

Denny Wayne Robinson  
County Executive

Heather Grissom  
Executive Assistant



**WHITE COUNTY, TENNESSEE**  
Office of County Executive

1 East Bockman Way, Room 205  
Sparta, Tennessee 38583  
P 931.836.3203  
F 931.836.3204  
executive@whitecountyttn.gov

***Public Notice of Regular Call Meeting of the Board Of County  
Commissioners of White County***

Notice is hereby given to all county commissioners, all residents of White County, Tennessee, and to all persons interested that an open, regular meeting of the Board of County Commissioners of White County will be held on Monday, July 15, 2019 at 6:00 P.M. in the 3<sup>rd</sup> floor courtroom, of the White County Courthouse in Sparta, Tennessee.

**Agenda**

1. Call to order by Chairman
2. Prayer
3. Pledge
4. Roll Call
5. Approve and Spread on minutes Consent Calendar
  - A. Approve minutes from the June meeting
  - B. Report of Steering Committee A
  - C. Report of Steering Committee B
  - D. Report of Steering Solid Waste Committee
  - E. Report of Purchasing Committee
  - F. Report of Industrial Development Board (IDB)

- G. Grand Jury Report
- H. Trustee Quarterly Reports
  - a. Release of Real and Personal Property Tax - Year 2017
  - b. Release of Real and Personal Property Tax - Year 2018
  - c. Financial Statement
- I. Judicial Commissioner Quarterly Report
- 6. Presentation: Health education outreach opportunities in White County  
Roberta White – Vanderbilt Ingram Cancer Center
- 7. Resolution 35-07-2019 Affirm Compliance with Federal Title VI  
Regulations
- 8. Spread on minutes White County Sheriff Department’s Policy Changes  
T.C.A. 5-23-103
- 9. Notaries
- 10. Recognition of Members from Audience
- 11. Old Business
- 12. New Business
- 13. Adjournment

JULY 15, 2019

BE IT REMEMBERED THAT THE WHITE COUNTY LEGISLATIVE BODY met in regular session at the White County Courthouse in Sparta, Tennessee on July 15, 2019 at 6:00 p.m.

Present and residing the Hon. Stanley Neal –Chairman, Denny Wayne Robinson-County Mayor, and Sasha Wilson-County Clerk, with the following Commissioners present: Lanny Selby, Lee Broyles, Terry Alley, Robert McCormick, Cain Rogers, Dillard Quick, T.K Austin, Dakota White, Bobby McCulley and Andy Haston. Absent: Dale Bennett, Lonnie Crouch, and Roger Mason.

A quorum being present the following proceedings were held.

Motion was made by Commissioner Cain Rogers and seconded by Commissioner Lee Broyles to approve and spread on minutes the Consent Calendar. Chairman Neal called for a voice vote; all members in favor of said motion.

A presentation was presented from Roberta White on behalf of Vanderbilt Ingram Cancer Center, concerning health education outreach opportunities in White County.

Motion was made by Commissioner Terry Alley and seconded by Commissioner Cain Rogers to Approve Resolution 35-07-2019, Affirm Compliance with Federal Title VI Regulations. Upon the roll being called the following voted.

YES	NO	ABSENT
Dakota White		Lonnie Crouch
Terry Alley		Roger Mason
Andy Haston		Dale Bennett
Bobby McCulley		
Lee Broyles		
Dillard Quick		
Cain Rogers		
T. K Austin		
Lanny Selby		
Stanley Neal		
Robert McCormick		

# White County, Tennessee

---

## **Steering A Committee Meeting**

Date: 7/1/2019

Time: 5:30pm

Location: White County Courthouse

The White County Steering Committee A met on Monday, July 1, 2019, at the White County Courthouse. Members present were Cain Rogers, Lanny Selby, and Lonnie Crouch. Absent were Dillard Quick, Terry Alley, Lee Broyles, and Bobby McCulley. Also present was Denny Wayne Robinson.

There being no quorum present, the meeting was unable to be held.

The next meeting will be August 5, 2019, at 5:30pm.

---

Chairman, Steering Committee A

---

Secretary, Steering Committee A

# White County, Tennessee

---

## **Steering B Committee Meeting**

Date: 7/01/2019

Time: 5:30pm

Location: White County Courthouse

The White County Steering Committee B met on Monday, July 1, 2019, at the White County Courthouse. Members present were Andy Haston, Robert McCormick, Stanley Neal, Dakota White, and Dale Bennett. Also present were Finance Director Chad Marcum, Landfill Director Gaylon Barlow and Executive Denny Robinson. Absent was TK Austin and Roger Mason.

There being a quorum present, the meeting was called to order by Chairman Stanley Neal and prayer was led by Commissioner Dakota White.

Chairman Neal asked for approval of the minutes from the previous meeting. Commissioner Dakota White made a motion and Commissioner Robert McCormick seconded the motion to approve the minutes as presented. The motion was approved.

### **Chairman Neal asked the committee for any old business:**

There was none.

### **Chairman Neal asked the committee for any new business:**

Ms. Debbie McIntyre, 521 Simpson Rd. was present to discuss a situation that involves her neighbor @ 115 Drake Rd. Ms. McIntyre states that her neighbor has acquired 15 roosters that have become disruptive. She further states the noise is excessive and she is unable to sit on her back porch. Chairman Neal explained that the commission would need some time to research County Resolutions to verify if we do in fact have a resolution that speaks to a noise ordinance. Mr. Neal further states that we will need to consult with our County Attorney as well. Mr. Neal invited Ms. McIntyre back to the August 5<sup>th</sup> meeting.

There being no further business, Commissioner Robert McCormick made a motion and Commissioner Andy Haston seconded the motion to adjourn. The motion was approved.

# White County, Tennessee

---

## **Solid Waste Committee Meeting**

Date: 7/01/2019

Time: Immediately Following Steering Committee B

Location: White County Courthouse

The White County Solid Waste Committee met on Monday, July 1, 2019 immediately following Steering Committee B at the White County Courthouse. Members present were Andy Haston, Robert McCormick, Stanley Neal, Dakota White and Dale Bennett. Also present were Finance Director Chad Marcum, Landfill Director Gaylon Barlow and County Executive Denny Robinson. Absent was TK Austin and Roger Mason.

There being a quorum present, the meeting was called to order by Chairman Bennett. Mr. Bennett asked for approval of the minutes from the previous meeting. Commissioner Stanley Neal made a motion and Commissioner Dakota White seconded the motion to approve the minutes as presented. The motion was approved.

### **Directors Report:**

Director Barlow updated the committee on an equipment issue. He states the final drive on one of the compactors went out on Friday. Mr. Barlow states the bearings went out. The repair will cost \$25,000.00, the new part has arrived and Anthony King is the mechanic that will repair the compactor on Tuesday.

Mr. Barlow updated the committee on the progress being made by Wright Brothers in regards to the Sump Construction. Mr. Barlow stated that Wright Brothers are waiting on the electrical crew and pump installers to install the pump.

### **Engineer's Report:**

Executive Robinson stated that the new cell is still in the permitting process phase.

### **Chairman Bennett asked the committee for any old business:**

There was none.

### **Chairman Bennett asked the committee for any new business:**

Mr. Robinson updated the committee on the results from the appraisals on 2 different parcels that join the landfill property. Mr. Robinson states he will consult with our engineers to get their educated opinion on the idea of acquiring additional land for the landfill. It is Mr. Robinson's opinion that mitigating liability would be the county's greatest asset in acquiring the land.

There being no further business, Commissioner Dakota White made a motion and Commissioner Stanley Neal seconded the motion to adjourn. The motion was approved.

# White County, Tennessee

---

## **Purchasing Committee Meeting**

Date: 06/28/2019

Time: 8:30am

Location: White County Courthouse

The White County Purchasing Committee met on June 28, 2019 at 8:30am at the White County Courthouse. Regular members present were Mr. Lanny Selby, Mr. Stanley Neal, Mr. Lonnie Crouch, and Mr. Denny Wayne Robinson. Also present were Sheriff Steve Page (floating member), Mr. Chad Marcum, and Ms. Cami Howard.

There being a quorum present, the meeting was called to order by Mr. Selby and a prayer was led by Sheriff Page.

Mr. Selby asked for approval of the minutes from the June 5, 2019 meeting. Mr. Neal made a motion and Mr. Crouch seconded the motion to approve the minutes as presented. On a voice vote, the motion was unanimously approved.

The committee considered a recommendation to accept a proposal from Secured Technology, Inc. for upgrades to the security management and video system at the White County Jail. The committee was asked to conditionally accept the recommendation until a thorough review of the proposal was made by county staff. Mr. Neal made a motion and Mr. Robinson seconded the motion to accept the recommendation noting that all appropriate purchasing practices were followed, conditioned on the proposal meeting all requirements as determined by county staff. On a voice vote, the motion was unanimously approved.

The committee considered a recommendation to accept a bid from Middle Tennessee Limestone, Inc. for crushed stone. Mr. Neal made a motion and Mr. Crouch seconded the motion to accept the recommendation noting that all appropriate purchasing practices were followed. On a voice vote, the motion was unanimously approved.

The committee considered a recommendation to accept a bid from Contech for pipe. Mr. Robinson made a motion and Mr. Neal seconded the motion to accept the recommendation noting that all appropriate purchasing practices were followed. On a voice vote, the motion was unanimously approved.

The committee considered a recommendation to accept a bid from J. Bisio Enterprises, Inc. in the amount of \$61,000 for used oil equipment. Mr. Neal made a motion and Mr. Crouch seconded the motion to accept the recommendation noting that all appropriate purchasing practices were followed. On a voice vote, the motion was unanimously approved.

There being no further business, Mr. Neal made a motion and Mr. Crouch seconded the motion to adjourn. The motion was approved.

---

Chairman, Purchasing Committee

---

Secretary, Purchasing Committee

**MINUTES FOR THE WHITE COUNTY  
INDUSTRIAL DEVELOPMENT BOARD MEETING  
Thursday, June 27, 2019**

The meeting was called to order on Thursday, June 27<sup>th</sup> 2019 at 5:00 p.m. A quorum was present with six (6) of the ten (10) members of the Board being in attendance.

The following members were present:

Rodger McCann  
Robert Verble  
Gary Peterson  
Marvin Bullock  
Dean Selby  
Sylvia Kennedy

The following members were absent:

Mike Prater  
Hoyt Jones  
Jim Clark  
Ben Holland

Also present at the meeting were:

County Executive - Denny Wayne Robinson,  
County Finance Director – Chad Marcum,  
County Attorney – John Meadows  
White Co Property Assessor – Junior Jones  
Joe Macelli-former owner of Tri State Distribution  
Ben Woods – Tri State Distribution

With the quorum being present, Chairman Rodger McCann, called the meeting to order and the first order of business was approval of the minutes from the meeting which occurred on Tuesday, January 22, 2019. Marvin Bullock made a motion that the minutes be approved. The motion was seconded by Sylvia Kennedy. All members voted in favor thereof and the minutes from the January 22, 2019 Industrial Development Board Meeting were approved.

The next order of business on the agenda was an update on the Tri State Distribution PILOT. Joe Macelli and Ben Woods of Tri State Distribution were present and discussed Tri State recently being acquired by Consolidated Container Co. Tri State Distribution requested that the Board execute a letter acknowledging that upon expiration of Tri State's current PILOT, that all of personal property previously conveyed to the IDB by Tri State, per the PILOT agreement, be transferred back to Tri State upon expiration of the current PILOT that applies to the personal

property of Tri State presently abated for tax purposes. Sylvia Kennedy made a motion to authorize the IDB Chairman to execute the letter of acknowledgement regarding same. The motion was seconded by Robert Verble. All members present voted in favor thereof and the motion passed.

The next order of business was a discussion on HMMI seeking to refinance a loan which may require the IDB to release property being held by IDB per the exiting PILOT. No action was taken at this time in order to have attorney look into the matter.

The next order of business was the financial report presented by Chad Marcum. Mr. Marcum reported that the grant funding for the Horman project has been processed. At the end of the quarter there was \$411,000.00 cash on hand. Mr. Marcum went over the operating budget for the new fiscal year. Mr. Marcum also recommended that the Board engage the services of Winnett & Associates to conduct the annual audit at a fee of \$3,300.00. Sylvia Kennedy made a motion that the budget presented by Mr. Marcum for the new fiscal year be approved and that the IDB engage the services of Winnett & Associates to conduct the annual audit at a fee of \$3,300.00 per Mr. Marcum's recommendation. Dean Selby seconded the motion. Upon roll call vote, all members voted in favor thereof and motion passed.

There was no old business to discuss.

The next order of business as discussion of new business. County Executive Robinson discussed a potential issue with the Jackson Kayak PILOT based upon Jackson kayak anticipating selling the Iris drive location to a potential hemp processing company prior to September 1, 2019. No action was taken at this time.

Chairman Rodger McCann discussed the progress on the construction at the Horman site.

Sylvia Kennedy made a motion to adjourn, Gary Peterson seconded the motion and members present voted in favor thereof and the meeting was adjourned

---

RODGER MCCANN, Chairman

---

JOHN M. MEADOWS, Secretary

*George T. Elrod*  
114 South Main Street • P.O. Box 551  
Sparta, Tennessee 38583  
Phone 931/836-8414 • Fax 931/836-3386

**FILED**

JUN 14 2019

TIME 3:05  
BEVERLY F. JOLLEY  
CIRCUIT COURT CLERK

IN THE CRIMINAL COURT OF WHITE COUNTY, TENNESSEE

JUNE 2019 TERM

COMES NOW THE GRAND JURY IN AND FOR SAID COUNTY AND STATE DULY APPOINTED AND CONSTITUTED AND SUBMITS THIS, ITS REPORT AT THE JUNE, 2019 TERM OF COURT.

1. WE MAKE AN INSPECTION OF THE JUSTICE CENTER DURING THIS SESSION, AND WOULD LIKE TO CALL TO YOUR ATTENTION AGAIN THAT THERE IS SEVERAL ITEMS AT THE JUSTICE CENTER THAT NEEDS CORRECTION. THERE ARE SEVERAL CAMERAS THAT NEED REPLACING ALONG WITH THE SEVERAL OF THE APPLIANCES IN THE KITCHEN.

IT IS THE GRAND JURY'S SUGGESTION THAT THE ENTIRE COUNTY COURT MAKE AN INSPECTION OF THIS FACILITY TO SEE FOR THEMSELVES.

2. THE COUNTY PASSED A RESOLUTION TO PURCHASE AN INSURANCE POLICY TO REPLACE THE ISSUE OF INDIVIDUAL BONDS. THIS WAS AUTHORIZED UNDER RESOLUTION 30-06-2018.

3. THE CIRCUIT COURT CLERK NEEDS MORE SPACE FOR FILING COURT RECORDS.

*George T. Elrod*

114 South Main Street • P.O. Box 551  
Sparta, Tennessee 38583  
Phone 931/836-8414 • Fax 931/836-3386

THIS, THE 10TH DAY OF JUNE 2019.

*George T. Elrod*  
GRAND JURY FOREMAN

APPROVED FOR ENTRY:

STATE OF TENNESSEE  
THIRTEENTH JUDICIAL DISTRICT

DISTRICT ATTORNEY GENERAL \_\_\_\_\_

RELEASES OF REAL AND PERSONAL PROPERTY REQUESTED FOR QUARTERLY COURT  
OF WHITE COUNTY, TN AT IT'S JULY 15, 2019 MEETING - TERM OF TAX YEAR 2017

ASSESSED TO	TAX ID	AMT RELEASED	PICK-UP	REASON FOR CHANGE
GREENBELT ROLLBACK				
ABEL RAYMOND	108 102.00		\$111.00	GREENBELT ROLLBACK
BLACK WILLIAM	034 038.00		\$688.00	GREENBELT ROLLBACK
CBS PROPERTIES LLC	089 005.01		\$466.00	GREENBELT ROLLBACK
COBLENTZ NATHAN & SUSAN	068 023.00		\$8.00	GREENBELT ROLLBACK
GRAVENS DAVID L	032 011.10		\$918.00	GREENBELT ROLLBACK
DENTON TRACEY	103 020.00		\$189.00	GREENBELT ROLLBACK
DODSON TRUST	081 018.01		\$624.00	GREENBELT ROLLBACK
FRAZIER KATHY LEWIS	078 003.00		\$52.00	GREENBELT ROLLBACK
HALEY JIM ROY	108 129.00		\$584.00	GREENBELT ROLLBACK
HALEY JIM ROY	108 129.00	\$584.00		RELEASE/RESIGNED GB
JENKINS RICKY	050 019.02		\$23.00	GREENBELT ROLLBACK
LYNN JIM & CAROL	024 013.01		\$473.00	GREENBELT ROLLBACK
MEASLES JIMMY	080 051.00	\$644.00		RELEASE/RESIGNED GB
ROBERTS ALTON	009 059.00		\$923.00	GREENBELT ROLLBACK
ROBERTS ALTON	009 059.00		\$1,780.00	GREENBELT ROLLBACK
SHANNON CHRISTOPHER &	101 099.01		\$798.00	GREENBELT ROLLBACK
TOLLISON ELDEN HEIRS	024 033.00		\$845.00	GREENBELT ROLLBACK
WALKER GERALD VAUGHN &	049 042.00		\$1,135.00	GREENBELT ROLLBACK
YOUNG PATSEY & KENNETH	080 071.00		\$1,122.00	GREENBELT ROLLBACK

JULY 1, 2018 TO MARCH 31, 2019

RELEASES OF REAL AND PERSONAL PROPERTY REQUESTED FOR QUARTERLY COURT  
 OF WHITE COUNTY, TN AT IT'S JULY 15, 2019 MEETING - TERM OF TAX YEAR 2017

ASSESSED TO	TAX ID	AMT RELEASED	PICK-UP	REASON FOR CHANGE
BASF CORPORATION	060 037.02 P002		\$672.00	TMA AUDIT FINDING
BILL LAKE	137E A 008.00P00	\$21.00		DELETE/ASSESSMENT ERROR
KIMBERLY INC	051 064.00P001		\$150.00	TMA AUDIT FINDING

JULY 1, 2018 TO MARCH 31, 2019

RELEASES OF REAL AND PERSONAL PROPERTY REQUESTED FOR QUARTERLY COURT  
OF WHITE COUNTY, TN AT IT'S JULY 15, 2019 - TERM OF TAX YEAR 2018

ASSESSED TO	TAX ID	AMT RELEASED	PICK UP	REASON FOR CHANGE
A L WILLIAMS INSURANCE	059G B 018.00P	\$0.00		TAX ROLL \$0 OWED
BILL LAKE	037E A 008.00P001	\$24.00		DELETE/BUSINESS CLOSED
BLAYLOCK JAMES C	073 007.09	\$263.00		MOBILE HOME REMOVED
CANNON JIMMY/SPIVEY JASON	088I A 001.05			NAME CHANGE ONLY
CASTELLI RUSSELL & ELIJAH	014 016.01		\$67.00	ASSESSOR ERROR
CUNNINGHAM LESTER & BARBARA	032 031.01	\$100.00		COMMERCIAL TO RESIDENTIAL
CUNNINGHAM ROBERT & MELANIE	098 005.01	\$377.00		SOLD-TAX EXEMPT/PRORATE
CUNNINGHAM ROBERT & MELANIE	112 002.00	\$557.00		SOLD-TAX EXEMPT/PRORATE
CUNNINGHAM ROBERT & MELANIE	112 002.00 001	\$441.00		SOLD-TAX EXEMPT/PRORATE
EFUNDS CORPORATION	001 0088.00 P	\$0.00		TAX ROLL \$0 OWED
FARLEY DAVID RAY	009 001.06	\$445.00		SOLD TO WC DEVELOPMENT
FRANKLIN AUSTIN	041 008.11P001	\$8.00		DELETE/BUSINESS CLOSED
FRASIER LARRY H	041 008.12	\$127.00		HOUSE BURNED
GOLDEN MOUNTAIN CANDLES	040I F 008.00P009	\$0.00		TAX ROLL \$0 OWED
HAIR WORX	049H C 010.00P005	\$0.00		TAX ROLL \$0 OWED
HUMPHREY ROY LEE & JANETTE	083 024.01	\$309.00		ASSESSOR MAPPING ERROR
INCA PRODUCTS ACQUISITION	041 010.03P003	\$201.00		REFUND/TMA AUDIT FINDING
JOHNSON LYNN E	0836 024.00		\$331.00	ASSESSOR MAPPING ERROR
JOHNSON STEPHEN	085 018.03	\$136.00		CORRECTED MOBILE HOME
JUST 4U FROM JANNETTE	051 070.03P	\$24.00		DELETE/BUSINESS CLOSED
KIMSEY CAROLYN CARTER &	014 016.00	\$68.00		CORRECTED ACREAGE
LEGACY PHOTOGRAPHIES	033 013.02P	\$11.00		DELETE/BUSINESS CLOSED
MAYNARD LORI & JOSE ORACION	025 039.01		\$1,135.00	ADD NEW HOUSE
MEADOWS LARRY & SHIRLEY	053 003.04	\$150.00		PRORATE HOUSE/UNDER CONST
NASH JAMES C & IN-AE	039 006.06	\$224.00		TOOK OFF MOBILE HOME
PAYNE TONY D	037 010.00	\$81.00		PARCEL COMBINED W/37 10.02
PAYNE TONY D	037 010.02		\$13.00	ADDED PARCEL 10.00
REAGAN SHIRLEY ANN	029 023.01	\$189.00		CHANGE MEASUREMENTS ON HO
REDWINE ANGELA M	057 055.01	\$54.00		TOOK OFF MH2/NOT LIVEABLE
ROD'S REPAIR	052 113.00P	\$0.00		TAX ROLL \$0 OWED
ROSS PETROLEUM SERVICES	059A B 001.00P001	\$151.00		DELETE/NO BUSINESS
SECRET GARDEN PRE-SCHOOL	049I B 034.00P	\$0.00		TAX ROLL \$0 OWED

RELEASES OF REAL AND PERSONAL PROPERTY REQUESTED FOR QUARTERLY COURT  
 OF WHITE COUNTY, TN AT IT'S JULY 15, 2019 - TERM OF TAX YEAR 2018

ASSESSED TO	TAX ID	AMT RELEASED	PICK-UP	REASON FOR CHANGE
SHERRELL PAUL & MIRANDA	051 014.23	\$182.00		HSE REMOVED/UNLIVABLE
SPIVEY JASON	088I A 001.05	\$50.00		HOUSE BURNED
SPIVEY JASON/CANNON JIMMY	088I A 001.05			NAME CHANGE ONLY
SUN SHIELD WINDOW TINTING	0490 A 005.00	\$0.00		TAX ROLL \$0 OWED
UNDERGROUND FARMERS	029 026.00P001	\$14.00		DELETE/NO BUSINESS
WHITE COUNTY ASPHALT MAINTENANCE	030 055.01P001	\$799.00		CORRECTED APPRAISAL
YOUNG ALLENE	052 008.05	\$142.00		CORRECTED MOBILE HOME
YOUNG RICKY	053 003.14	\$61.00		ASSESSMENT CHANGE
BRANDON DAVID A	037K C 029.00	\$4.00		RELEASED BY CHANCERY COURT
MCCORD JAMES T JR	037 K C 011.00	\$4.00		RELEASED BY CHANCERY COURT
AUSTIN ELANZA A JR &	059B C 005.00	\$35.00		RELEASED BY CHANCERY COURT
STAFFORD BETTY A	041E C 012.00	\$62.00		RELEASED BY CHANCERY COURT
EMERTON MARSHALL EARL	108 037.00	\$163.00		HOUSE NOT ON THIS PARCEL

JULY 1, 2018 TO JUNE 30, 2019

RELEASES OF REAL AND PERSONAL PROPERTY REQUESTED FOR QUARTERLY COURT  
 OF WHITE COUNTY, TN AT IT'S JULY 15, 2019 - TERM OF TAX YEAR 2018

GREENBELT ROLLBACK ASSESSED TO	TAX ID	AMT RELEASED	PICK UP	REASON FOR CHANGE
MACKIE TIMOTHY & ELIZABETH	015 005.01		\$624.00	GREENBELT ROLLBACK
MACKIE TIMOTHY & ELIZABETH	015 005.01	\$624.00		RELEASE/RESIGNED GB
KNOWLES MILDRED HEIRS	062 027.02		\$75.00	GREENBELT ROLLBACK
USREY WANDA & JIM	014 039.11		\$546.00	GREENBELT ROLLBACK
NELSON JAMES & THELMA	002 007.00		\$45.00	GREENBELT ROLLBACK
ELDER DONALD & LINDA	036 003.05		\$342.00	GREENBELT ROLLBACK
UNDERWOOD RICHARD & CHRISTINA	021 040.01		\$72.00	GREENBELT ROLLBACK
WOOD CHARLES & CONNIE	086 006.02		\$12.00	GREENBELT ROLLBACK
STEELE MARY HEIRS	044 051.00		\$789.00	GREENBELT ROLLBACK
NORMAN TOMMY & MICHELLE	009 044.01		\$606.00	GREENBELT ROLLBACK
NORMAN TOMMY & MICHELLE	009 044.01		\$501.00	GREENBELT ROLLBACK
FARRIS GARY & PATRICIA TRUST	004 002.02		\$549.00	GREENBELT ROLLBACK
BRADLEY GERALDINE & ETAL	002 026.00		\$345.00	GREENBELT ROLLBACK
BRADLEY GERALDINE & ETAL	002 026.00		\$807.00	GREENBELT ROLLBACK
BRADLEY GERALDINE & ETAL	002 026.00		\$144.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	002 026.00		\$18.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$135.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$180.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$246.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$228.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$180.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$195.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$195.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$195.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	082 026.00		\$267.00	GREENBELT ROLLBACK
RAY JOE DAVID HEIRS	009 056.00		\$33.00	GREENBELT ROLLBACK
CASH DOLLAR COVE LLC	061 009.01		\$102.00	GREENBELT ROLLBACK
CASH DOLLAR COVE LLC	061 005.00		\$204.00	GREENBELT ROLLBACK
CROSLAND TRACY	060 016.01		\$354.00	GREENBELT ROLLBACK
EARLES BARBARA HEIRS	101 066.00		\$120.00	GREENBELT ROLLBACK
MCCULLLEY JAMES LOYD	013 015.00		\$178.00	GREENBELT ROLLBACK

RELEASES OF REAL AND PERSONAL PROPERTY REQUESTED FOR QUARTERLY COURT  
 OF WHITE COUNTY, TN AT IT'S JULY 15, 2019 - TERM OF TAX YEAR 2018

GREENBELT ROLLBACK

ASSESSED TO	TAX ID	AMT RELEASED	PICK UP	REASON FOR CHANGE
STEWART CLINTON JR &	045 002.11		\$104.00	GREENBELT ROLLBACK
SIMMONS DAVID M ETUX	082 017.00		\$21.00	GREENBELT ROLLBACK
ARNOLD BARBARA GAIL &	062 018.00		\$1,112.00	GREENBELT ROLLBACK
BLAYLOCK KAREN &	044 072.00		\$287.00	GREENBELT ROLLBACK
CATRON LYLE & MARY ANN	068 029.00		\$18.00	GREENBELT ROLLBACK
LACY BARBARA	024 018.04		\$90.00	GREENBELT ROLLBACK
CROUCH LONNIE ETAL	021 014.00		\$126.00	GREENBELT ROLLBACK
CROUCH LONNIE ETAL	021 052.00		\$282.00	GREENBELT ROLLBACK
CROUCH LONNIE ETAL	021 052.00	\$282.00		GREENBELT ROLLBACK
RICE MAMIE ETAL	088 003.00		\$663.00	GREENBELT ROLLBACK
SWINDELL R L & WANDA L	077 015.00		\$155.00	GREENBELT ROLLBACK
CUNNINGHAM ROBERT W &	099 029.00		\$285.00	GREENBELT ROLLBACK
CUNNINGHAM ROBERT W &	099 029.00		\$219.00	GREENBELT ROLLBACK
ANDERSON BETH	031 017.11		\$630.00	GREENBELT ROLLBACK
CUNNINGHAM ROBERT W &	099 029.00		\$303.00	GREENBELT ROLLBACK
SORRELL WILLIAM C REMAINDER T	067 048.00		\$87.00	GREENBELT ROLLBACK
ELROD MARK THOMAS & SHERRY E	010 020.00		\$165.00	GREENBELT ROLLBACK
SHORT ERNEST AND JENNIE	057 023.00		\$552.00	GREENBELT ROLLBACK
ROBERTS J V & JEAN	022 012.00		\$201.00	GREENBELT ROLLBACK
LANCASTER DANIEL RAY	003 006.04		\$429.00	GREENBELT ROLLBACK
KNOWLES MILDRED	014 032.00		\$60.00	GREENBELT ROLLBACK

JULY 1, 2018 TO JUNE 30, 2019

WHITE COUNTY TRUSTEE

Trustee's M-T-D Cash Receipts, Disbursements And Balances - APRIL 2019 Thru JUNE 2019  
(A Minus Sign Denotes A Credit Balance)

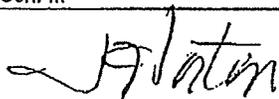
Acct #	Description/ Beg Balance	Adjustments	Receipts	Transfers In	Disbursements	Transfers Out	Commission Transfers	Ending Balance
101	GENERAL FUND							
	4,135,323.98-	0.00	2,365,998.87-	0.00	2,634,483.64	0.00	16,277.37	3,850,561.84-
119	INDUSTRIAL AND ECONOMIC DEVELOPMENT	0.00	28,133.04-	0.00	0.00	0.00	0.00	325,149.48-
122	TN DRUG FUND	0.00	13,078.44-	0.00	15,549.70	0.00	53.33	246,747.57-
131	HIGHWAY DEPT.	0.00	569,891.45-	0.00	761,614.55	0.00	5,687.70	973,378.72-
141	GENERAL PURPOSE SCHOOLS	0.00	5,785,923.57-	0.00	10,692,141.77	0.00	8,506.73	11,280,834.00-
142	FEDERAL SCHOOL PROJECTS	0.00	1,357,488.33-	0.00	1,128,276.53	0.00	0.00	468,779.07-
143	CHILD NUTRITION	0.00	739,666.88-	0.00	651,700.91	0.00	0.00	919,893.06-
151	DEBT SERVICE	0.00	1,677,715.72-	0.00	2,447,006.89	0.00	4,387.96	1,277,122.12-
171	CAPITAL PROJECTS	0.00	0.00	0.00	9,935.30	0.00	0.00	48,036.45-
176	HIGHWAY CAPITAL PROJECTS FUND	0.00	109,550.00-	0.00	2,500.00	0.00	0.00	497,500.00-
177	EDUCATION CAPITAL PROJECTS	0.00	55,002.92-	0.00	2,402,334.13	0.00	0.00	9,825,452.98-
207	SOLID WASTE	0.00	425,846.90-	0.00	278,434.39	0.00	3,377.85	495,782.67-
262	CENTRAL SERVICE	0.00	155,070.56-	0.00	141,227.33	0.00	0.00	29,132.61-
350	SPARTA SALES TAX	0.00	453,829.28-	0.00	449,290.99	0.00	4,538.29	0.00
351	CITY SALES TAX	0.00	4,486.64-	0.00	4,441.77	0.00	44.87	0.00
21100	ACCOUNTS PAYABLE	0.00	201.00-	0.00	201.00	0.00	0.00	0.00
29900	FEE/COMMISSION ACCOUNT	0.00	42,874.10	0.00	0.00	0.00	42,874.10-	0.00
		0.00	13,699,009.50-	0.00	21,619,138.90	0.00	0.00	30,238,370.57-

Summary of Assets

APRIL  
Beginning Balance

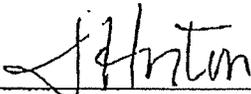
11120	CASH ON HAND	600.00						Ending Balance
11130	CASH IN BANK	3,973,012.31						7,718,833.76
11300	INVESTMENTS	34,182,886.66						22,518,392.81
11410	ACCOUNTS RECEIVABLE	2,001.00						544.00
14310	UNDISTRIBUTED WARRANTS	0.00						0.00
Total		38,158,499.97						30,238,370.57

WHITE COUNTY JUDICIAL COMMISSIONER'S QUARTERLY REPORT					
APRIL 2019 THROUGH JUNE 2019					
OFFENSES:	CITY	COUNTY	STATE	INDIVIDUAL	TOTAL
ARREST PURSUANT OF WARRANT	1				1
ASSAUL-SIMPLE	1	1			2
Aggravated Assault		2			2
Animal Cruelty					0
Animals at Large					0
Attempted Murder					0
Burglary	1	3			4
Caplae					0
Child Abuse & Neglect					0
Contraband into a Penal Facility		2			2
Contributing to a Minor		1			1
Criminal Exposure					0
Criminal Impersonation	3	4			7
Criminal Simulation	1				1
Criminal Summons					0
Criminal Trespass	2	4			6
Custodial Interference					0
Domestic Assault	2	11			13
D.U.I.	2	13	3		18
Disorderly Conduct	1	3			4
Driving on Revoked/ Suspended/Cancelled	6	6			12
Drug Paraphernalia	8	16	1		25
Evading Arrest		6			6
Failure to Appear or Return					0
Falsifying a Drug Test			1		1
Filing a False Report	1				1
Forgery		4	1		5
Fugitive from Another State					0
Habitual Traffic Offender					0
Hindering Secured Credit					0
Identity Theft			1		1
Illegal Possession & use of Credit Card					0
Indecent Exposure					0
BOND CONDITIONS		13			13
Interfering with Emergency Calls		3			3
Joy Riding					0
Juvenile Petition		3			3
Leaving the Scene of an Accident		1	1		2
License Required / No D/L		3	1		4
Open Container Violation	1	1			2
Order of Protection				9	9
Poss w/int to mfg/sell/del controlled sub.	4	11			15
Possession of Sch. II	2	2	1		5
Possession of Sch. III					0



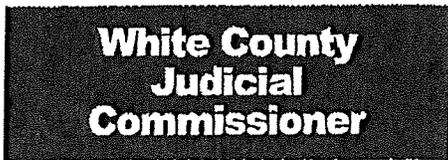
WHITE COUNTY JUDICIAL COMMISSIONER'S QUARTERLY REPORT					
APRIL 2019 THROUGH JUNE 2019					
OFFENSES:	CITY	COUNTY	STATE	INDIVIDUAL	TOTAL
Possession of Sch. IV	1	1			2
Possession of Sch. VI	2	13	1		16
POSSESSION SCH V		3			3
FELONY	1	1			2
Possession without Prescription		1			1
POSSESSION STOLEN PROPERTY		5			5
Public Intoxification		7	1		8
POSS. ALCOHOL IN STATE PARK			1		1
Rackless Endangerment		2			2
Resisting Arrest	3	6			9
Search Warrant Issues	2	11	1		14
Sexual Exploitation					0
Sex Offender Registration Violation					0
Shoplifting / Theft					0
STALKING		1			1
Tampering with Evidence	5	1			6
Theft	11	6		1	18
DRIVING WHILE IN POSS. SCH 2		2			2
Underage Poss/Consumption					0
Vandalism	1	6			7
Vehicle Title, and Dismantlerr Violations					0
Vehicular Assault					0
Violation of Bond Condtion		2			2
Violation of Drug Free School Zone	1	2			3
Violation of Order of Protection	1	3	1		5
Violation of Registration					0
Worthless Check Arrest Warrant					0
Worthless Checks					0
<b>TOTALS:</b>	<b>63</b>	<b>186</b>	<b>15</b>	<b>10</b>	<b>275</b>

Note: The above warrants written by the Judicial Commissioners do not in any way reflect those written by the Circuit Court Clerk

JHORTON 

07/03/2019

111 Depot St  
Sparta, TN 38583  
(931) 836-2700  
(931) 738-8683



# Fax

<b>To:</b>	County Executive office	<b>From:</b>	Michael Weedman, Judicial Commissioner
<b>Fax:</b>	931-836-3058	<b>Pages:</b>	3
<b>Phone:</b>	931-836-3359	<b>Date:</b>	07/10/2019
<b>Re:</b>	2 <sup>nd</sup> Quarter Report 2019	<b>cc:</b>	

Urgent    For Review    Please Comment    Please Reply    Please Recycle

Comments:

<b>WHITE COUNTY JUDICIAL COMMISSIONER'S QUARTERLY REPORT</b>					
<b>APRIL 1st 2019 - JUNE 30th 2019</b>					
<b>OFFENSES:</b>	<b>CITY</b>	<b>COUNTY</b>	<b>STATE</b>	<b>INDIVIDUAL</b>	<b>TOTAL</b>
Abuse of 911 Emergency Number					0
Accessory After the Fact					0
Aggravated Assault	1	4			5
Aggravated Burglary		1			1
Aggravated Kidnapping		1			1
Animal Cruelty					0
Animals at Large	1				1
Assault on Law Enforcement		2			2
Attempted Introduction into Penal Facility		4			4
Attempted Murder					0
Bond Conditions	1	16			17
Burglary		1			1
Capias					0
Child Endangerment		1			1
Child Abuse & Neglect					0
Consp. Cont. into a Penal Facility		3			3
Contributing to a Minor					0
Criminal Exposure					0
Criminal Impersonation	1				1
Criminal Simulation		1			1
Criminal Summons				16	16
Criminal Trespass	6				6
Custodial Interference					0
Domestic Assault	2	16			18
D.U.I.	3	13	2		18
Disorderly Conduct	2	2			4
Driving on Revoked/ Suspended/Cancelled	1	9	3		13
Drug Paraphernalia	5	10			15
Escaper from officers Custody		1			1
Evading Arrest		3			3
Failure to Appear or Return		2			2
False Imprisonment		1			1
Falsifying a Drug Test		1			1
Filing a False Report		1			1
Forgery					0
Fugitive from Another State		1			1
Habitual Traffic Offender					0
Harassment	1				1
Hindering Secured Credit					0
Identity Theft	1				1

WHITE COUNTY JUDICIAL COMMISSIONER'S QUARTERLY REPORT					
APRIL 1st 2019 - JUNE 30th 2019					
OFFENSES:	CITY	COUNTY	STATE	INDIVIDUAL	TOTAL
Illegal Possession & use of Credit Card					0
Indescent Exposure					0
Inhaling Intoxicants					0
Intillation - mfg meth	1				1
Interfering with Emergency Calls	1	1			2
Joy Riding					0
Juvenile Petition		1			1
Kidnapping		1			1
Leaving the Scene of an Accident	1				1
License Required / No D/L					0
No Drivers License		2			2
Open Container Violation		1			1
Order of Protection				25	25
Possession of Handgun w/ under influence		1			1
Poss w/int to mfg/sell/del controlled sub.	3	8			11
Possession of Sch. II	2	5			7
Possession of Sch. III					0
Possession of Sch. IV		3			3
Possession of Sch. VI		7			7
Possession of Stolen Property		3			3
Possession of Synthetic Marijuana					0
Poss of Weapon D/ comm of a felon		1			1
Possession of Weapon by a Felon		5			5
Possession without Prescription		4			4
Promo or Initiation of Mfg. Meth					0
Public Intoxification	10	5			15
Rape	1	1			2
Reckless Driving					0
Reckless Endangerment		1			1
Resisting Arrest	2	2			4
Search Warrant Issues	3	13	2		18
Sexual Exploitation					0
Shoplifting / Theft	11				11
Simple Assault		1			1
Stalking	1				0
Statutory Rape by an Authority Figure	1	1			2
Tampering with Evidence		1			1
Theft	2	2			4
Theft of Services					0
Unauthorized use of MV or Bicycle	1				1

<b>WHITE COUNTY JUDICIAL COMMISSIONER'S QUARTERLY REPORT</b>					
<b>APRIL 1st 2019 - JUNE 30th 2019</b>					
<b>OFFENSES:</b>	<b>CITY</b>	<b>COUNTY</b>	<b>STATE</b>	<b>INDIVIDUAL</b>	<b>TOTAL</b>
Underage Poss/Consumption					0
Vandalism	1	5			6
Vehicle Title, and Dismantlerr Violations					0
Vehicular Assault					0
Violation of Bond Condltion					0
Violation of Community Supervision for life			1		1
Violation of Drug Free School Zone	2				2
Violation of Order of Protection	1	4			0
Violation of Sex Offender Registration		1	1		2
Violation of Sex Offender Registration / pay		1			1
Worthless Check Arrest Warrant					0
Worthless Checks				1	1
<b>TOTALS:</b>	<b>69</b>	<b>175</b>	<b>9</b>	<b>42</b>	<b>289</b>

Note: The above warrants written by the Judicial Commissioners do not In any way reflect those written by the Circuit Court

Date: \_\_\_\_\_



# WHITE COUNTY, TENNESSEE

Office of County Executive

## RESOLUTION 35-07-2019

### RESOLUTION TO AFFIRM COMPLIANCE WITH FEDERAL TITLE VI REGULATIONS

**WHEREAS**, both Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 provide that no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance; and,

**WHEREAS**, the Tennessee Attorney General opined the Opinion No. 92.47 that state and local governments are required to comply with Title VI of the Civil Rights Acts in administering federally funded programs; and,

**WHEREAS**, the Community Development Division of the Tennessee Department of Economic and Community Development administers the Three-Star Program and awards financial incentives for communities designated as Three-Star Communities; and,

**WHEREAS**, by virtue of the Tennessee Department of Economic and Community Development receiving federal financial assistance all communities designated as Three-Star Communities must confirm that the community is in compliance with the regulations of Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the county legislative body of WHITE County, Tennessee, meeting in regular session at WHITE County, Tennessee, that:

SECTION 1: The legislative body of WHITE County declares that the county is in compliance with the federal Title VI regulations.

SECTION 2: The Department of Economic and Community Development may from time to time monitor the county's compliance with federal Title VI regulations.

SECTION 3: This Resolution shall take effect upon adoption, the public welfare requiring it.

Motion made by Terry Alley and seconded by Cain Rogers that the above resolution be adopted.

On roll call, the vote was recorded as follows:

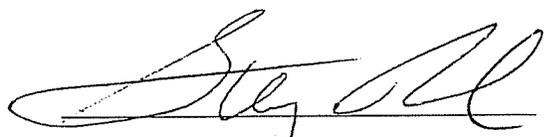
AYES: 11

NAYS: \_\_\_\_\_

The above resolution was passed on the 15th day of July, 2019.

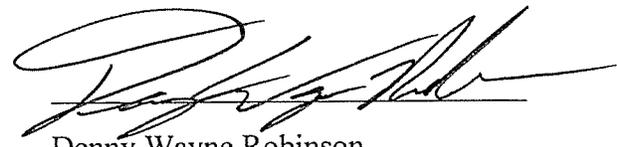
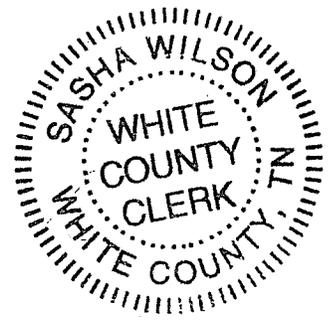


Sasha Wilson, County Clerk



Stanley Neal, Chairman  
County Legislative Body

Approved the 15th day of July, 2019.



Denny Wayne Robinson  
White County Executive

Motion was made by Commissioner Terry Alley and seconded by Commissioner Dakota White to approve and spread on the minutes the White County Sheriff's Departments Policy changes T.C.A. 5-23-103. Chairman Neal called for a voice vote; all members in favor of said motion.

Motion was made by Commissioner Dakota White and seconded by Commissioner Lanny Selby to approve the following notaries: Cody Garrett Roe and Jennifer Lynn Roberts. Chairman Neal called for a voice vote; all members in favor of said motion.

Recognition from members of the audience: None

Old Business: None

New Business:

Chairman Neal called for a brief recess for an attorney/client privilege meeting. He asked that all members of the audience to exit the courtroom until further notice. The meeting recessed at 6:14 p.m. The meeting resumed at 6:41 p.m.

Motion was made by Commissioner Lee Broyles and seconded by Commissioner Terry Alley to adjourn the meeting: Chairman Neal called for a voice vote; all members in favor of said motion.

## Overtime Compensation

### 1020.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

### 1020.2 POLICY

The White County Sheriff's Office will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

### 1020.3 COMPENSATION

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

The Fair Labor Standards Act (FLSA) provides an exception to the 40 hour work week rule in its section 207(k) for overtime pay provisions for nonexempt employees who are law enforcement officers working in uniform or plainclothes; having statutory power to enforce laws; having the power to make arrests; and having participated in special courses of law enforcement training.

The FLSA allows overtime calculations for law enforcement employees to be based upon a "work period" of 7 consecutive days up to 28 consecutive days in length. Overtime pay is required when the number of hours worked exceeds 171 hours within the 28 day work period, or 86 hours in a 14 day work period.

It is the policy of the White County Sheriff's Office that all nonexempt law enforcement employees are subject to a work period of 14 days, which is a regularly recurring work period. All law enforcement employees are paid using a bi-weekly payroll schedule. Overtime will be calculated at the rate of time-and-one-half (1.5) for every hour worked in excess of 86 hours within the 14 day work period.. No annual leave, compensatory time off, sick leave, special duty pay or holiday pay will be used to calculate hours worked in excess of 86 hours in the 14 day work period.

Short periods of overtime worked at the end of the normal duty day (e.g., less than one hour in duration) may be handled informally by an agreement between the supervisor and the employee. In such cases, the supervisor shall document the overtime worked and schedule a subsequent shift adjustment within the same work period that the overtime was worked, rather than submit a request for overtime compensation (29 USC § 207(k)).

On-call investigators will be awarded 8 hours of compensatory time during their on-call week. This time cannot be calculated toward hours worked in the 14 day work period.

Salary exempt employees may be eligible for administrative leave, which may be granted at the discretion of the exempt employee's immediate supervisor.

## *Overtime Compensation*

---

Certified law enforcement employees, who have successfully completed training with an assigned Field Training Officer, are eligible to volunteer on a first-come, first served basis for occasional Special Duty posted by the Administrative Captain. The Sheriff retains full discretion to determine the types and frequency of Special Duty details (e.g. natural disasters or Governor's Highway Safety Office grant activities.) All Special Duty details are strictly volunteered, shall be performed outside the regular work schedule, and shall not interfere with the performance of any regularly scheduled duty or shift. To incentivize participation, the Sheriff authorizes all Special Duty details to be compensated at the rate of 1.5 hours for each hour physically worked during the Special Duty at the regular wage payable to the law enforcement employee. It is the policy of this Office that volunteer performance of any Special Duty detail will not be used as criteria to determine the eligibility for promotion, career advancement, or special assignments.

### **1020.4 REQUESTS FOR OVERTIME COMPENSATION**

#### **1020.4.1 EMPLOYEE RESPONSIBILITIES**

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

- (a) Obtain supervisory approval, verbal or written.
- (b) Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour time period without supervisory approval.
- (c) Record the actual time worked in an overtime status using the department-approved form or method. Informal notations on reports, logs or other forms not approved for overtime recording are not acceptable.
- (d) Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.

#### **1020.4.2 SUPERVISOR RESPONSIBILITIES**

Supervisors shall:

- (a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.
  1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of department resources.
- (b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.
  1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy.

## Annual Leave

### 1030.1 PURPOSE

To establish policy and procedures for employees of the White County Sheriff's Office concerning the Annual Leave.

### 1030.2 POLICY

It is the policy of the White County Sheriff's Office to grant eligible employees the attendance, leave privileges and benefits as specified in accordance with the rules and regulations established by the Sheriff of White County.

### 1030.3 ANNUAL LEAVE PROCEDURES

Scheduling and granting annual leave procedures are included in this order. For all other procedures, refer to the Attendance and Leave Policies and Procedures for detailed Instructions and follow the established guidelines and procedures.

### 1030.4 SCHEDULING ANNUAL LEAVE

**A.** Any employee may request to use annual leave at any time by application to the employee's supervisor. The request is subject to approval by the supervisor, who must plan the work under the supervisor's control and authorize absences only at such times as the employee can be spared.

**B.** Employees requesting approval of annual leave for one or more days must submit requests in accordance with the following procedures:

**1.** Employees verbally make an application for leave and submit Leave Request through the appropriate chain-of-command to the Sheriff or Chief Deputy no later than thirty (30) days prior to the requested departure date or beginning of the annual leave.

a. In addition to the above requirement, all members of the White County Sheriff's Office shall submit such annual leave request for five (5) or more days no later than January the 15th of each year, for scheduling and approval.

**2.** Each supervisor is responsible for maintaining a schedule of approved leave for all assigned employees.

**3.** Scheduled leave shall be subject to cancellation by the Sheriff, Chief Deputy, Director, or Major at any time.

### 1030.5 GRANTING ANNUAL LEAVE:

**A.** Every Member taking authorized time off for vacation, holidays, or regular days off shall be subject to be ordered to report for duty at any time.

**B .** Annual Leave will be granted by request for the Member through the chain of Command to the Major, Director, and Sheriff..

## *Annual Leave*

---

1. Annual leave will be granted on a first come, first serve basis. When two(2) or more requests are submitted for the same time period and on the same date, approval will be granted on the basis of seniority.

a. Should a subsequent conflict arise involving the same person or persons, approval will be granted at the discretion of the Sheriff or Chief Deputy.

**C.** Annual Leave will be may be taken in the following ways:

1-5 Years of Service= 2, 5-day vacations or 1, 10 day vacation per year.

5-10 Years of Service= 3, 5 day vacations or 1, 15 day vacation per year.

10-20 Years of Service= 4, 5 day vacations or 2, 10 day vacations per year.

20-30 Years of Service= 6, 5 day vacations or 2, 15 day vacations per year.

**D .** Any non-scheduled leave may be granted at the discretion of the Sheriff, Major or Director or in his/her absence, his/her designated representative.

**E .** Annual Leave will be granted at any time during the calendar year when activities are such that the Member may leave his/her duties without impairing normal operations.

**F .** Consideration should be given to maintaining sufficient personnel to cover each shift when granting annual leave.

### **1030.6 GAINING OF ANNUAL TIME**

Annual Leave Hours shall be gained by years of service

90 days-5 years= 8 hours per month

5-10 years=12 hours per month

10-15 years=14 hours per month

15-30 years=16 hours per month

At the discretion of the sheriff, this policy can be modified to allow accrual of annual leave before 90 days of service for staff members that are serving the agency at the executive level.

Each Member may hold a maximum of annual leave of 288 hours total.

*Overtime Compensation*

---

- (c) After verifying and approving the overtime amount, promptly forward the request for compensation to the employee's Captain or Lieutenant for final approval.
  - 1. After the Captain or Lieutenant has authorized compensation, the request shall be submitted to Administration as soon as practicable.

Supervisors may not authorize or approve their own overtime.

**1020.5 ACCOUNTING FOR PORTIONS OF AN HOUR**

Authorized overtime work shall be accounted in the increments as listed:

<u>TIME WORKED</u>	<u>INDICATE ON CARD</u>
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

**1020.5.1 VARIATION IN TIME REPORTED**

When two or more employees are assigned to the same activity, case or court trial, and the amount of time for which overtime compensation is requested varies among the deputies, the Shift Supervisor or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

**1020.6 REQUESTING USE OF COMPENSATORY TIME**

Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt department operations. Requests to use compensatory time will be submitted to the employee's supervisor at least 24 hours in advance of its intended use. Supervisors may make exceptions in unusual or extraordinary circumstances.

Compensatory time may not be used for time off for a date and time when the employee is required to appear in court on department-related matters. Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).