

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTH BETHANY  
APPROVING RECOMMENDED CHANGES TO THE TOWN PERSONNEL MANUAL  
AND THE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES**

**WHEREAS**, Town Council engaged the Center for Public Safety Management, LLC (“CPSM”), an outside consultant, and Archer & Greiner, P.C. (“Archer”), labor and employment counsel, to review the Town’s current employment policies and procedures to ensure they are both legal and consistent with the employment practices of other comparable towns;

**WHEREAS**, as part of that effort, CPSM, Archer, and the Town Manager conducted reviews of the Town Personnel Manual as well as the Police Department Standard Operating Procedures (“SOPs”) with respect to any SOPs that dealt with employment and Human Resources topics;

**WHEREAS**, as a result of those reviews, CPSM and Archer have recommended that Town Council take the following actions:

1. Revise certain language contained in the SOPs that relates to non-operational Human Resources topics.
2. Move these revised SOPs from the SOPs and into the Town’s Personnel Manual.
3. Revise the Personnel Manual to bring the Town in line with best practices.

**WHEREAS**, Town Council believes that it is in the best interest of the Town to accept the recommendations made by CPSM and Archer referenced above;

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by the Town Council of the Town of South Bethany, a majority thereof concurring in Council duly met, that the recommendations made by CPSM and Archer are hereby adopted and approved.

**BE IT FURTHER RESOLVED**, that in accordance with the adoption and approval of the recommendations made by CPSM and Archer, the following actions are authorized:

1. The Town Personnel Manual is amended as reflected in Exhibit A.
2. The SOPs listed in Exhibit B are rescinded.

3. The existing pay charts applicable to the Police Department and all other Town employees are rescinded.
4. SOP Chapter 11: Organization & Administration is amended as reflected in Exhibit C.
5. SOP Chapter 12: Direction is amended as reflected in Exhibit D.
6. SOP Chapter 18: Command Protocol is amended as reflected in Exhibit E.
7. SOP Chapter 23: Development & Higher Education is amended as reflected in Exhibit F.
8. The job descriptions set forth in Exhibit G for existing and new Police Department ranks are adopted and all prior revisions of such job descriptions are rescinded.

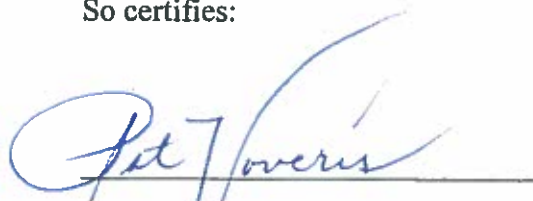
**BE IT FURTHER RESOLVED**, that notwithstanding the actions referenced above, all current police officers who are in a rank different than the ranks listed in the revised SOPs shall be permitted to remain in their current rank.

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This shall certify that this is a true and correct copy of the Resolution that was duly adopted by the Town Council of the Town of South Bethany at its regular meeting held on December 8, 2017.

So certifies:

Attest:   
Secretary

  
Pat Voveris, Mayor