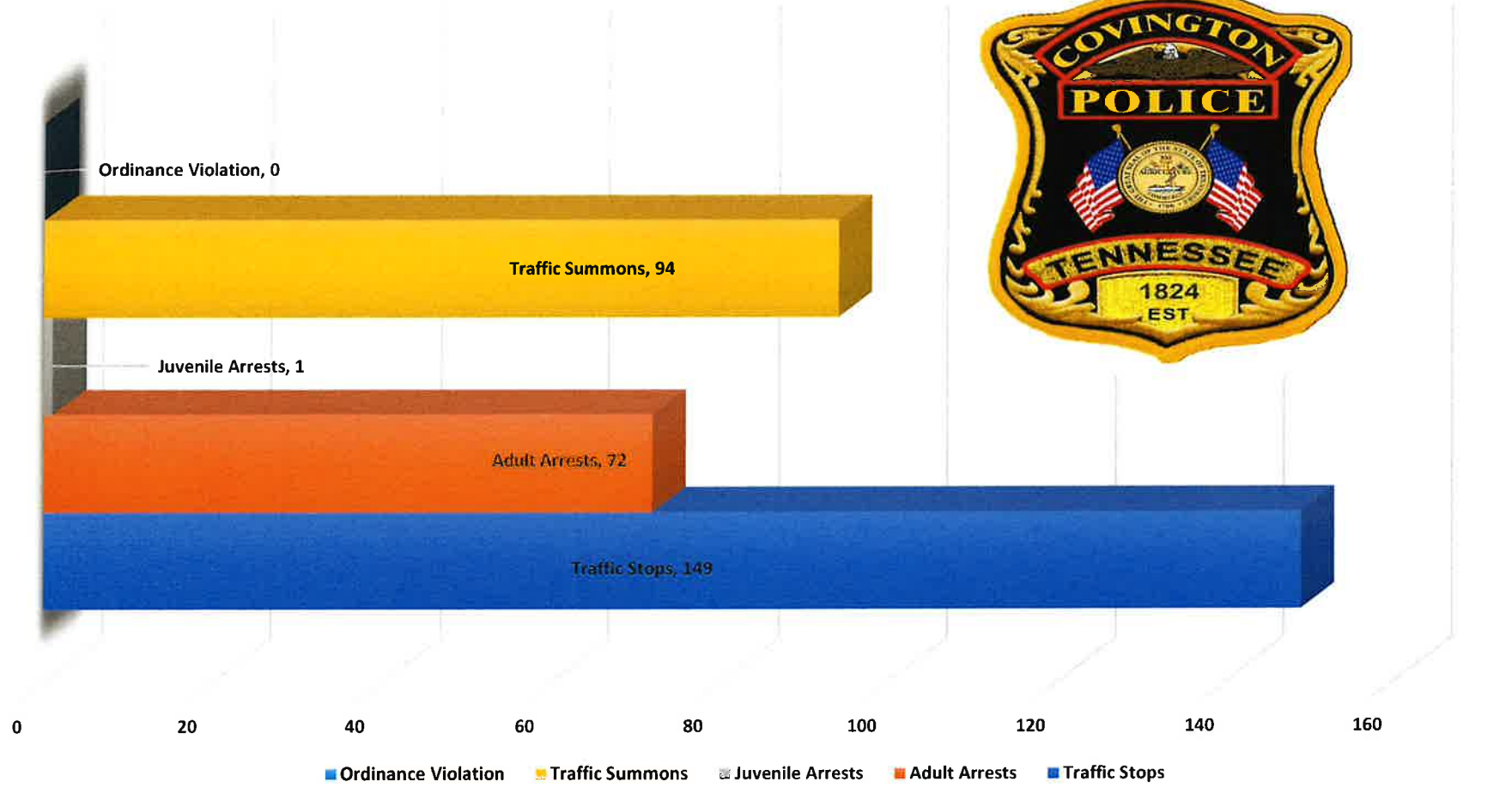
SUV's



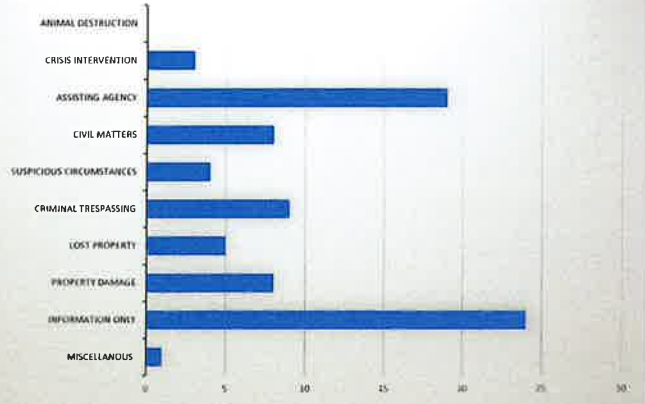
Cars



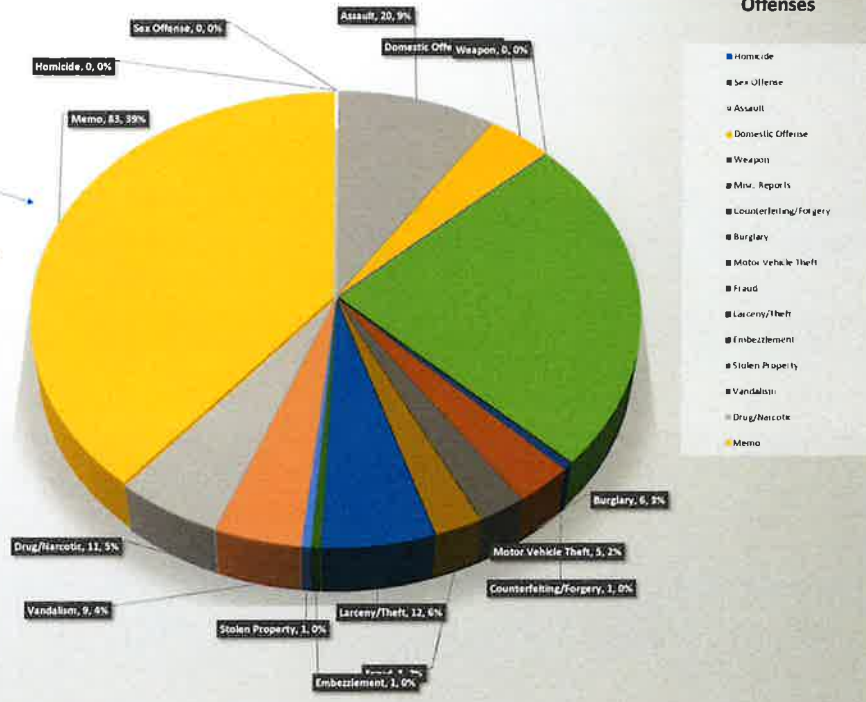
## Statistics



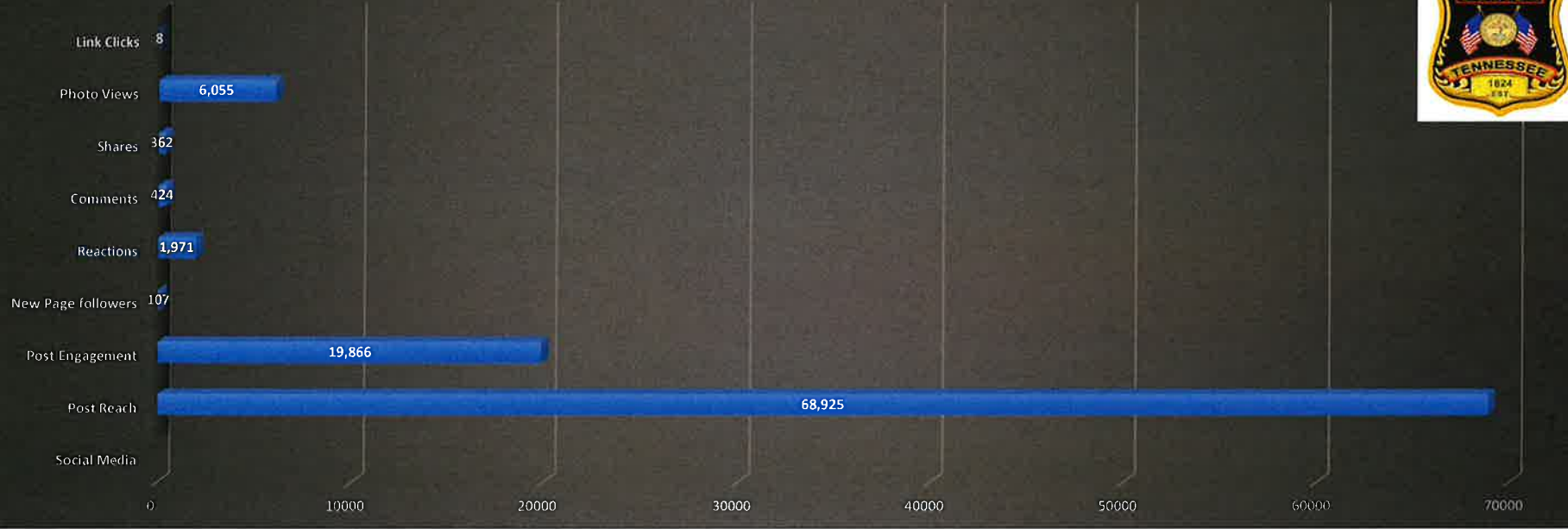
### Memos

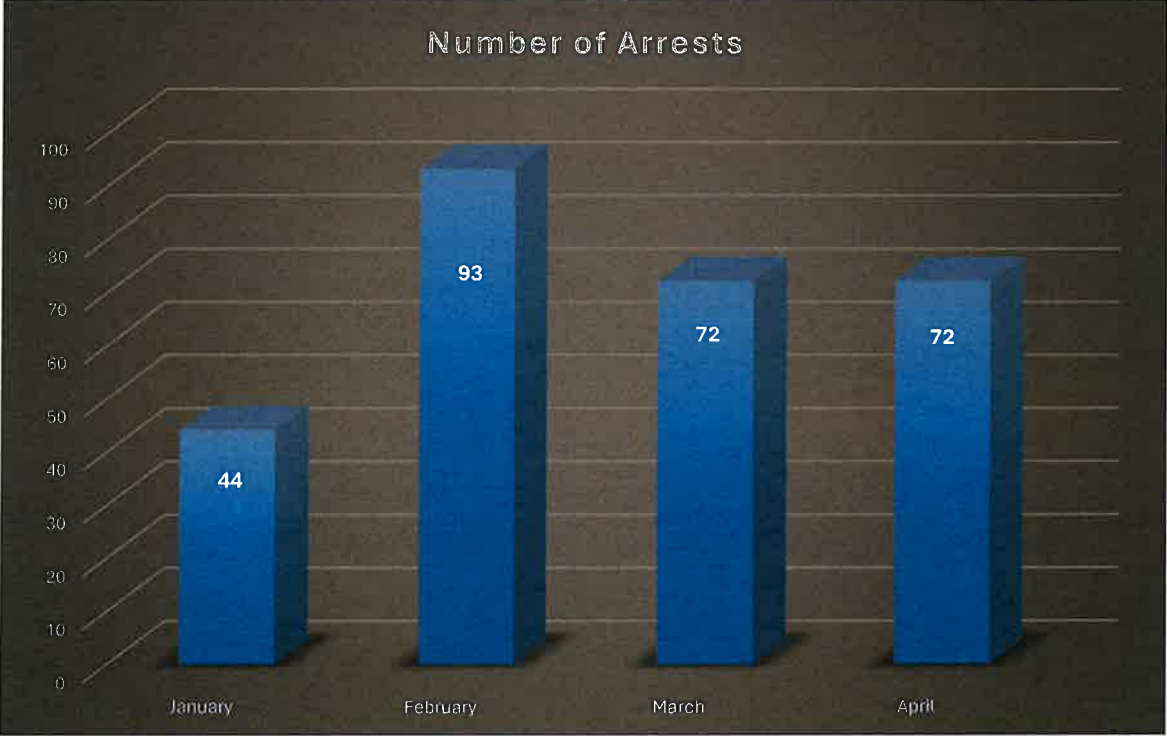


### Offenses



# CPD Social Media Engagements







### Traffic Citations



### Parking Tickets

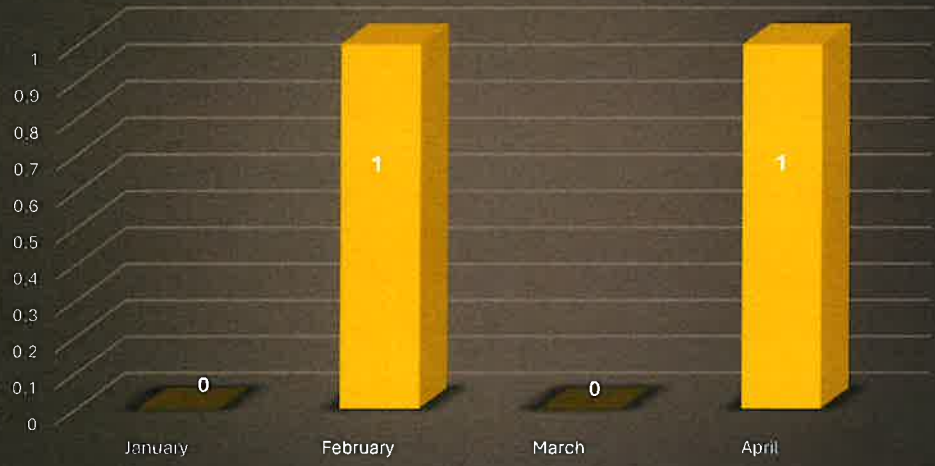


### Traffic Warnings

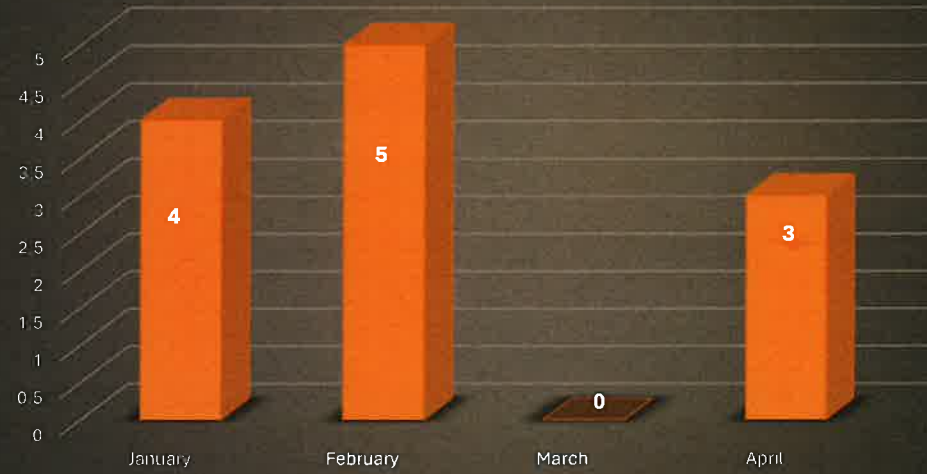




### Robbery



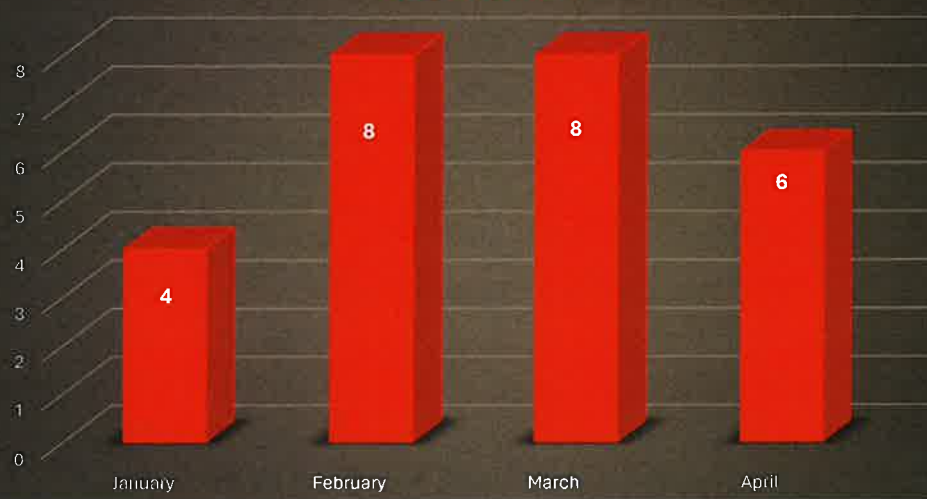
### Burglary

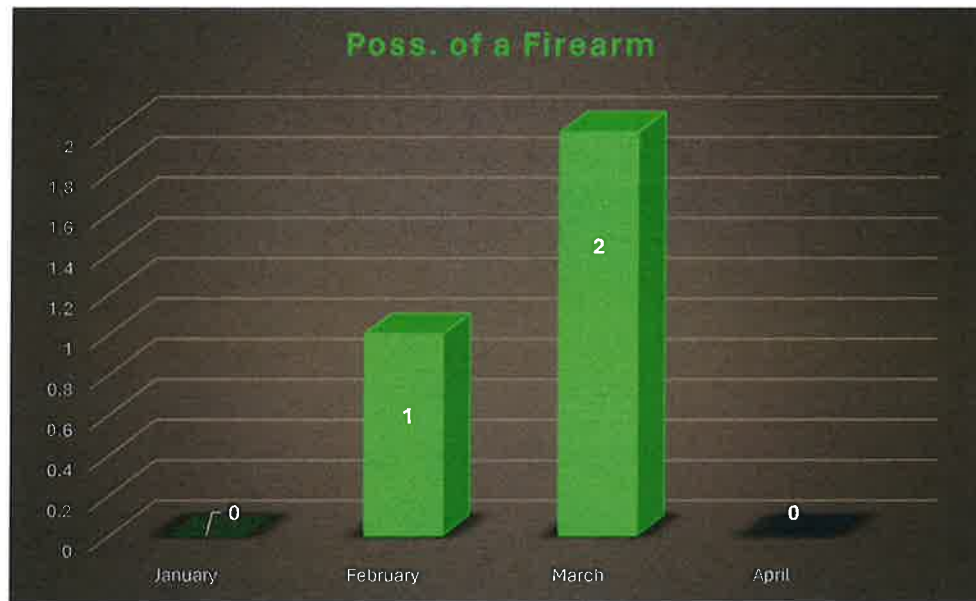


### Assaults



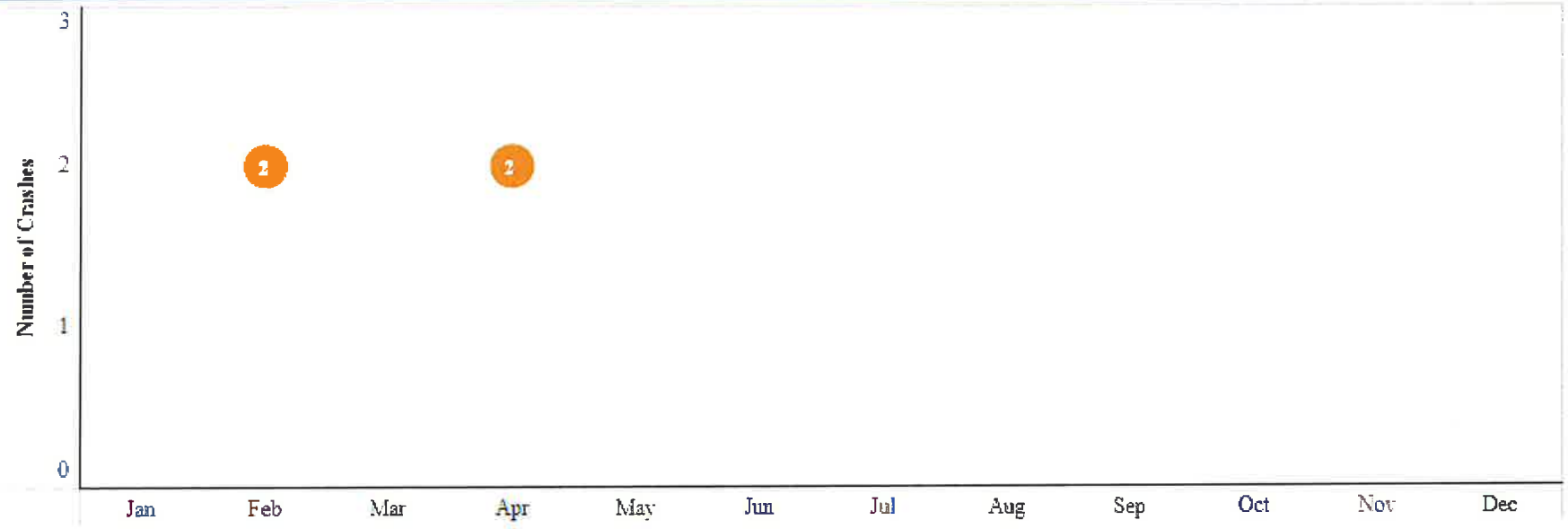
### Agg Assaults





Crash Type ■ Fatal ■ Serious Injury (All) ▼

### Crashes by Month / Year ?



**Year Legend**

■ 2024

**Select Year**

2022

2023

2024

## Crashes by Hour and Day of Week

?



MON

TUE

WED 1

THU

FRI

SAT 1

SUN 2

## Special Stats

?

Background Color

# of Crashes

% of Fatality

Distracted Driver	
Drowsy Driver	
Drinking Driver	
Driver has used Drugs	
Speeding Driver	
Unbelted Occupant	2
Teen Driver (13-19)	
Senior Driver (65-99)	1
Pedestrian Involved	2
Pedalcyclist Involved	
Other Non-Motorist Involved	
Large Truck Involved	
Motorcyclist Involved	1
ATV Involved	
School Bus - Directly Involved	
School Bus - Indirectly Involved	

## Summarized Table

Work Zone

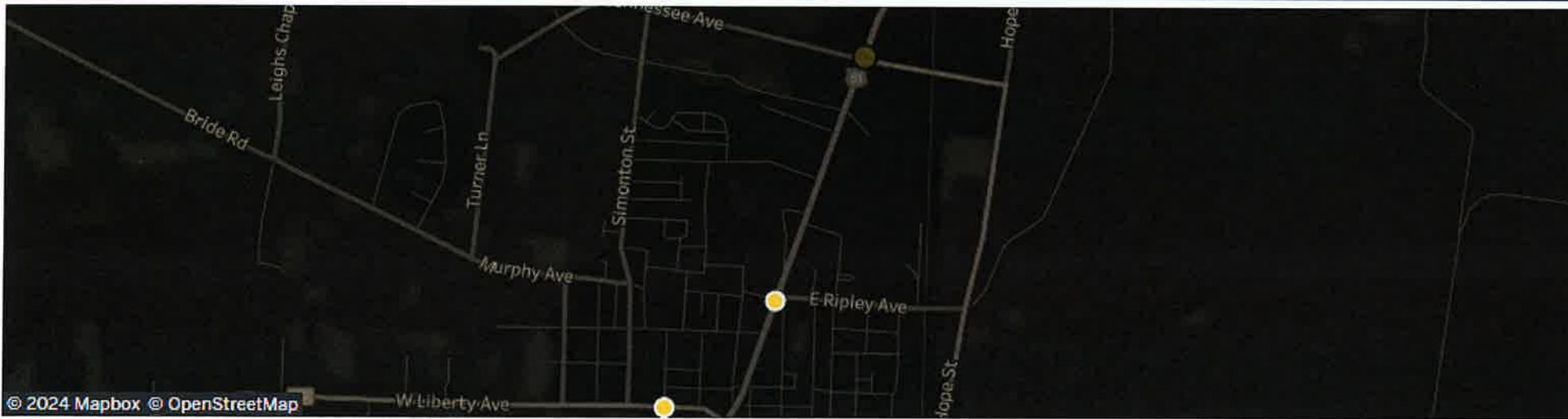
?

Work Zone

	# of Crashes	% of Fatality
Unknown/Not Work Zone	4	16.7%

## Geospatial Distribution of Crashes

?



Crash Type



Fatal



Serious Injury

(All)



Covington Police Department Patrol Division - Monthly Statistics



Agg. Assault	Animal Cruelty	Arson	Assault	Burglary	Child Abuse/Neglect	Contributing to Del.	Criminal Impers.	Custodial Interference	Disorderly Conduct	Domestic Assaults	Drug Arrests	DUI	False Report	Fraud/False pretenses	Harassment	Intimidation	Leaving the Scene	Littering	Minor in Poss.	Poss. Firearm	Public Indecency	Public Intox.	Rape	Reckless Driving	Reckless Endangerment	Resist Arrest	Rev/Sus/Can	Robbery	Sexual Battery	Shoplifting	Theft	Trespassing	Unruly Juvenile	Vandalism	Warrant Arrest	Reports Filed	Total Arrests	Traffic Citation	Parking Tickets	Traffic Warning
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Apr-24																																							Days Worked	Details	Extra Patrol	Training Hrs.	Volunteer Hrs.	
<b>ALPHA 6am- 6pm</b>																																												
Bohnert	0	0	0	2	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	12	5	5	0	2	22	1	6	0	
Guarian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	4	0	8	11	4	28	0	13	0	0	
Norton	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	17	1	0	0	0	9	0	0	0	0	
Westbook	0	0	0	1	1	0	0	0	0	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	4	2	0	2	0	26	9	9	0	2	23	0	6	0	0
Preyer	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	1	0	0	1	14	1	5	0	14	15	0	0	0	0
Gill	1	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	1	0	0	2	0	26	11	33	0	22	25	1	6	0	0	
Braddic	0	0	0	2	0	1	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	4	3	0	0	3	34	8	22	5	4	24	0	6	0	0	
<b>BRAVO 6pm-6am</b>																																												
J.Taylor	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	6	4	6	0	5	20	0	1	0	0	
B.Taylor	1	0	0	0	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	1	0	1	1	0	0	17	7	3	0	1	19	0	4	24	0
Hutcheson	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	1	0	0	1	9	2	2	0	0	24	0	6	64	0	
Moore	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	17	7	4	0	2	18	1	1	0	0		
Muex	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	
Hunt	2	0	0	4	0	0	0	0	0	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	3	0	0	2	0	0	2	1	28	8	2	0	1	19	0	1	40	0	
Nelson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>K-9 3pm-1am</b>																																												
VanVleet	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	4	0	0	0	0	16	0	0	40	0		
<b>Totals</b>	6	0	0	10	3	1	0	0	1	5	10	2	0	1	2	2	0	0	0	0	1	0	1	0	0	18	0	4	8	12	1	8	7	187	73	94	16	55	228	0	44	128	0	



Covington Police Department School Resource Officer - Monthly Statistics



Apr-24	Community Events	Programs Assisted	Incident Reports	Juvenile Arrests	Adult Arrests	Searches Conducted	Weapons Recovered	Drug/ Alcohol/ Tobacco Viol.	Bus Drop-off/ pick up	Safety Drills	Student Transports	Traffic Duties	Presentations	After School Events	K-9 Searches/ Assists	Fighting/ Bullying Incidents	Theft Incidents	Administrative Meetings	Threats of Mass Violence	Medical Emergency	Proptery Damage	Fraud	Court	Days Worked	Details	Extra Patrol	Training Hrs.	Volunteer Hrs.
<b>SRO</b>																												
Cpl Robertson	1	1	3	2	0	1	0	2	44	1	1	30	1	1	1	1	0	3	0	0	1	0	0	22	0	5	0	0
Smith	1	1	3	0	0	0	0	0	44	1	2	30	1	1	1	1	0	1	0	0	0	0	0	22	2	5	0	0
C Taylor	0	1	3	1	0	1	0	1	44	1	1	30	1	0	1	0	0	0	0	0	0	0	0	22	0	5	0	0
<b>Totals</b>	<b>2</b>	<b>3</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>132</b>	<b>3</b>	<b>4</b>	<b>90</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>66</b>	<b>2</b>	<b>15</b>	<b>0</b>	<b>0</b>	



# Covington Police Department

## Criminal Investigations Division

Monthly Statistics	Acc. After Fact	Accidental/ overdose	Agency Assist	Agg. Assault	Burglary	Child Abuse	Child Sex Abuse	Credit Card Fraud	DOA/ Natural	DOA- O.D./Accident	DOA/Suicide	Drug/Narc.	Elder Abuse	Embezzlement	Fraud/Counterfeit	Homicide	Missing Person	Murder/Attempt	MVT/Pass. Vehicle	Natural	Other Investigations	Rape	Robbery	Shoplifting	Simple Assault	Forcible Fondling	Statutory Rape	Stolen Property	Suicide	Theft Over \$1,000	Theft Under \$1,000	Theft From Vehicle	Vandalism	Vehicle theft	Warrants PU'd	Total Warrants	Total Arrests	Callouts	Training Hours	Days Worked	Indictments														
	Jan-24																												<b>Lt. Avery</b>																										
Assigned											1	1							4															1	6	13																			
Active																																																							
Closed											1	1								4														1	6	6																			
Solved											1	1								4																																			
<b>Det. Isbell</b>																												<b>Det. Isbell</b>																											
Assigned																																																							
Active																																																							
Closed																																																							
Solved																																																							
<b>Det. Doss</b>																												<b>Det. Doss</b>																											
Assigned																																																							
Active										1									2																																				
Closed																																																							
Solved																																																							
<b>Det. Norwood</b>																												<b>Det. Norwood</b>																											
Assigned									3																																														
Active									1			1												1																															
Closed																																																							
Solved									3																																														
<b>Evidence</b>																												<b>Evidence</b>																											
																												<b>Totals</b>																											
																												4																											
																												41																											
																												1																											

**CALL TOTALS FROM JANUARY 2024 TO DECEMBER 2024**

Agency	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual Annual	Annual Per Day Vol.
Atoka PD	886	955	1006	802									3649	
Brighton PD	326	277	317	324									1244	
Covington PD	1303	1390	1607	1526									5826	
Mason PD	48	55	42	82									227	
Munford PD	944	1095	981	1093									4113	
Tipton County SO	1985	2523	3027	2564									10099	
<b>MONTHLY LE TOTALS</b>	<b>5492</b>	<b>6295</b>	<b>6980</b>	<b>6391</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25158</b>	
Atoka FD	119	121	106	84									430	
Brighton FD	65	76	92	66									299	
Charleston FD	21	21	16	18									76	
Covington FD	266	207	253	259									985	
Garland FD	27	13	18	11									69	
Giltedge FD	47	39	32	25									143	
Mason FD	20	9	17	9									55	
Munford FD	110	105	113	103									431	
Quito FD	69	51	49	46									215	
Tipton County FD	139	121	114	121									495	
Three Star FD	58	44	68	60									230	
<b>MONTHLY FD TOTALS</b>	<b>941</b>	<b>807</b>	<b>878</b>	<b>802</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3428</b>	
Ambulance Service	948	774	869	793									3384	
<b>MONTHLY EMS TOTAL</b>	<b>948</b>	<b>774</b>	<b>869</b>	<b>793</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3384</b>	
<b>MONTHLY TOTALS</b>														
Law Enforcement	5492	6295	6980	6391	0	0	0	0	0	0	0	0		
Fire Dept.	941	807	878	802	0	0	0	0	0	0	0	0		
Ambulance	948	774	869	793	0	0	0	0	0	0	0	0		
<b>ALL AGENCIES</b>	<b>7381</b>	<b>7876</b>	<b>8727</b>	<b>7986</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31970</b>	





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Chief of Police

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## PRESS RELEASE

27 April 2024

### **\*For Immediate Release\***

#### **CPD Patrol Division makes Traffic Stop which leads to Drug and Warrant Arrests.**

On 23 April 24, Covington Police Department Officers initiated a traffic stop at the intersection of North Maple St near E Ripley Ave in Covington on a yellow, 2024 Mitsubishi Mirage after observing the driver of the vehicle not wearing a seatbelt. The vehicle was occupied with three passengers.

The driver of the vehicle was Robert Garcia (47 of Memphis, Tennessee). Officers determined the passengers of the vehicle were Jennifer Helms (37 of Memphis, Tennessee), Kenneth Franks (27 of Memphis, Tennessee), and Emily Trotter (24 of Covington, Tennessee). Jennifer Helms, who was the listed owner of the vehicle, provided officers with consent to search the car. Helms also advised CPD officers that she had contraband on her person. Helms then reached into her bra and retrieved a zip lock bag containing a small glass mug, a glass pipe containing residue, and a small clear plastic bag containing a crystal-like substance, which was field tested positive for crystal meth (2.3 grams). One small clear plastic bag contained 2.9 grams of heroin, which was black in color. There were also two small clear plastic bags that contained 2.8 grams of marijuana.

A search of the vehicle revealed the following items: A red husky backpack containing: 1 skull shaped bubbler/bong containing a clear liquid with a glass pipe containing residue attached to a rubber hose, which was attached to the top of the bubbler/bong, one (1) long Hyper Tough pry bar, one (1) DeWalt battery operated hand-held reciprocating saw (serial # W13Y600) with metal shavings where the blade insert is located, one (1) Hyper Tough cordless 3/8 inch square drive ratchet, one (1) Hyper Tough cordless rotary tool, five (5) various hand pliers, one (1) Bernzomatic torch, (1) Bernzomatic 14.1 oz propane cylinder, and multiple various Hyper Tough hand ratchets and sockets. Franks stated that the Husky backpack belonged to him and advised the bong was used for smoking meth. In addition, police records confirmed Franks had an active warrant out of Shelby County for Aggravated Burglary, Aggravated Criminal Trespass, and Vandalism.

CPD Officers spoke with the third passenger of the vehicle, who identified herself as Kaitlyn O'Brien. Further investigation revealed the passenger provided false information about her

identity. The passenger's real name was determined to be Emily Trotter. Trotter lied about her identity because she had active warrants out Shelby County for Possession of Controlled Substance, and Theft of Property. The vehicle was seized by CPD and all four occupants were detained and transported to the Covington Police Department's Criminal Investigation Division for questioning.

After being interviewed by CPD Detectives, Robert Garcia was issued a traffic citation for violation of the seatbelt law. Emily Trotter was charged with Criminal Impersonation with a \$1,000.00 bond set and placed on hold for Shelby County. Kenneth Franks was charged with Possession of Drug Paraphernalia and Possession of Burglary Tools with a \$50,000.00 bond set. Franks was held for Shelby County. Jennifer Helms was charged with Possession of Drug Paraphernalia, 2 counts of Possession of schedule I, and Simple Possession of Marijuana with a \$25,000 bond set. All four subjects are slated to appear in Tipton County General Sessions Court before Judge MO Eckel III on 24 May 2024.

"The Patrol Division accepted the challenge to proactively enforce traffic in Covington to reduce traffic crashes." said Chief Donna Turner. "This case is another example of just good police work to go beyond the traffic stop and get drugs, fugitives, and burglary tools off the streets." If anyone has information in this investigation, please contact the CPD Criminal Investigations Division at 901-475-1261. Tips can be sent in through Facebook messenger Covington Police Department or the City of Covington website.





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## PRESS RELEASE

26 April 2024

### **\*For Immediate Release\***

#### **Sunrise Apartments shooting leads to felony arrest and recovery of stolen gun in Covington.**

On 23 April 2024, Covington Police Officers were dispatched to a "fight call" in the Sunrise Apartments located at 1150 Simonton Street in Covington. While enroute to the call, the call was upgraded to a "shots fired call" by the Tipton County E911 Central Dispatch. Multiple concerned residents of the apartment complex called 911, advising dispatchers of a male, brandishing a handgun from his shorts and discharging 5 to 6 rounds in front of building #13, where multiple children were present. After the incident, the suspect proceeded towards building 10.

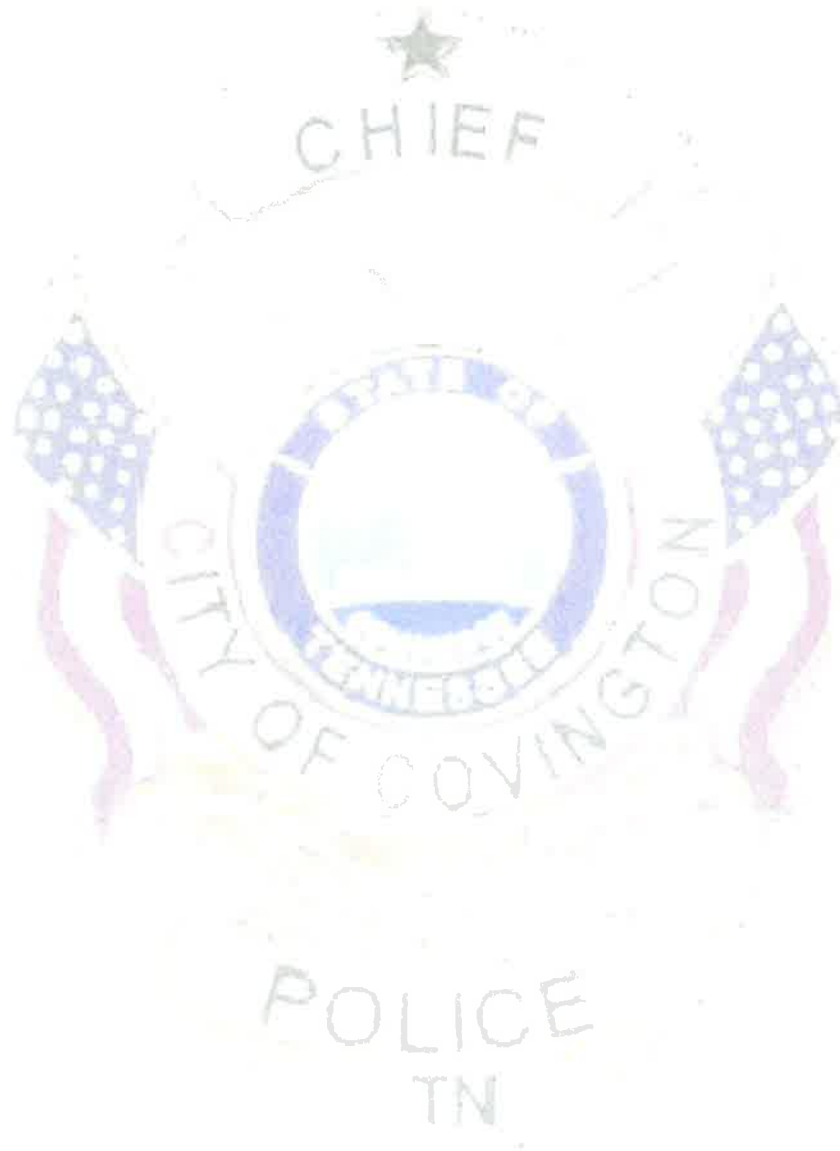
Upon arrival at the scene, Covington Police Officers located and identified the suspect, Steven Jones (32 of Covington, Tennessee), in front of building 10. Officers verified that no one was injured in the apartments. Further investigation revealed that Jones resided at the apartments, and his white Chevy Tahoe was parked nearby. Jones was detained and transported to the Covington Police Department Criminal Investigations Division for questioning, where Jones denied any involvement in the shooting and denied having a handgun.

Covington Police Department Detectives responded and executed a search warrant, then conducted a thorough search of Jones' residence and vehicle. During the search, a stolen 9-millimeter firearm was recovered from Jones' personal vehicle, bearing similar brand cartridge casings to 4 casings found at the crime scene. The firearm was confirmed to have been reported stolen in Mississippi. The firearm case is being jointly investigated by the Covington Police Department detectives and the Alcohol, Tobacco, a Firearms (ATF Mississippi). Jones was then taken into custody and transported to the Tipton County Jail. Jones has been charged with Aggravated Assault, Reckless Endangerment, Tampering with Evidence, and Possession of a Firearm During Commission of a Felony. Jones' bond has been set at \$250,000.00. Jones is slated to appear in the Tipton County General Sessions Court on 30 April 24.

"This case is a great example of our citizens working closely with our officers to identify who was responsible for the shooting. The ATF is helping us track down the firearm information and

additional charges are pending for Jones.” said Chief Donna Turner. “The officers followed the leads, made the arrest, and the detectives assisted by recovering the firearm. We will make a difference one firearm at a time to make our community safer!”

If anyone has information in this investigation, please contact the CPD Criminal Investigations Division at 901-475-1261. Tips can be sent in through Facebook messenger Covington Police Department or the City of Covington website.



*\*Serving - Protecting- Caring*



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## PRESS RELEASE

22 April 2024

### **\*For Immediate Release\***

#### **Traffic stop uncovers a large theft of merchandise and results in multiple arrests.**

On 15 April 2024, Covington Police Department Officers conducted a traffic stop at the intersection of Hwy 51 and Holly Grove Road after the driver of a U-Haul truck bearing Arizona registration tag # AL89477 was observed disregarding the red light. The vehicle had two passengers, along with the driver. CPD officers made contact with the driver, DeAngelo Crutcher (33, of Memphis, TN). Officers confirmed Crutcher's license was suspended by the State of Tennessee and he had an active warrant for Theft of Merchandise (Less than \$1,000.00) out of Shelby County.

Crutcher was placed under arrest for the outstanding warrant, and the traffic violations (Driving on Suspended License and Disregarding a Red Light). While being patted down for transport to the Tipton County Jail, CPD officers found a Greenish/Blue powdery substance in Crutcher's left front pocket along with \$60.00 in cash. The suspected fentanyl substance was seized and is being submitted to the Tennessee Bureau of Investigation Crime Laboratory for analysis. Crutcher was charged with Possession of Schedule II narcotics.

CPD officers spoke with passengers Kennon Wrister (32, of Memphis, TN) and Zamiriya Williams (27, of Memphis, TN). While speaking to Wrister, officers noticed he had a cut down straw with a burnt end on his person. Upon a pat down of Wrister, officers found a second straw and aluminum foil that was also burnt.

A search of the vehicle revealed the following: Toro Electric Start Lawn Mower (\$529.00), Craftsman Weed Eater 30cc (\$249.00), 144 Fl Oz Pine-Sol (\$16.00), 130 CT 13-gallon Mexie Trashcan Bags (\$20.00), 128 Fl Oz of Oxi clean (\$17.00). The driver or passengers could not provide verification of purchase or ownership of the merchandise. According to one of the suspects, the trio's intentions were "We was coming to the Home Depot in Covington to steal stuff."

Further investigation revealed all the items were stolen from Lowes in Millington, Tennessee an hour before the Covington traffic stop. CPD officers contacted the Lowe's store in Millington



and were able to view video surveillance of Zamiriya Williams (27, of Memphis, TN) and Wrister, walking out of the store with the stolen merchandise.

All three suspects were transported to the Covington Police Department's Criminal Investigation Division for questioning. CPD Detectives contacted Millington Police Department Detectives and the agencies jointly interviewed the three suspects. The suspects Crutcher and Williams were charged with possession of stolen property (Theft of Property) and were transported to the Tipton County Jail. As detectives spoke with the third suspect, Wrister, he appeared to be extremely sleepy and under the influence of an unknown substance. Wrister was transported to Baptist-Tipton for a possible overdose. After his evaluation he was later transported to the Tipton County Jail with Possession of Schedule II, Tampering with Evidence, and Possession of Stolen Property charges. The merchandise was released to the Millington Police Department Detectives as evidence.

A detainer was placed on all three suspects for the Millington Police Department with additional pending charges related to the theft. The U-Haul truck was released to U-Haul representatives. Tipton County General Sessions Judge MO Eckel, III set Williams a \$10,000.00 bond and Crutcher and Wrister a \$25,000.00 bond. The trio are slated to appear in Tipton County General Sessions Court on 24 May 2024.

"This is a great "catch" by our officers which went beyond the traffic stop and solved a theft before it had even been reported – it was great police work." said Chief Donna Turner "The suspects even confirmed their alleged intentions were to shoplift from our businesses. We hope this experience in Tipton County will encourage the trio to return and stay in Shelby County. We appreciate the assistance Millington Police Department provided in the joint investigation." If anyone has information in this investigation, please contact the CPD Criminal Investigations Division at 901-475-1261. Tips can be sent in through Facebook messenger Covington Police Department or the City of Covington website.

OFFICE OF COVINGTON

POLICE  
TN

James B. ...



Donna Turner  
Chief of Police

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## PRESS RELEASE

18 April 2024

### **\*For Immediate Release\***

**Covington Police investigating two motor vehicle crashes, one resulting in a Covington man being killed in a motorcycle accident and a hit and run where a pedestrian was struck.**

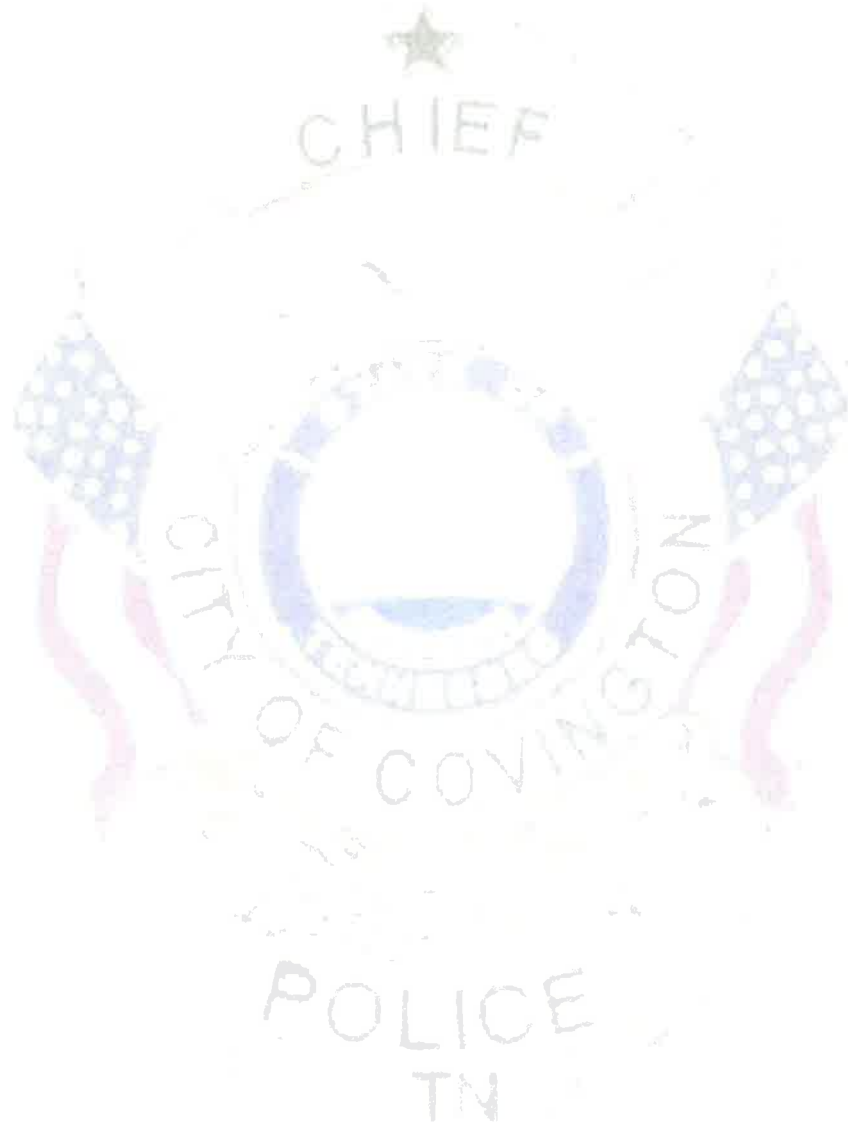
On 3 April 2024, Covington Police Officers responded to a motor vehicle accident near Tennessee Avenue and Hwy 51. The driver of a 2017 Harley Davidson motorcycle struck a white Hyundai Accent that was leaving the gas station at 955 Hwy 51 in Covington, TN. The driver of the motorcycle was transported to Baptist Memorial Hospital in Memphis by the Tipton County EMS Ambulance but later succumbed from his injuries.

The Covington Police Department Criminal Investigations Division responded to the crash and processed the crash area. Detectives were able to view business surveillance videos which indicated the driver of the Hyundai Accent pulled out into traffic without noticing the oncoming traffic. The driver of the Hyundai Accent was initially issued a citation for failure to yield at the scene. Officers confirmed through the investigation that there were no signs of alcohol or drug use related to the crash. CPD detectives are working closely with the Medical Examiners' Office and District Attorney's Office to determine if additional charges will be filed in the fatal crash. In a separate incident, CPD is investigating a "Hit and Run" motor vehicle crash that occurred on 15 April 24 at approximately 12:40 AM at the intersection of Highway 51 and Holly Grove Road. A Covington man was struck at the intersection by a dark colored sedan, traveling south on Highway 51. The victim was taken to Baptist-Tipton with injuries to his head and legs. The vehicle struck the victim who was walking on Highway 51 and continued south bound without stopping and leaving the scene. The damage will have damage to the front of the vehicle and hood. The vehicle has not been located. Detectives continue to investigate the incident and follow up on leads in the case.

"As the weather gets warmer historically, we see an increase in traffic and unfortunately motor vehicle crashes. We are asking for assistance from our community to call if they have any information on either of these crashes." said Chief Donna Turner "Our thoughts and prayers go out to the drivers, and victims in these cases. We will be conducting traffic enforcement saturations across the city in the coming weeks to encourage safe driving and reduced speeds in our community."

*Source: Donna Turner*

If anyone has information in these traffic investigations, please contact the CPD Criminal Investigations Division at 901-475-1261. Tips can be sent in through Facebook messenger Covington Police Department or the City of Covington website."





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## PRESS RELEASE

15 April 2024

### **\*For Immediate Release\***

#### **Juvenile arrested after breaking into Covington home.**

On 09 April 2024 at 4:20 PM, the Covington Police Department responded to a possible burglary of a residence in progress located in the 200 block of Hwy 179 in Covington. Upon arrival CPD officers spoke with the complainant who stated that she came home, and her back door appeared to have been "kicked in". CPD officers observed the back door with a split door frame and the deadbolt still set. The complainant stated that she was gone from the residence and returned to find that entry had been made into her home.

Officers made a thorough check of the residence with the complainant when she noticed her Ruger AR-15 and 2 fully loaded magazines were missing. CPD officers and detectives processed the scene. The complainant accessed her camera system and observed a male approaching her back yard wearing a black ski mask, blue jean jacket, multi-colored joggers, and black athletic shoes. The suspect entered the back yard and immediately walked toward the surveillance camera to move it out of frame. Moments later the suspect was seen shuffling from the residence. The complainant recognized the suspect and was able to provide officers with information to identify him.

At approximately 6:00 PM CPD officers and detectives surrounded an area in the 800 block of Barlow Avenue. The drone was deployed by CPD pilots because the suspect is previously known to flee on foot when approached during an investigation. Officers conducted a follow-up at multiple residences on Barlow Avenue and made contact with the 14-year-old Covington juvenile suspect. Detectives interviewed multiple juveniles, associated with the 14-year-old suspect, with their parents at CID to determine who was responsible for the burglary and theft. During the investigation, officers recovered clothing matching the description in the video surveillance footage.

The juveniles were detained and transported to the Covington Police Department's Criminal Investigation Unit for questioning. The 14-year-old suspect was then arrested and charged with aggravated burglary. He was then transported to the Tipton County Youth Services Office located at the Tipton County Criminal Justice Complex and released to his parents with an ankle monitor due to a lack of housing for juvenile offenders in this area. The suspect is slated

to appear before Juvenile Court Judge MO Eckel, III on Monday, May 06, 2024. The juvenile will face Aggravated Burglary and Theft of Property charges in addition has unrelated pending charges for Runaway and Curfew Violations. Detectives continue to follow leads in an attempt to locate the stolen long gun.

"I commend the officers and detectives who quickly responded and located the suspects involved in this home burglary. The drone technology increased the safety of the officers and community and reduced the opportunity of the suspect having a chance to flee resulting in a foot pursuit. We continue to see juvenile related violent crimes on the rise." said Chief Donna Turner "I urge all parents and guardians to know where your children are at and the company they are keeping. During this investigation, three of the juveniles parents cooperated, which allowed detectives to clear their children's involvement with the case and they were not charged. It will be vital for parents to work closely with law enforcement to reduce the juvenile related crimes in our community."

If anyone has information in this investigation or knows of the whereabouts of the stolen rifle, please contact the CPD Criminal Investigations Division at 901-475-1261. Tips can be sent in through Facebook messenger Covington Police Department or the City of Covington website.



# Covington Police Department

## SECTION 5.16

### PATROL FUNCTIONS

<b>SUBJECT: Traffic Law Enforcement</b>		
<b>Issue Date:</b> 21 May 2024	<b>Effective Date:</b> 21 May 2024	<b>Review Date:</b> Annually
<b>Amends/Rescinds GO:</b>		<b>Distribution:</b> All Personnel
<b>Per Order of:</b>  <b>Chief of Police:</b>		<b>TCA:</b>  <b>CALEA:</b>  <b>TLEA:</b>
This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.		

**PURPOSE**

The purpose of this general order is to establish guidelines that directly govern the Covington Police Department's traffic law enforcement activities which are performed by the patrol division. These specific activities are directed toward controlling commonly alleged violations through preventive patrol, active enforcement and directed selective traffic enforcement. Priorities in this area include safety belt usage, detection of impaired driving and speed enforcement.

**POLICY:**

It shall be the policy of the Department to develop selective traffic enforcement for traffic law enforcement and traffic collision prevention. It shall also be the Department's policy that personnel project a polite and professional image involving traffic law enforcement to include communications with the motorist, the entire judicial system and the state of Tennessee District Attorney General's Office.

**DISCUSSION:**

The task of traffic law enforcement activities within the Department has had a high priority in the past and with the vast increase of traffic volume in recent years, this task has become even more vital to

enhance safety for the motoring public. The activities detailed in this general order are directed toward controlling violations of traffic law and reducing traffic collision occurrences through preventive patrol, selective traffic law enforcement, and active enforcement. These procedures shall also govern the relationships of the Department personnel with motorists, pedestrians, prosecutors, and the courts.

## **PROCEDURES:**

### **A. Enforcement Actions**

1. It shall be the responsibility of all sworn Department personnel to be thoroughly familiar with all state and local laws which govern motor vehicles.
2. Physical arrest and/or written traffic citations shall be based on probable cause, which satisfies the elements of the specific violation being charged. Discretion may be utilized by officers enforcing hazardous and non-hazardous violations when appropriate and when the violation does not require physical arrest.
  - a. Hazardous violations are violations which expose a person or property to risk, loss or damage (e.g. running a red light/stop sign, reckless driving, or speeding).
  - b. Non-hazardous violations are violations, which are not likely to involve or expose persons or property to risk, loss or damage (e.g. equipment violations, registration violation, no driver's license).
3. When a motorist is stopped for a traffic law violation, the officer shall take enforcement action incidental to the violation(s) to include:
  - a. Physical arrest.
  - b. Written citation/summons (notice to appear).
  - c. Verbal warning.

**NOTE:** It shall always be the officer's discretion as to the type or method of enforcement action to be utilized except for the violations which require physical arrest.

4. Criteria for physical arrest:
  - a. Misdemeanor:
    - (1) Persons arrested for a misdemeanor traffic offense shall be booked into the county jail. Violations:
      - (a) Driving while under the influence (D.U.I.).
      - (b) Driving while license is revoked, suspended, or canceled.
      - (c) Leaving the scene of a collision (all T.C.A. code violations).



**NOTE:** A written affidavit of complaint shall be completed for these violations and set for General Sessions Court for disposition.

- (2) Violators shall be arrested and booked into county jail if:
  - (a) The violator fails or refuses to sufficiently identify themselves or supply the required information for completion of the traffic citation; or
  - (b) The violator refuses to sign the citation; or
  - (c) The officer has reason to believe that the continued liberty of the violator constitutes an unreasonable risk of bodily injury to the violator or others;
  - (d) The violator has an active warrant from any jurisdiction and extradition is verified; or
  - (e) It appears that the violator has previously failed to respond to a citation or summons.

**NOTE:** A report for the violation and affidavit of complaint for the violation report shall be completed under these circumstances.

b. Felony:

- (3) Adults charged with felony traffic offenses shall be arrested and booked into the county jail. Juveniles shall be processed and remanded to the custody of the parent or guardian and a Juvenile Petition completed in accordance with the standard procedure for juvenile offenders unless it is a violent felony or has resulted in serious injury or death and the Chief of Police and Juvenile Court will be notified along with DCS and Youth Villages if applicable.
- (4) When an adult is arrested for a felony traffic offense, a state warrant and/or affidavit shall be completed.
- (5) When a juvenile is arrested for a traffic offense, the officer shall be responsible to sign a petition in Juvenile Court.
- (6) A complete case file shall be completed on ALL felony traffic offense arrest.

5. Written citations (notice to appear) shall be completed in full on the Covington Police Department Citation Form.

- a. Written citations shall be remanded to Municipal Court for disposition with the following exceptions:
  - (1) Reckless driving;

- (2) D.U.I.;
  - (3) Driving while license is revoked, suspended or canceled;
  - (4) Drag racing;
  - (5) Leaving the scene of a collision;
  - (6) Multiple violations in which one is of the above listed.
  - (7) Failure to move over (TCA 55-8-132)
- b. For the above listed violations, the charges shall be remanded to General Sessions Court for disposition. The appropriate required paperwork shall be filed prior to the end of the officers' shift or detail unless approved by a supervisor.
6. Verbal Warnings:
- a. A verbal warning for a traffic law violation will be acceptable enforcement activity if at the officer's discretion he/she feels a verbal warning is justified and is sufficient enforcement action.
  - b. Verbal warnings shall NOT be utilized for violations which require a physical arrest.
7. It shall NOT be Department policy to encourage quantitative enforcement activities; however, personnel should acknowledge that both qualitative in conjunction with quantitative emphases are integral to the Department's Traffic Enforcement Program and is essential to reduction of traffic collisions.

## **B. Special Processing**

1. On occasion, officers encounter traffic law violators by classes of persons, which require special process by virtue of local mandate. These classes of persons and processing are as follows:
  - a. Members of the Tennessee Legislature under the Tennessee State Constitution Article II Section 13, and United States Congress and Senate under the United States Constitution Article 1 Section 6 are immune to citation and arrest while their respective legislatures are in session and in going to or returning from the same, except situations involving treason, Felony, or breach of peace.
  - b. Military personnel on official business committing minor violations of Tennessee traffic laws or municipal ordinances may be afforded special consideration contingent upon the circumstances (i.e. warning may be appropriate).

- c. Foreign diplomats/consular officials are protected from arrest by diplomatic immunity and are governed by federal law. Officers shall direct questions regarding diplomatic and consular officials to their immediate supervisor. (If necessary).
- d. Juvenile violators:
  - (1) Juveniles cited for traffic law violations shall be remanded to the appropriate Court for disposition.
  - (2) If arrested, the court date shall be set by Juvenile Court.

**C. Information Provided to Violator**

- 1. Once a citation is completed, the issuing officer shall explain to the violator the violation and procedure for complying with the citation. The violator shall be requested to sign the citation. After signing, the violator shall be given the copy labeled "summons".
  - a. The issuing officer should advise the violator that signing the citation is not an admission of guilt, but a promise to appear in court.
- 2. When a motorist is arrested or issued a written citation (order to appear), it shall be the responsibility of the arresting or issuing officer to fully explain the following information to the violator:
  - a. Scheduled court appearance.
  - b. If court appearance by the violator is mandatory.
  - c. Inform juveniles to be accompanied by parents or guardian at court appearance.
  - d. Any other information which the violator would need to know to ensure compliance of requirements.
  - e. Possible penalties or additional judicial actions in the event of non-compliance.
- 3. Process for releasing violators:
  - a. Once the violator has signed the citation and given all the information required, he/she shall be released without further undue delay.
  - b. If a violator refuses to sign a citation or indicates he/she will not comply with the methods to dispose of the charge(s), the violator shall be taken into physical custody.
  - c. When a physical arrest is made and the violator posts the required bond, he/she shall be released without further undue delay.

- d. When a citation is issued for a violation which contributed to a traffic collision, the issuing officer shall list on the Collision Report, names, addresses and phone numbers of all witnesses in order that the witnesses may be subpoenaed to court.

#### **D. Routine Situations**

1. Uniform traffic enforcement supports the ultimate goals and objectives of traffic law enforcement to achieve voluntary compliance with traffic laws and regulations, which will in turn result in a reduction of traffic collisions.
2. A written policy cannot and should not substitute or replace officer judgment since the officer must decide what enforcement action is proper based on a combination of training, experience, and common sense for unusual circumstances.
3. The following guidelines are intended to provide for uniform traffic law enforcement action for routine situations.
  - a. Driving under the influence of alcohol/drugs.
    - (1) Shall require a physical arrest provided there are no medical problems, which could be affected by incarceration.
    - (2) When a D.U.I. violator has been found to have prior D.U.I. convictions in the state of Tennessee, the arresting officer shall place a certified computer printout of all prior convictions and the county in which the conviction was imposed.
  - b. Speed violations:
    - (1) Radar detection:
      - (a) Officers using radar must be certified by the Department to meet standards set forth by the Tennessee P.O.S.T. Commission.
      - (b) Officers not certified in radar operation may support certified operators. Support officers shall issue the citation to the violator and list the officer that operated the radar as a witness.
    - (2) Pace detection:
      - (a) Officers using speedometers to establish probable cause to issue speed violation citations must pace the violator for an adequate distance to ensure an accurate reading prior to making a traffic stop.
      - (b) Multiple violations - officers shall exercise discretion when dealing with multiple violations. Consideration should be given to issuing citations for charges whose elements encompass multiple lesser violations (e.g., running a stop sign and speeding

in combination could be cited as reckless driving). Officers should refrain from "stacking" charges on violators committing multiple traffic violations.

(c) Non-hazardous / non-moving violations - It shall be left to the officer's discretion as to enforcement activities dealing with non-hazardous violations.

1. When a written citation is issued, the issuing officer should advise the violator that compliance to correct the violation may result in the charge being dismissed upon appearance in court and payment of any assessed court costs.

2. It shall be the responsibility of the issuing officer to be familiar with which violations the above guidelines pertain to.

**NOTE:** Officers shall **NOT** inform juvenile violators that compliance may result in dismissal of the charge(s).

e. Equipment violations:

1. When a written citation is issued for minor equipment violations (e.g., inoperative or broken lights, loud muffler, bumper violation), the issuing officer should advise the violator that compliance with correcting the violation may result in the charge being dismissed upon appearance in court and payment of any assessed court costs.

**NOTE:** This **DOES NOT** apply to juvenile violators.

f. Hazardous violations:

1. It shall be left to the officer's discretion as to enforcement activities dealing with hazardous violations; however, officers are encouraged to use no less than a written citation as an enforcement action.

g. Public carrier/commercial vehicles:

1. Must comply with all applicable laws, ordinances, rules and regulations.

2. School buses must comply with Tennessee State law.

3. Special attention should be directed toward streets and roadways, which are prohibited for use by heavy vehicles.

## **E. Traffic Law Enforcement Practices and Deployment**

1. Covington Police Department Patrol Division officers shall maintain visible traffic patrol and, if necessary, conduct stationary observations in problem areas for violations enforcement. All officers should be familiar with the areas having frequent traffic collision occurrences and should target those areas for high visibility prevention measures.
2. Directed patrol assignments shall be made in designated problem areas to enforce traffic laws, including but not limited to, the following:
  - a. D.U.I. detection and apprehension.
  - b. Safety belt and child restraint enforcement.
  - c. Bicycle law enforcement.
  - d. Pedestrian law enforcement.
  - e. Off-road vehicle law enforcement.
  - f. General traffic law enforcement.
  - g. High traffic collision occurrence locations (traffic light and stop sign violation enforcement at intersections, i.e.)
3. Directed patrol assignments shall be documented by the assigned officer(s) on their daily activity report and submitted to the shift supervisor.
4. At the discretion of the Chief of Police or Captain, unmarked or unconventional vehicles may be utilized in directed patrol assignments.
  - a. Unmarked or unconventional vehicles shall be equipped with blue lights and a siren if the vehicle is to be utilized as an emergency vehicle.
  - b. If an unmarked or unconventional vehicle is utilized in directed patrol assignments and the vehicle is not equipped to meet the criteria for an emergency vehicle, the officer shall only act as an observation unit or "spotter". The support units must initiate the traffic stops and enforcement activities.

## **F. Use of Emergency Equipment**

1. The proper use of emergency equipment is essential to the safety of the officer and the general public. State and local laws specify when emergency equipment must be used; however, there are special circumstances under which the unnecessary use of emergency equipment compounds traffic problems. It shall be the purpose of this order to establish guidelines for the use of emergency equipment during traffic enforcement activities.
  - a. Pursuit - ALL visual equipment shall be activated along with the siren during an active pursuit. (Visual equipment includes four-way emergency flashers and headlights).

**NOTE:** Spotlight and take down lights are optional and shall be left to the officer's discretion.

b. Response to an emergency:

- (1) ALL visual equipment and sirens shall be activated during a response to an emergency.

c. Stopping violators:

- (1) When initiating a traffic stop, the officer shall initially activate the emergency blue lights. The officer should also sound the horn or utilize their public address system (P.A.) to alert the motorist or attract their attention.
- (2) If after a brief period of time it appears that the motorist has not responded to the officer's presence, the electronic horn and/or siren should be momentarily re-activated.
- (3) If the motorist still does not respond, the officer shall activate all emergency equipment until the motorist has responded and complied by stopping.

d. Motorist assistance:

- (1) Officers of the Covington Police Department will provide emergency assistance to stranded motorists. That assistance may include transporting for gasoline, calling for a wrecker of the motorists choice if local, calling for a wrecker if the vehicle is stranded in the roadway and is a hazard.
- (2) When stopping to assist a motorist and when obstructing traffic or creating a hazard, the officer shall activate the emergency blue lights (revolving and flashing) and position the police unit to afford the best possible visibility and maximum safety protection for the officer and the motorist.

e. Parking on/off roadway:

- (1) When parking on the roadway creates an obstruction or safety hazard for the officer or the public, the officer shall activate the emergency blue lights (flashing and/or revolving).

**G. Processing Completed Citations**



1. Traffic citations and arrest reports form the basis for prosecution and ultimate adjudication of traffic offenses; thus, it is essential that specific guidelines for preparation, processing, and distribution be provided to patrol personnel.
  - a. Preparing traffic citations and arrest reports requires that the officer provide as much information as possible, which is listed, on the form(s).
  - b. Processing when a physical arrest is made requires the officer to complete an offense/arrest report and necessary supplement forms or reports and complete either a state warrant or an affidavit of complaint.
  - c. Processing when no physical arrest is made requires the officer to distribute copies of the citation(s). The white and yellow copies are forwarded to the court as the affidavit of complaint. The pink copy is presented to the violator, and the gold copy is retained by the issuing officer until final disposition of the case and remains in the citation book.
  - d. Copies of citations are maintained and cross-referenced in the Town Court Clerk's Office, as well as the Department's computer system.

## **H. Accountability for Traffic Citations**

1. In order to ensure that traffic citations are accounted for from the point of issuance to individual officers through final adjudication by the court system, accountability procedures are necessary.

### Accounting Procedure:

- a. Citation books shall be signed out by individual officers as needed. A log shall be maintained indicating the citation numbers contained in the book, officers receiving the book, date issued. In lieu of citation books an electronic citation may be issued if available.
- b. Each officer shall be responsible for accountability of all citations in the booklet. When a citation is issued, the pink copy goes to the violator, the white and yellow copies are sent to the appropriate court clerk, and the gold copy to the issuing officer.
- c. Citations shall be logged in on the citation clipboard or basket at the end of each shift and the court clerk shall clear the clipboard each morning for processing.
- d. Officers shall immediately report to their supervisor any lost, stolen, destroyed or missing citation.
- e. Any citation voided due to damage, writing mistakes, or any other reason shall be submitted the same as correct citations. The gold copy of the citation should be maintained by the officer. These citations shall be forwarded and filed with the regular citations, which have been disposed through the courts.

- f. If an electronic ticket (ETicket) is utilized, then the officer initiates the Watson reporting system to complete the required information for the citation.
- g. Upon completing the ETicket, the officer prints the citation. The officer reapproaches the driver and produces the electronic device requesting a signature. The driver is presented with the printed citation and released.
- h. ETickets are maintained in the Watson Reporting System and forwarded to the City Records Clerk for processing.

Reduction/Cancellation of Citations/Charges:

- a. During the course of traffic enforcement, it may become necessary or reasonable to reduce or dismiss charges against the defendant. Notification or dismissal of charges may be motivated by development of new information, officer error, violation compliance or any other factor the issuing officer feels justifies a modification or dismissal. In order to reduce or otherwise dismiss citations that have been submitted for processing, the following guidelines shall be followed:
  - (1) Officers may at time desire to drop, dismiss or reduce a charge upon compliance with the law being demonstrated by the defendant. If the charge is one that has been remanded to the General Sessions Court, the issuing officer must appear before the judge and make the request. If the citation is for disposition in Municipal Court, the officer must also appear before the judge requesting the change or dismissal.

Audit Procedures:

- a. Audits of citation accountability may be accomplished at the direction of the Chief of Police. Such audits shall include:
  - (1) Review of issuance records.
  - (2) Review of citations.
  - (3) Comparison of court records.

**I. Officer - Violator Relations**

- 1. Once an officer has stopped the violator and is about to communicate with him or her, officer - violator relations are activated. The attitude and demeanor of the officer will play a large role in the attitude and demeanor of the violator.
  - a. Officers of the Department initiating a traffic stop shall at all times conduct themselves in a professional manner to include emotional stability, neat grooming, polite language, officer safety, and professional bearing. Officer conduct during traffic violation enforcement shall be in accordance with the guidelines set forth in the Code of Conduct and Ethics General Order.

- b. Before a traffic stop is initiated, the officer should be certain of observations of alleged violations.
- c. When a traffic stop is initiated, the officer should be completely prepared for enforcement activity which would include having all the necessary forms and/or reports.
- d. Officers shall greet the violator with appropriate title in a courteous manner when requesting information and/or identification.
- e. The officer shall advise the motorist of the violation and required actions.
- f. Officers shall check for signs of impairment or emotional distress during the communication process prior to release. In addition, the officer is to continually scan and observe actions within the vehicle or items in plain view in the passenger compartment.
- g. The officer shall assist the violator to re-enter the traffic flow safely.

## **J. Stopping and Approaching Violators**

1. When an officer makes the decision to initiate a traffic stop, the officer shall make every effort to execute the stop at a location that will afford maximum safety to the officer and motorist from other traffic and ensure the location of the stop does not create a safety hazard.
2. Officer shall stop and position his/her vehicle in the following manner:
  - a. At a distance equal to or greater than one car length. (When possible).
  - b. Police vehicle should be offset to the left of the violator's vehicle at a minimum distance of two (2) feet or more. (When possible).
  - c. The front wheels should be turned in the direction to afford the officer maximum protection and/or cover. (Generally, to the left).
  - d. During the hours of darkness, officers shall utilize the "take down" lights and position the spotlight on the violator's side view mirror.
3. When initiating a traffic stop, the officer shall always make radio communication contact Central Communications advising the dispatcher of the stop. The following procedure shall be followed in radio communications.
  - a. Initiating officer will call communications center identifying the car number and state that they are initiating a traffic stop. Officers shall speech clearly and with enough volume that other officers and dispatchers can hear the transmissions.
  - b. When the Communications Center acknowledges, the officer shall give the dispatcher the following information:

- (1) Location of the stop.
  - (2) Vehicle license tag number and state (if available).
  - (3) Known description of the vehicle (make, model, year, color, et.)
  - (4) Number of occupants visible.
  - (5) Any other information the officer deems necessary to broadcast.
4. When approaching the violator's vehicle, the officer should utilize the following safety precautions:
- a. Be aware of on-coming traffic and walk in the safety path, which is created by the offset positioning of the police vehicle.
  - b. When approaching the vehicle, officers should check the rear doors or trunk lid for being ajar.
  - c. When reaching the vehicle, officers should visually look through windows to ensure occupants are accounted for.
  - d. The officer should position himself/herself at a location rearward of the violator's door and where the officer is afforded maximum protection from sudden attack.

#### **K. Driving While License Suspended, Revoked or Canceled**

1. When an officer suspects that a driver's license to operate a motor vehicle is either suspended, revoked, or canceled, the following procedure shall be followed:
  - a. The officer shall contact Central Communications to conduct a license check to determine if the license is valid or is suspended, revoked, or canceled. The following information shall be furnished to the dispatch operator for a license check.
    - (1) Full name.
    - (2) Date of Birth.
    - (3) Driver's license number (if available).
    - (4) Issuing state if not Tennessee.
  - b. If the license check reveals that the violator's driver's license is suspended, revoked or canceled, the officer should execute a physical arrest of the violator or, if county resident, issue a state citation.

- c. When a violator is arrested for driving while license is suspended, revoked, or canceled, the violator shall be booked into the county jail and all appropriate forms completed to include a state warrant and affidavit of complaint.
- (1) If the violator has prior conviction(s) in the state of Tennessee for driving while suspended, revoked, or canceled, the officer shall list in the affidavit of complaint the dates and county of action of the prior conviction(s) and attach a certified driving history print out showing the prior convictions(s).
  - (2) The arresting officer shall include in the affidavit of complaint the reason for suspension, revocation, or cancellation along with the date and county of action.
    - (a) If the suspended, revoked, or canceled driver's license is from another state, list the state and the reason for suspension, revocation, or cancellation.

**NOTE:** Any time that a driver of a motor vehicle does not have his/her driver's license while operating a motor vehicle, the officer should run a driver's license check.

- d. If the driver's license check cannot be completed, the officer shall issue a written citation to the violator for violation of the driver's license statute. The officer shall be responsible for making the license check when the N.C.I.C. computer system becomes operational.
- (1) If a violator is issued a written citation for violation of the driver's license statute when the license check cannot be completed and the officer later finds the license to be suspended, revoked, or canceled, the following procedure shall be followed:
    - (a) The officer shall complete an affidavit of complaint and attach to the original citation and docket along with a note to amend the citation when and if the violator appears for disposition; or
    - (b) Personally issue an amended citation upon location and contact with the violator.
- e. If a violator is in possession of his/her driver's license when that license has been suspended, revoked, or canceled, the officer shall impound the license and complete receipt for driver's license to the appropriate state.
- (1) The license shall be attached to the white copy and forwarded to the town court clerk who in turn shall mail to the Tennessee Department of Safety.
  - (2) The yellow copy shall be forwarded to the town court clerk.
  - (3) The pink copy is presented to the violator.

## **L. Radar Detection**

1. The Department shall use radar equipment designed to detect the speed of moving vehicles.
2. Operators of radar equipment must be trained and authorized by the Department to perform speed detection duties using radar equipment.
3. Officers not trained or authorized may support authorized operators.
4. Either the operator or the support officer may cite violators.

## **M. Speed Detection Equipment**

1. Speed violations are a major contributing factor to traffic collisions, especially those resulting in personal injury and/or death. Speed violations are also the basis for a large number of citizen complaints, especially in highly populated residential areas. It shall be the policy of the Covington Police Department to vigorously enforce speed laws and actively deter speeding violations through the use of highly visible radar details.

### Radar/LIDAR:

- a. Traffic radar/LIDAR (Light Detection and Ranging) is an efficient and productive instrument for enforcement of speed laws. The effective use of this device along with judicial and civilian approval is dependent on the operator's understanding of the limitations of the device, adequate training and certification, and the proper equipment itself. In order to gain and maintain this acceptance and efficiency, the following guidelines shall be followed in regard to radar and its use:

### Equipment Specifications:

- a. All radar equipment utilized by the Department shall be FCC approved, and of Doppler or LIDAR type.

### Training and Certification:

- a. All officers using radar/LIDAR devices shall successfully complete a basic operator program and receive certification prior to utilizing radar in traffic enforcement. A certified radar/LIDAR instructor shall conduct this training. The duties and responsibilities of the radar instructor shall include the following:
  - (1) Development of a training and certification program where officers receive classroom and field training, which allows them to demonstrate their competence in the use of the radar/LIDAR unit under various conditions, training should be equivalent to the standards promulgated by the National Highway Traffic Administration.



- (2) To ensure that all officers utilizing radar/LIDAR for traffic speed enforcement are trained and certified.
- (3) Forward all training and certification records to the General Departmental Instructor for appropriate filing.

Maintenance and Calibration:

1. The original calibration record shall be maintained by the Department Property Supervisor.
2. Radar/LIDAR units shall be assigned to individual patrol vehicles.
3. Officers shall conduct tests to include tuning fork tests for accuracy, electronic "self-test" checks, and examination of wires, connectors, and housing parts, as well as general cleanliness prior to beginning shift. Any deficiencies shall be reported and corrected prior to being utilized for traffic enforcement.
4. Other tests and maintenance recommended by the National Highway Traffic Administration shall be performed as much as possible and practical.
5. The Division Supervisors shall maintain records of all radar/LIDAR units in the department database. The equipment condition is a part of the vehicle inspection process.

**N. Equipment Violations**

1. Officers may consider issuing verbal warnings for minor equipment violations (e.g. inoperative tag lights, headlights, and taillights in lieu of traffic citations).

**O. Selective Alcohol Enforcement Program**

1. It shall be the policy of the Department to provide training for all sworn patrol personnel in the field of D.U.I. enforcement and standardized field sobriety testing.
2. The Department shall utilize the following countermeasures in various combinations in the selective alcohol enforcement program:
  - a. Selective assignment of personnel at the times when and at the locations where analyses have shown significant number of violations and/or collisions involving impaired drivers have occurred.
  - b. Selective surveillance of roadways on which there has been an unusual number of incidents of drinking-driving collisions to ascertain the characteristic violation profile of the problem drinker (repeat offender) who drives.
  - c. Selective roadway checks for deterrence purposes.
  - d. Selective enforcement of drinking-driving laws through concentration of existing laws and the expeditious processing of violators.

**P. Procedures for D.U.I. Offenders**

1. The arrest of a person for driving while under the influence differs significantly from the handling of other traffic law violations.
2. When a violator has been arrested for driving while under the influence of alcohol and/or drugs, officers shall
  - a. Properly Procure blood and/or urine testing as an alternative to a breath test.
3. When transporting the violator to the county jail, the officer shall follow procedure set forth in the "Prisoner Transport" general order.
4. When a violator has been arrested for D.U.I., the officer will be faced with responsibility for the disposition of the arrestee's vehicle.

Towing:

- a. If the vehicle cannot be remanded to the custody of a third party, or the violator is so impaired that the officer feels he/she cannot make a responsible decision as to care of the vehicle, then the officer shall make arrangements to have the vehicle towed for safe keeping. The vehicle is to be inventoried prior to release or towing to assure the security of the items in the vehicle at the time of arrest.
- b. When towing the vehicle, an officer shall complete a Tow-In slip form with the white copy being included in the case file, pink copy is remanded to the driver/owner, and yellow copy to wrecker driver. If an electronic tow in ticket is completed through the Watson Reporting System, a copy of the ticket is to be provided to the tow company driver and the driver of the vehicle.
- c. If the vehicle is to be seized it shall be towed to the department impound lot and procedure in the evidence general order section for procedures for seized vehicles will be followed.

**Q. Procedures for Identification and Referral of Drivers for Re-examination**

1. Routine enforcement, collision reporting, and investigation activities may occasionally lead to the discovery of drivers who have suspected incompetence, physical or mental disability disease or other conditions that might prevent the person from exercising reasonable and ordinary care over a motor vehicle.
2. In addition to reports related to the action or incident for which the motorist was stopped, the actual or suspected impairments should also be brought to the attention of the state driver's license authority.
3. When an officer encounters a driver who meets the above-mentioned criteria, the officer shall complete the Tennessee Department of Safety Driver Improvement Request form

#TDS-DI-19/SF-0365 and forward the completed form to the Town Court Clerk for mailing to the Department of Safety.

**R. Off-Road Vehicles**

1. As off-road recreation vehicles (e.g., dirt bikes, snowmobiles, minibikes, four wheelers) have become more popular, an increasingly large number of them are being used unlawfully on the traffic way.
2. A wide range and variety of local conditions can exist that would influence local policy decisions; however, expected law enforcement activity relating to investigations of off-road vehicle collisions and enforcement of off-road vehicle regulations shall be governed by the following:
  - a. Tennessee State Statute pertaining to:
    - (1) Unlicensed vehicles.
    - (2) Unlicensed operators.
    - (3) Registration requirements.
    - (4) Equipment requirements.
  - b. Any state or local regulation not mentioned above.

**S. Parking Enforcement**

1. The purpose of this section is to establish guidelines for the enforcement of parking regulations and shall apply to all sworn officers and Department personnel.
2. All Department personnel with authority to enforce parking violations shall be thoroughly familiar with all city parking ordinances which include the following:
  - a. Prohibited parking areas.
  - b. Handicap parking.
  - c. Fire lanes.
3. It shall be the policy of the Covington Police Department to actively enforce parking violations for the above-listed violations.
4. Officers should target locations which have designated parking areas as well as those areas with restricted or limited parking regulations.
5. Towing of illegally parked vehicles shall be authorized for the following:
  - a. Blocking a designated traffic lane.

- b. Tow-away zones.
- c. Parked on railroad tracks.
- d. Blocking fire hydrant.
- e. Any violation not mentioned which the officer deems the situation to be a safety hazard or risk.
- f. Before towing a vehicle, the officer should make every effort to locate the owner for removal. When this cannot be accomplished and towing is necessary, the officer shall adhere to Department policy on towing and impounding vehicles.

**REVIEW PROCESS:**

The Chief of Police or his/her 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 a competent authority.



Covington - World's Oldest BBQ Festival - 52nd Annual  
Demolition Derby Rules



## Covington BBQ Festival Demolition Derby Rules and Regulations

1. There is no alcohol in the pits. This includes pit crews. If you or your crew is caught with alcohol, you will be disqualified.
  - a. All vehicles entering the gate are subject to search
2. Drivers must remain in the vehicle with helmet, seatbelt, eye protection and steering wheel on until notified by an official that it is safe to exit the car.
  - a. Once driver has exited vehicle, driver is not allowed to re-enter vehicle during that heat
3. Drivers and officials **ONLY** allowed on the dirt
  - a. Once driver exits vehicle, they must exit the fenced in area immediately
4. No passengers are allowed in adult class
  - a. Youth class is allowed one passenger (parent or guardian above the age of 18)
5. Driver door hits are illegal. If the hit is deemed by an official to be careless or intentional, you will be disqualified. If you use your driver's door as a defense, we will not enforce the rule.
6. Any open door will be cause for disqualification.
7. No hot rodding in the pits. Keep it at an idle.
8. You are allowed one fire. A second fire will be cause for disqualification. You may **not** return in later rounds.
9. All officials' decisions are final.



## Wicked Bonestock 2024 Rules

### **BODY**

1. (2) 6"x3" x 1/8" flat strap with 4 pieces of 3/8" threaded rod through the bottom of the core support to hold radiator in. Straps can be welded to the core support but can't be used to reinforce it .
2. Core support maybe shortened for radiator clearance by cutting and overlapping using (2) 3/8" bolts per side or a single pass 3" per side
3. No sedagons, zero crease enhancements, zero sheet metal or frame shaping, forming or folding.
4. Deck lid and hood must be 100% in stock location and open for inspection. After inspection you may tuck the trunk to the floor with one single 90° bend.
5. Wagons ONLY if you remove your tailgate. You may have 6 places of wire 2 strands max must be behind axle sheet metal only. Roof to floor.
6. Anything can be removed, nothing can be added.
7. All cars competing must always have a hood on to run.
8. Fasten trunks, hoods, tailgates in 6 places, 2 strands of #9 wire (sheet metal to sheet metal only) or 6 locations using 1/2" bolts with store bought washers through the drip rail in the trunk. You may also use angle iron no bigger than 2"x2" and a single 1/2" bolt to hold the hood shut in 6 locations.
9. Door seams may be welded 12" total on vertical seams only. 3" x 1/4" strap.
10. Windshield bars must be no bigger than 3" x 1/4" wide max.
11. Radiator guards 1/8" material max.
12. You may bolt inner and outer wheel lips together with (5) 3/8 bolts per wheel opening. Bolts must remain above the wheel well and follow the contour of opening and be spaced no more than 6" apart, washer may not exceed 1 1/2" diameter.

### **BODY MOUNTS**

1. You may have up to 4" core support spacer, 2"x2" square tubing max. Spacer must remain between bottom of core support and core support mount on frame in factory locations. This must remain free floating. Do not weld this to anything.
2. If you choose to change your core support mounts with 2 of your threaded rods, you get (3) plates 1/4" x 3"x3" max, (5) 5/8 nuts and (5) 3" OD max store bought washers per threaded rod. If core support bolts are changed, this will count for 2 of your 6 mounts. Body mount plates may not be welding in any way.
3. All body mounts not changed must remain stock and in plate. DO NOT even touch them!
4. You may change a total of (6) body bolts out, already in stock location with 5/8" x 30" long threaded rod max with (3) nuts, (3) 5/8 store bought washers and (3) 3"x3" x 1/4" thick plates per rod. Cannot remove body from frame. All body mounts changed must have stock rubber/hockey puck, no metal! 1 hockey puck max. Spacers cannot add up to more than 1" max per bolt location. All bottom nuts must be inside the frame.



## Covington - World's Oldest BBQ Festival - 52nd Annual Demolition Derby Rules



5. Threaded rod must be straight and vertical, no bends or angled pieces. No welding allowed to mount these rods.
6. Rusted out body bolts may be removed and replaced with a single strand of #9 wire.
7. No attaching body bolts to any part of the cage/roll over bar.

### FRAMES

1. You may dimple your rear frame rails only to achieve frame roll.
2. No welding, bolting, wiring or adding any material/substance to strengthen the frame.
3. At inspectors' discretion frames will be drilled, wire wheeled and/or wiped down. Absolutely no painting or spraying any material on frames or welds. Cars will not be inspected.
4. No cold bending or tilting of frames at all!! All frames will be checked with a straight edge.
5. You may have 1 3" x 6" plate for bumper mounting per frame rail. This is allowed front and rear in addition to the bumper shock.
6. OEM crossmember or a 2"x2" straight piece of square tube. May weld a 3"x3"x6" angle to frame to aid in attaching crossmember only to side rails. 1 per side.

### BUMPER SHOCK

1. Era specific and model specific EXAMPLE: Metric ford to metric ford.

### BUMPERS

1. You may hardnose front and rear bumpers if desired, but no shortening of rear frame.
2. Following rules if using a bumper shock: You may weld on DI approved bumper (see below). Bumper brackets (in factory location) may be welded continuously to frame 4" from the back of the bumper only. In addition you may put (4) one inch welds on the back side of the bumper bracket or to weld shock inside the frame (example crown vics). You may shorten 80's and newer fords up to 1" in front of the core support mount.
3. Message the page with special cars to mount the bumper legally.
4. Rear brackets on rear and front brackets on front.
5. Bumper height must be 16" to 22" measured to the bottom of the frame at the back and front body mount location.
6. Bumper may not exceed 9"x9".
7. Bumpers are interchangeable on all cars.
8. If you start with a stock/replacement bumper you are allowed to reinforce the inside of the bumper.
9. Bumpers must appear stock from the stands with no spike or protruding items.
10. If your bumper will not fit in a factory skin it is too big!
11. You may weld the outer chrome skin to the bumper inner frame, bumpers may be cut to keep them out of the tires/no sharp ends.





## Covington - World's Oldest BBQ Festival - 52nd Annual Demolition Derby Rules



### **TIRES and BRAKES**

1. No tires taller than 30". 4 wheels max per car. No dual tires.
2. No split rims or studded tires.
3. Double or foam filled tires are allowed.
4. All cars must be able to demonstrate the ability to stop at any time. If your brakes do not work, you will not compete.
5. You may not change tires after inspection. Ride height will be measured with your competition tires only.

### **SUSPENSION and STEERING:**

1. You may weld 2 straps per upper A-Arm 2"x2" to maintain ride height.
2. You may not have a wishbones if you car did not come factory with them
3. EXP. (98-02 may not use a box ford wishbone)
4. You may change coil springs to a stiffer OEM passenger car spring.
5. OEM style replacement ball joints only
6. You may use store bought spring spacers (no homemade spacers or spacers on top of the springs)
7. You may use a single strand #9 wire to hold coil spring to rear end. Leaf spring cars may use 4 single strands #9 wire as leaf clamps per spring stack.
8. All suspension and steering must remain stock ( unless a modification is stated ).
9. Aftermarket steering columns and shafts are allowed. These components may not strengthen the car in any way at any time.
10. Tie rods may be reinforced in only 1 of the following 2 ways; 1) sleeves may be discarded and pipe/solid rod tapped can be put in its place. 2) Factory sleeves and ends may be welded and reinforced with steel. Tie rod ends must be factory ends and fit the spindle and drag link without reaming the holes larger. A store bought washer may be placed over the steam of the tie rod and welded.
11. Upper A arms may be interchanged as long as they are able to be bolted on. You may cut/trim to make fit but no welding on brackets etc. An arm must bolt on factory brackets of frame, no drilling new holes or enlarging existing holes. Example: 80-91 box for arms being installed on a 98-02. Cut the mounting bar out and trim the edges of the arms to get height.
12. Rear control arms may be changed, but must be stock.
13. Rear control arms must be OEM, but may be boxed in or doubled.
14. You are only allowed to have 4 control arms MAX
15. 98 up watt links conversion will be allowed only in the following way!! Upper trailing arm brackets must be bolted in. They must be 2 separate brackets, and may not be larger than 6"x 12"x 3/8" thick max. 4- 5/8 bolts, nuts and 8 washers per bracket. Brackets may only be bolted to the tow package and bolts may not stick thru body. Brackets may not strengthen the frame or body. NO WELDING AT ALL OF UPPER BRACKETS.



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16. 98 up watt links LOWER BRACKET Conversion. Only 1 way will be allowed to mount the lower trailing arm bracket. 1 piece of square tube 3"x 3"x 3/8"x 3" long max per side of frame may be used. Cut the square tube to make a C channel. It must be welded to the inboard of the frame at the point you want your trailing arm mounted. Drill your hole thru the tube and only 1 thickness of the frame. Bolt your arm into place. No other bolts will be allowed to mount this bracket. No factory mounting brackets will be allowed to mount the trailing arms.
17. 03 Engine Cradles may not be welded to the frame in any way (if found to be welded you will not get the option to cut). May only mount to top 4 cradle
18. bolts, may only go past cradle bolts 3" MAX EXP. Budde Metric Cradle or The "Bigshow" Cradle

### **DRIVETRAIN:**

1. ANY drive train & transmission (manual transmissions allowed, Steel Bell or JW Ultra bell only, Stock Tailhousing, no trans brace, no mid plates, OEM transmission case only )
2. You may run a basic front plate and lower engine cradle with pulley protector, but it must be mounted to the car with oem style mounts. Nothing can attach cradle to bell, brace, or tail. Side Bars on the cradle may not be longer than the back side of the motor mount.
3. no engine chains, unless approved with pictures
4. No halo/carb protectors

### **REAR AXLE:**

1. Any axle but must be hung with factory type control arms
2. Rear end brace will be allowed.
3. Pinion brake is ok
4. You may run 3/8 chain around rear end back to the frame with only each end of the chain welded back to the frame for ride height control. Any extra chain links or weld on the frame will cause you to run working suspension.
5. No allthread shocks

### **SAFETY CAGES**

1. All cars must have a safety cage and roll over bar.
2. A 4-point cage is required. Your cage must have a dash bar that can not be any closer than 4" from the fire wall and trans tunnel. Dash bar needs to be straight and not radiused.
3. Your cage must have a bar behind the driver's seat.
4. You must have (2) side bars 1 per side and they cannot be longer than 60" and 4" away from the wheel tub. (DRIVER SIDE ONLY YOU MAY STACK DOOR BARS BUT CAN ONLY BE THE 60" AND MUST BE 4" OFF THE FLOOR . THIS IS FOR SAFETY ONLY !!!)



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5. Roll over the bar cannot be more than 8" behind the head rest. Rollover bar cannot be attached to the frame. Weld or Bolt it to sheet metal only. Cannot be attached to any body mounts. Must be vertical . Can not be pitched back and used to support pillars.
6. Rollover bar can be bolted with 2"x2"x3" angle to the roof, no kickers coming off the cage or rollover bar.
7. Roof sign and mount can not be welded to roll over bar if touching or attached to the roof.
8. The cage can be welded to sheet metal only.
9. (2) down posts 2"x4" max (1) per side. Roll over bar counts as 2 if run to the floor. Down posts can only be welded to the side bars and sheet metal and must be vertical.
10. Cage can be made from nothing bigger than 6" pipe, 6" square tubing, or 4"x 8" box tube MAX.
11. Door posts must be vertical and can be no further forward than the front door seem and a minimum of 4" away from the wheel tub. Door post can only be welded to the door bar and to the floor sheet metal. Not the frame!!!
12. You may have a door plate inside of the car on the driver's side only.
13. All down bars / Dash bars / rear seat bars and halo must be within the 60" door bars. Not in front or behind door bars.
14. Must have (2) 3"x 1/4" Window down bars. Cannot re-enforce the car. Sheet metal to sheet metal only.
15. Gas tank protectors No wider than 36" max. Gas tank/protectors must be centered between wheel wells and be a minimum of 4" away from the package tray, speaker deck, wheel wells, and roof. Gas tanks may be bolted directly to the floor unless you're mounting off your cage/protector then it must have a 4" gap from the floor and cannot be fastened to any sheet metal. If mounting the gas tank directly to the floor you are allowed 4 - 1/2 " bolts with washer not to exceed 3"x3" on the bottom side of the car. Gas tank cannot be used as a kicker and needs to remain 4" away from all ther sheet metal other than the floor and 2" away from the rear seat bar . You cannot attach the tank to seat belt bolts. You may use the 4 -1/2" bolts only!!

Gas tank mount may have a halo behind the tank no higher than 4" above the tank. Halo must be vertically straight (up and down). Meaning a 90-degree angle. Halo needs to remain at least 6" from the roof.