

REFERENCE & PROCESS MANUAL
for the
CITY of INDEPENDENCE

1 - ANIMALS:

1.1.0 Cats (Feral)

No one working for the City of Independence has any responsibility for feral cats or other wild animals. The Police Department does have live cages that they will loan out to citizens who want to attempt to trap these animals; take them to the Humane Society, relocate them outside of town, or have them euthanized at a veterinarian. A \$25.00 security deposit is required upon loan of the traps and will be refunded upon return of the traps. The traps will be loaned out no longer than 2 weeks at a time.

Feral Cat Coalition of Oregon – *A spay/neuter program for feral cats with a caregiver providing food.*

PO Box 82734

Portland, OR 97282

503-797-2606

E-mail feralcats_oregon@yahoo.com

Salem Friends of Felines – *Rescue/adoption program.*

PO Box 12453

Salem, OR 97309

503-581-9444

E-mail info@salemfriendsoffelines.org

Website <http://salemfriendsoffelines.org>

1.2.0 Dogs

1.2.1 Adoption

Dogs are available for adoption from the police department after they have been at the impound for three days. The new owner must sign a dog adoption certificate. The adoption charge is \$60.00 and entitles the dog to receive a well-pet exam, rabies vaccine, and a microchip from:

Ash Creek Animal Clinic

194 S. Main St.

Independence, OR 97351

503-838-5325

1.2.2 Licensing

Dog licenses must be obtained at the police department by the time a dog is 6 months of age and has had a rabies vaccine. These licenses are also available by mail or online at <http://www.independencpolice.org/>. The cost is as follows:

1 year altered = \$10.00

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|------------------|-----------|
| 3 year altered | = \$26.00 |
| 1 year unaltered | = \$25.00 |
| 3 year unaltered | = \$75.00 |

A citizen with 3 or more dogs must apply for a kennel permit. These applications are available at the business office or at the police department. Completed applications must be turned in to the police department. Once the application is turned in, a review process will occur, which includes input from the police department and the community development director to determine the approval or denial of the permit. The cost is as follows:

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|----------------------|------------------|
| 1 year kennel permit | = \$30.00 |
| 1 year dog license | = \$5.00 per dog |

1.2.3 Stray/At Large

If a dog is reported at large within the city, every effort by the police department will be made to locate an owner. This is most easily achieved if the dog is wearing a license tag. The police department will board a dog at our impound for three days if we are unable to determine an owner, or five days if clearly licensed. Information on impounded dogs is posted on the front door of the police department. At the completion of the third day, arrangements will be made to either take the dog to the Humane Society of the Willamette Valley or adopt it out locally.

Humane Society of the Willamette Valley
 4246 Turner Road SE
 Salem, OR 97301
 503-585-5900
 Website www.hsvw.com

1.3.0 Wild Animals

(See Cats, feral).

2 - CITY INFORMATION:

2.1.0 Building Maintenance:

Minor repairs or maintenance of the building which can be accomplished by public works personnel are requested via a public works work order. These work orders should be routed through your department head for sign off. Larger repair issues should be directed to your department head for review at the department heads meeting and budgeting consideration.

2.2.0 City Computer Network:

Our city computer network is maintained by the Polk County IT staff. Problems with this network or requests for changes to the network should be directed to your department head or their designee. Employees should not load their own software onto city computers without permission from the IT staff.

2.3.0 City Internal Phone system:

The City operates an internal phone system that is separate from Qwest. The system is maintained by Reliant Communications and questions or repair requests can be

routed through Sgt. Mason of the police department. You can also contact Reliant Communications at 503-393-7614 or 1-800-285-6007.

2.4.0 Conference Room Scheduling:

To use the conference room, you must be on the conference room schedule. The City Recorder maintains the master conference room schedule in a computer file. You may schedule the conference room by conferring with the City Recorder or noting your request on the calendar which hangs outside the conference room door. If a conflict exists between the paper calendar and the master computer calendar, the computer calendar is the ruling document. Anyone using the conference room when a scheduled meeting time begins should immediately clear from the room to allow the scheduled meeting to start. For after-hours, outside users must obtain a key and sign a release from the City Recorder.

2.5.0 Council Chamber Scheduling:

To use the Council Chamber, you must be on the Council Chamber schedule. The City Recorder maintains the master Council Chamber schedule in a computer file. You may schedule the Council Chamber by conferring with the City Recorder or noting your request on the calendar which hangs outside the conference room door. If a conflict exists between the paper calendar and the master computer calendar, the computer calendar is the ruling document. Anyone using the Council Chamber when a scheduled meeting time begins should immediately clear from the room to allow the scheduled meeting to start.

2.6.0 Personnel Issues:

Questions regarding employee rights or employee benefits should be directed to the City Recorder who acts as our City Personnel Officer. The City Recorder also maintains personnel files and should be contacted to set up an appointment to review your file if you so wish.

2.7.0 Safety Issues:

The City has a standing safety committee that works on safety issues within all of the city departments. Concerns regarding a safety issue should be directed to your departmental representative, or to the City Recorder who serves as the management representative to the safety committee.

3 - CIVIL ISSUES:

3.1.0 Accident Reports

DMV accident reports are available in the front office.

3.2.0 Civil Stand By

An officer may perform a civil stand by in order for a citizen to retrieve personal belongings if all parties agree that the belongings are those of the requester and entrance to the residence is permitted. An officer may perform a civil stand by in order for a citizen to retrieve children if the requester is able to produce current

custodial paperwork. Ideally these requests should be made in advance, but they may be performed at the request of a citizen at any time.

3.3.0 Evictions

The City is not responsible for enforcing evictions. For concerns in this area, please refer to the Polk County Sheriff's Office (503-623-9251) or the Polk County Civil Division <http://www.polksheriff.net/id221.htm>.

4 - MISCELLANEOUS:

4.1.0 Citizen Radar Check-Out

The Police Department has available for check out a hand held radar gun for gauging traffic speeds. This may be loaned out to a homeowner who resides in the city of Independence for a maximum of 7 days. A short application and quick instructional course must be completed upon check out. Additionally, a photocopy of your driver license will be taken as deposit, and shredded upon return of the radar.

4.2.0 Court Matters

All questions about the Municipal Court or the payment of fines are handled through the court clerk or the business office.

4.3.0 Documents (Where they can be found)

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|----------------------------------|---|--|
| City Charter | - | City Recorder |
| Master City Ordinance | - | City Recorder |
| Transporation Master Plan | - | Community Development Director or City Recorder |
| Bicycle Master Plan | - | Community Development Director or City Recorder |
| Emergency Operations Plan | - | Police Department |
| Parks Master Plan | - | Community Development Director or City Recorder |
| Urban Renewal District Documents | - | City Recorder |
| City Building Codes | - | Building Inspector |
| Ash Creek Trail Documents | - | Community Development Director Or City Recorder |
| City Fee Schedule | - | City Recorder |

4.4.0 Shooting Range

The shooting range on Gun Club Road and Hoffman Road is owned by the Elks Lodge. The range is open to the public. Please refer to the Elks Lodge for further information at 503-838-1850.

4.5.0 Traffic Concerns

Please submit detailed traffic concerns to the Police Department. These will be forwarded on to the Traffic Safety Technician for review. They may also be forwarded to the Independence Traffic Safety Commission.

4.6.0 Websites

The City website is maintained by the City Recorder and the finance director. The police website is maintained by the police department through volunteer resources.

5 - OFFICERS:

5.1.0 Civilian Ride-Along

Civilian ride-alongs with police officers is encouraged, but a person wishing to do so must complete the Waiver of Responsibility Ride-Along Program form, available at the Police Department. Submit this form at least 2 weeks before the desired date of the ride to allow for the best scheduling opportunities. Riders must be at least 16 years of age. The form must be signed by a parent or guardian if the applicant is under 18 years of age.

5.2.0 Complaints

To file either a formal or informal complaint against a police officer please fill out a personnel conduct report, available at the Police Department.

(To file a complaint against any other employee of the city?)

5.3.0 Extra Police Service

Independence police officers, reserves, and cadets are available to provide extra police service for in-town events. Please complete the request for extra police service form, available at the Police Department. Please request in advance to allow for scheduling.

Fees

\$30.00/hour for Cadet/Reserve*

\$60.00/hour for Regular Officer*

*Charges will begin 1 hour prior to the arrival time and end 1 hour after the end of the event. A deposit equal to 1/2 of the estimated total must be received before officers will be assigned.

5.4.0 Speakers

To request that an officer appear at an educational event as a speaker, a citizen should complete the guest speaker request form, available at the Police Department at least 2 weeks in advance to allow for scheduling.

6 - ORDINANCE ENFORCEMENT RESPONSIBILITIES:

6.1.0 Building Inspectors

Building code violations

Fence violations

Rat harborages

Appointed as the Public Health Officer?
Over occupancy
Sign code violations (except those noted for other departments)
Zoning violations
Corner visibility requirements (vision clearance triangle)
Sidewalk repair letters
Assist with accumulation of objects cases by first locating violators and making first contact.
Home occupation or in home businesses

6.2.0 City Recorder

Sidewalk repair letters
High grass notification letters
High grass mowing contractor assignments
Tree violation notices

6.3.0 Community Development Director

Kennel permits
Mobil vendor license processing
Assist with accumulation of objects by forwarding addresses of violators to police

6.4.0 Community Development Technician

Manage general nuisance abatement process

6.5.0 Historic Preservation Commission

Historic district violation

6.6.0 Police

Abandoned autos
When reporting an abandoned auto, please gather as much information as possible, including: location, make and model, color, license plate number and state, and an approximation of how long the vehicle has been in the location. These reports will be forwarded on to a sergeant and assigned a case number and officer if necessary.

Accumulation of objects
Scattering rubbish
Parking violations
Noise violations
Dead animals - nights
Signs on city property or utility poles (i.e. garage sale signs)
Dog license violations
Animals at large
Failure to remove garbage
Abandoned ice-boxes
Littering
Littering near water
Peddler and solicitors violations
Taxi violations

Attractive nuisances
Mobil vendors (locate and warn – info. forwarded to Community Development Director)
Obstructing sidewalks (other than signs)
Skate boarding in business district
Park rule violations
Present general nuisances to council
Too many or too lengthy garage or estate sales

6.7.0 Public Works

Sidewalk repairs
High grass locating and rechecking
Tree violations – sidewalks, streets, obscuring traffic signs
Dead animal - days
Sign code violations in city right of way
Sign code violations on downtown sidewalks
Vision obstructions in city right of way

7 - PERMITS/LICENSES:

7.1.0 Business Licenses

All business licenses applications are obtained from the city business office. The following businesses require a license:

Second hand dealers
Hawk shops
Liquor establishments
Dance Halls
Mobile Vendors
Door to Door or traveling sales operations

It is recommended that anyone planning a business should confer with the City Community Development Director on zoning issues and the Fire Department for fire code restrictions.

7.2.0 Concealed Weapon Permits

These permits may be obtained by calling the Polk County Sheriff's Office (503-623-9251) or online at <http://www.polksheriff.net/id114.htm>.

7.3.0 Liquor Licenses

All liquor licenses are obtained through OLCC, a state agency, and then processed through our business office. The business office receives the city fees and then passes the liquor license on to the police department and to the City Recorder (public hearing is scheduled). The police department is responsible for conducting whatever background or council report required by the license requested. Once the city council has made their determination on the license request the City Recorder will notify the licensee. No liquor license request will be processed without the

business office first obtaining the necessary fees. Temporary Liquor licenses will be processed by the Chief of Police or his designee without council action.

7.4.0 Mobile Vendors License

Mobile vending licenses are issued annually to those businesses that are stationary but could be mobile. Examples of this type of business are mobile lunch wagons, some coffee stands and other temporary sales locations. These licenses are issued by the business office after review by the Community Development Director. The Police Department is responsible for locating new mobile vendors operations and informing them to obtain a license. Upon locating one of these businesses, law enforcement will notify the business office of the new business and its' location.

7.5.0 Parade Permits

Please complete the parade application permit form available at the Police Department. Please turn the application in to the Chief of Police at least 15 days prior to the intended date of the parade.

7.6.0 RV Permits

A 15 day permit authorizing the utilization of an RV for living purposes may be obtained at the City Hall business office at no cost. This permit will only be issued once per year. Refer to (61.042) RV's Outside of Designated Areas Prohibited; Exceptions. RV users can also be referred to the Ash Creek Mobile Park located on 17th Street or to the Polk County Fairgrounds on Highway 99W.

7.7.0 Solicitors License

Solicitors licenses are issued by the City to those wishing to go door to door in their sales. Solicitors licenses are obtained at the business office and then processed through the police department for records and background check. Those licenses are then sent to the City Manager for final approval.

8 - PUBLIC SERVICES:

8.1.0 Beauty Strips (Space between the curb and sidewalk)

Maintenance of this area is the responsibility of the property owner.

8.2.0 Bicycle Registration

Bicycles may be registered with the Police Department free of charge. Please provide the office with a description of your bicycle and the serial number. The information will be entered into our data system and may assist in the future if the bicycle is stolen. This may also be done by calling the Police Department.

8.3.0 Street Lights

Information about street lights that are out should be forwarded to the police department. Requests for new street lights should be forwarded to the Traffic Safety Commission through the police department. Police Officers receiving information

about street lights that are out can report this information by using the faxable form or by completing information of the Pacific Power website.

8.4.0 Street Trees

Property owners may only plant certain approved trees when planting trees close to a street.

8.5.0 Parks

Parks may be reserved for private use by applying through the business office. All city parks close at dark. Alcohol is not allowed in any city park without specific City Council approval. No fireworks of any kind are allowed any city park.

8.6.0 Police Records Check

Please fill out a records request form, available at the Police Department. The charge for searching for a desired report/record is \$5.00 at the time of the request. Copies may be made available for review at the office or may be purchased for \$2.00 per page (double-sided).* Please allow adequate time for records personnel to fulfill your request. Be advised that the records search can reveal contact with Independence police only. Complete background checks are available from the Oregon State Police Identification Services located at:

3772 Portland Rd NE
Salem, OR
503-378-3070

*The Independence Police Department acts in compliance with Oregon Public Record Law. Some information may not be releasable at the time of your request. For more information on Oregon Public Record law please visit <http://www.open-oregon.com>.

8.7.0 Sex Offender Registration Information

A book of the registered sex offenders who qualify for public notification and who reside in the City of Independence is available for public review at the Police Department.

8.8.0 Signs

There is a strict city ordinance that restricts sign placement. Anyone wishing to erect a business sign should contact the Community Development Director. Complaints about signs on the sidewalk or signs in the downtown area should be forwarded to public works. Complaints about signs posted on street signs or power poles should be directed to the police department.

8.9.0 Street Problems

Concerns about with a street or sidewalk should be filed with the public works department through the business office. Concerns about safety on a street or sidewalk should be forwarded to the Traffic Safety Commission through the Police Department. Missing street signs should be reported to the public works department through the business office. New street sign requests should be filed with the Public works department through the business office, except for those relating to safety

which should be forwarded to the Traffic Safety Commission via the police department.