



**Agenda**  
City Council Work Session  
March 7<sup>th</sup>, 2023  
6:30pm

Baldwin Courtroom, 155 Willingham Avenue, Baldwin, GA 30511

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***Call Meeting to Order***

***Economic Development Discussion (max. 20 minutes)***

***Public Hearing***

***Old Business***

1. PTO Buy Out Program Amendment

***New Business***

2. K-9 Unit
3. Habersham County Board of Health Memorandum of Agreement

***Announcements***

- a. Baldwin Clean Up Day is Saturday, April 22<sup>nd</sup> at 9:00 am! Join us in celebrating Earth Day by cleaning up Baldwin roads. Free T-shirt and lunch provided for pre-registered participants!

***Adjournment***



# memo

To: All City Staff  
From: Mayor and Council  
Effective Date: February 16<sup>th</sup>, 2023

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## **Policy Manual Section II Employment Practices & Regulations**

### **2.10 Personal Time Off Annual Buy Out Program**

This program is to allow employees the opportunity to cash out a portion of their accrued but unused personal time off balance. This program is only open during the month of October.

#### **2.10.1 Eligibility**

In order to take advantage of this program the employee must meet the following qualifications:

- (1) more than sixty (60) hours in accrued leave after request is completed;
- (2) have been employed with the City for at least two (2) years;
- (3) not actively in a performance improvement program or received a less than satisfactory evaluation in the prior six months.

Or;

An Unforeseeable Emergency has or will occur to the Employee in the form of one or more of the following severe financial hardships:

1. sudden and unexpected illness or accident of the Employee, Employee's spouse or dependent
2. loss of Employee's housing without assistance
3. funeral expenses of the Employee's spouse or dependent
4. similar extraordinary and unforeseeable circumstance arising from events beyond the Employee's or Employee's spouse/dependents control.

This method requires supporting documentation of the extraordinary circumstance and does not require meeting the above-mentioned qualifiers.

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**2.10.2 Procedure**

Complete the PTO Annual Buy Out Request Form and submit to Human Resources/City Administrator no later than October 31<sup>st</sup>.

No late submissions will be accepted.

Upon City Administrator approval, the pay out will be processed and issued during the first pay date in the month of November.

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**Baldwin Police Department**  
**Police K-9 Unit Proposal**  
**5-Year Cost of Operation**

**Immediate/Start Up Cost (FY2023):**

Heat Sensor/Door Popper System (Ace K-9)	\$1,499.00
Fan System (LaPrade)	\$70.00
Installation of Kennel and Heat System (LaPrade)	\$1,000.00
Police Service K-9 Kit (Elite K-9)	\$999.95
* Kit includes all leads, collars, muzzles, grooming supplies, rewards, first aid kit for K-9 and other items needed from training and deployment. The contents of the entire kit (excluding first aid items) are reusable and should last 4-6 years under normal conditions.	
Food Costs for remainder of FY 2023 (Tractor Supply)	\$240
Elusive 2.0 Training Collar (Ray Allen)	\$109
Pack Track K-9 Reporting Software	\$140
Cost of Certification	\$100
Researcher Pharmacy License (Georgia Drug and Narcotics Agency/Pharmacy Board)	\$100
Ace Watch Dog App (Initial Subscription) (See Attached)	\$899
K-9 Mortality Insurance	\$1,000
<b>Total</b>	<b><u>\$6,156.95</u></b>

**FY2024:**

Annual Vet Care (Preventative/Checkup/Vaccines)	\$505
Estimated Food Cost (Annual)	\$900
Pack Track K-9 Reporting Software (Annual Dues)	\$140
Synthetic Police Sleeve (Elite K9)	\$120
Kennel with Roof (For PD)	\$300

Kennel Shavings	\$56
Misc costs (reward replacement, medications, etc)	\$250
Cost of Certification	\$100
Ace Watch Dog App (Renewal)	\$168
K-9 Mortality Insurance	\$1,000
<b>Total:</b>	<b>\$3,439</b>

**FY 2025:**

Annual Vet Care (Preventative/Checkup/Vaccines)	\$505
Estimated Food Cost (Annual)	\$950
Pack Track K-9 Reporting Software (Annual Dues)	\$140
Kennel Shavings	\$65
Misc costs (reward replacement, medications, etc)	\$275
Cost of Certification	\$100
Full Suit for Police K-9 (Elite K-9)	\$1,189
Researcher Pharmacy License Renewal (Georgia Drug and Narcotics Agency/Pharmacy Board)	\$100
Ace Watch Dog App (Renewal)	\$168
K-9 Mortality Insurance	\$1,000
<b>Total:</b>	<b>\$4,492</b>

**FY 2026 & FY 2027:**

Annual Vet Care (Preventative/Checkup/Vaccines)	\$540
Estimated Food Cost (Annual)	\$980
Pack Track K-9 Reporting Software (Annual Dues)	\$140
Kennel Shavings	\$75
Misc costs (reward replacement, medications, etc)	\$350
Cost of Certification	\$100

Researcher Pharmacy License Renewal (FY2027 Only) (Georgia Drug and Narcotics Agency/Pharmacy Board)	\$100
Ace Watch Dog App (Renewal)	\$168
K-9 Mortality Insurance	\$1,000
<b>Total FY2026:</b>	<b><u>\$3,353</u></b>
<b>Total FY2027:</b>	<b><u>\$3,453</u></b>





**Baldwin Police Department**

**Police K-9 Unit Proposal**

**Training Costs**

Handler Course: Free through Chatham County Sheriff's Office or Hall County Sheriff's Office.

Housing: Hall County Sheriff's Office training would occur close enough for a daily drive to and from the training location. Chatham County Sheriff's Office provides a kennel and room for the handler at no cost to the city and is during the handler's course. Students may stay in the dorm room over weekends even when class is not in session.

Food: Hall County Sheriff's Office training would not qualify for daily per diem. Chatham County Sheriff's Office would require payment of \$50 per day per diem per city travel policy.

Length of Training: Both courses are 4 weeks in length and K-9s will be certified with the dog following the completion of the handler course.

Certification: Chatham County Sheriff's Office has a much more rigorous certification for the K-9. Both handlers course are well designed, the only difference is the stronger certification the K-9 must pass at the end. Hall County Sheriff's Office utilizes the North America Police Work Dog Association's certification to certify the handler/K-9. Both are nationally recognized certifications.

Certification Costs: Hall County Sheriff's Office would cost the city approximately \$50-\$100 per K-9 team annually to obtain certification. Chatham County Sheriff's Office does not use a private association's certification program to certify K-9 teams so there is no direct certification cost. Both agencies offer the K-9 handler's course free of charge.

Cost of Fuel: Currently, it would cost approximately \$540 per course (4 weeks in length) to attend a handler's course in Chatham County (taking into account the student driving home for weekends). The approximate cost of driving back and forth daily to Hall County Sheriff's Office location would be \$480.

**Approximate Cost of Chatham County Sheriff's Office: \$1,540**

**Approximate Cost of Hall County Sheriff's Office Certification: \$580**

Note:

Chatham County Sheriff's Office and Hall County Sheriff's Office are two of the main government run and cost-effective K-9 training locations which is why they were used. There are private training vendors, but the cost is substantially more.

Currently, the Baldwin Police Department employs Cpt Justin Ferguson, who has been certified as a canine handler previously and has several years of experience handling canines. The proposal for the initial startup of a canine unit would include Cpt Ferguson as the handler for the next few years. This will allow the department to begin a canine unit while being able to rely on his knowledge and experience and ensure it is done in accordance with proper policy and procedures. Since Cpt Ferguson is already a certified handler, there will be no cost of training other than approximately \$100 for certification.

**Baldwin Police Department**

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Chatham County Sheriff's Office would require payment of \$50 per day per diem per city travel policy.
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### DEPARTMENTS

- Specials
- New Products
- Accessories
- Closeout
- Ballistic Vest
- Plush Toys - HERO DOGS
- Bite Sleeves
- Bite Suits
- Books
- Clothing
- Collars
- Crates & Kennels
- Decals
- Dog Doors
- Dog House
- Dog Training
- Electronic Collars
- Exercise Equipment
- First Aid
- Flex pole
- GoPro
- GPS K9 products
- Grooming Tools
- Harness
- ID Panels
- K-9 BSD
- K-9 Camera
- K-9 Vest
- K-9 Safety and Protection
- Kennel Supplies
- KONG
- Lapel Pins
- Law Enforcement
- Leads / Leashes
- Military Working Dog Kits
- Muzzles
- Nutrition
- Obstacle Courses
- Patches
- Police Service Dog Kits
- Reward Toys
- Scent Detection
- Schutzhund
- Signs
- Thin Blue Line
- Tracking
- Tugs & Training
- Vehicle Accessories
- Vehicle Inserts
- Vehicle Electronics
- Vehicle Vaults

[Home](#) > [Police Service Dog Kits](#)

Police K-9 Service Dog Kit



[View Additional Images](#)

Detailed Description

### Police K-9 Service Dog Kit

This kit has been assembled according to the Standard Police Dog Requirements and includes everything needed to support a Police K-9 Service Dog Team. Each PSD Kit includes:

- Black Leather Agitation Muzzle
- Wire Basket Muzzle
- 1 ¼" wide A.S.A.T. Police Collar
- I.D. Collar with Two I.D. Panels (adjustable to fit all dogs)
- 4 mm Extra Heavy Choke Chain
- Prong Collar (adjustable to fit all dogs)
- 2' long by ¾" wide A.S.A.T. Traffic Lead
- 6' long by ¾" wide A.S.A.T. Obedience/Agitation Lead
- 15' long by ¾" wide A.S.A.T. Lead
- 33' long by ½" wide A.S.A.T. Tracking Lead
- Tactical Bungee Leash & Belt Attachment
- Two 12" long Synthetic Tugs with 2 handles
- Two 2½" Balls on Rope with T-Tug Handles
- Two Large Blue Kongs with Rope Handles
- Ball/Kong Pouch
- Black X-Large Kong for use in kennel
- Patrol Harness (includes 3 I.D. Panels, Handle, & 2 Cargo Pouches)
- K-9 First Aid Kit
- Buddy Bowl
- Two Collapsible Bowls
- Vittles Vault JR® (Food Storage Container)
- Two 2 qt. Canteens with Pouches
- Toe Nail Clippers
- Self Cleaning Slicker Brush
- Shed Magic Brush
- Under Coat Rake for Long Hair
- Dual-Sided Shedding Blade
- Grooming Tools Bag
- Mil-Spec Kennel Tie-Out Chain
- Waste Pick-Up Bags (100 count)
- K-9 Equipment Storage Bag

**Item Number: PSDK001**

Unit Price: \$999.95

Quantity

[BUY NOW](#)

[ADD TO WISH LIST](#)



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[Refer this page to a friend](#)





# AceWatchDog™

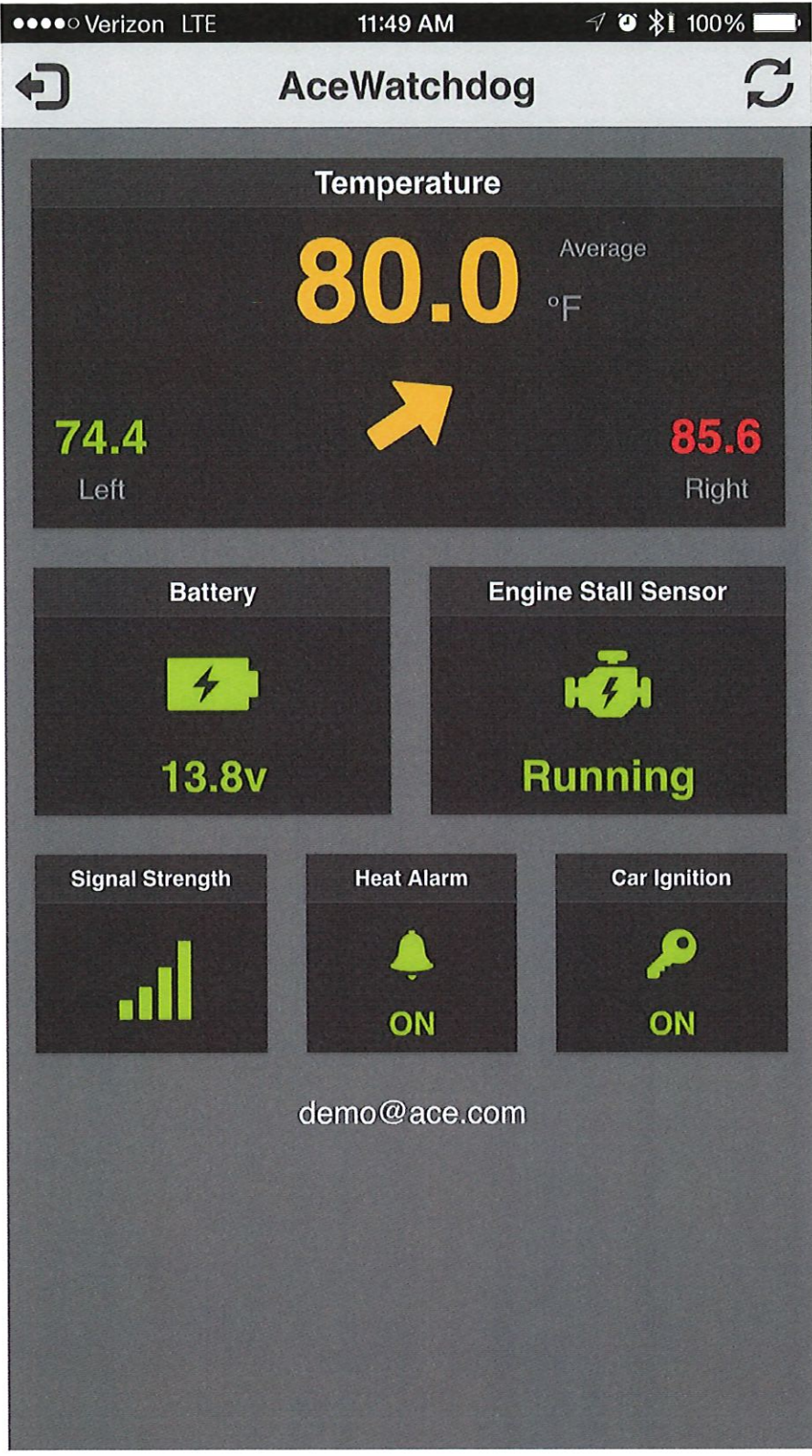
*One glance at your smart phone gives you peace of mind that your K9 is safe.*  
AceWatchDog gives your HOT-N-POP®PRO or K9 HEAT ALARM®PRO a Voice

**Price \$899.00**

- The AceWatchDog™ is add-on hardware and works in conjunction with HOT-N-POP®PRO or K9 HEAT ALARM®PRO *\*contact us with your serial number to determine compatibility*
- No need to carry another device, any Smartphone works
- Receive warning notifications BEFORE the DANGER and Alarm Happens
- Multiple personnel can monitor multiple vehicles
- Handler, Supervisor, Fellow Handlers and Family can receive notifications
- Texts & Automated Voice Calls to Cellular and Voice Calls to Landline
- Choose who receives "Warnings" vs. Who Receives "Full Alarm" Notifications
- Who and Type of Notifications can be changed easily when needed
- AceWatchDog™ includes first year of service and each after is \$168.00 per unit

**Display Screen**





To Order Call 772-600-7574 Price \$899.00 have the serial number of your AceK9 Unit Ready.

# Cornerstone Animal Hospital

# Patient Chart

285 Smithville Lane  
Alto, GA 30510  
706-778-0500

Printed: 03-07-23 at 1:10p

### CLIENT INFORMATION

**Name** Baldwin Police Department (4679)  
**Address** 155 Willingham Ave  
Baldwin, GA 30511  
**Phone**

### PATIENT INFORMATION

**Name** Nikos **Species** Canine  
**Sex** Male **Breed** Belgian Malinois  
**Birthday** 02-28-22 **Age** 12m  
**ID** **Rabies**  
**Color** Tan and Black **Weight** 51.40 lbs  
**Reminded** (none) **Codes**

**⚠ 02-28-23 11:00a:**  
**Handler: Officer Justin Furguson 678-200-1396**  
**George Arnold (706-499-4043) paid original invoice. CT**

Reminders for: Nikos	Last done
03-21-23	LeptoVacc4 Annual
03-21-23	DHPP, 2nd
08-29-23	Bordetella (Kennel Cough) 02-28-23
02-28-24	Proheart 12 Injection 51-75lbs 02-28-23
02-28-24	Canine Adult Wellness Panel wi 02-28-23
02-28-24	Canine Rabies, 1 Year 02-28-23
02-28-24	Intestinal Parasite Exam - Flo 02-28-23
02-28-24	Blood Parasite Exam, In House 02-28-23

Next appointment for Nikos	Qty
03-21-23 At: 9:00a With:	
next boosters	

### HEALTH HISTORY SUMMARY

Date	Diagnosis
03-01-23	Client Communication CT: 03-01-23 at 10:00a: Let handler, Justin, know that per EA all BW results are WNL.
02-28-23	Emailed Invoice CT: 02-28-23 at 2:32p: Emailed invoice to Alice Venter at <a href="mailto:aventer@cityofbaldwin.org">aventer@cityofbaldwin.org</a> .
02-28-23	BOOSTER VACCINE(S) DUE IN 3 WEEKS
02-28-23	dhpp annual, lepto annual, influenza annual, weigh and send P w/ drontal to treat for hookworms. EA
02-28-23	Warned Client of Zoonotic Potential



Date	Diagnosis
02-28-23	HOOKWORMS
02-28-23	Heartworm Test-Negative
<b>Nikos's weight history (in lbs)</b>	
02-28-23	51.40

MEDICAL HISTORY

Date	By	Code	Description	Qty (Variance)	Photo
03-01-23	EA	CLCOMM	Client Communication CT: 03-01-23 at 10:00a: Let handler, Justin, know that per EA all BW results are WNL.		
02-28-23	EA	EMAILIN	Emailed Invoice CT: 02-28-23 at 2:32p: Emailed invoice to Alice Venter at <a href="mailto:aventer@cityofbaldwin.org">aventer@cityofbaldwin.org</a> .		
	RTG		RTG Charged Out <b>NEXTVAX BOOSTER VACCINE(S) DUE IN 3 WEEKS</b> dhpp annual, lepto annual, influenza annual, weigh and send P w/ drontal to treat for hookworms. EA		
			MEDWAST Medical Waste Disposal Fee		
		PROPECT	Pro-Pectalin Chewable Tablets Give Nikos 1 tablet orally three times daily until diarrhea resolves.	30	
		METRO25	Metronidazole 250mg Give Nikos 1 tablet orally twice daily until finished. Discontinue if you observe lethargy or incoordination and call your veterinarian.	14	
Items used:		PRO12517	Proheart 12 Injection 51-75lbs		
		PROHRT1	Proheart 12 Injection	1.20	
Items used:		BORD	Bordetella (Kennel Cough)		
		BORDETE	Bordetella Vaccine (TRUCAN B ORAL)	1.00	
Items used:		CIV1	Canine Influenza, 1 of 2		
		LEPTO1	LeptoVacc4, 1 of 2		
Items used:		ULTLEPTO	TRUCAN ULTRA 4L	1.00	
Items used:		DHPP1	DHPP, 1st		
		DAP1YR	TRUCAN ULTRA DAP 1 year	1.00	
Items used:		RAB1YR	Canine Rabies, 1 Year, #230184		
		RAB1	Rabies Vaccine 1yr	1.00	
		ZOONOT	Warned Client of Zoonotic Potential		
		ZH4637	HOOKWORMS		
		IPEFLOAT	Intestinal Parasite Exam - Flotation		
		HWNEG	Heartworm Test-Negative		
		IVLSO	Requisition 15739-566641		

Test	Result	Flag	Normal Range	Measure
			Low	High
SNAP 02-28-23 10:38a				
HW	Negative			

Attachments\4679\Nikos\20230228\_103850\_10655.pdf

Items used:	HWT	Blood Parasite Exam		
	IDEXSNH	Idexx Canine Heartworm Snap Test		1.00
	IDXREQ	IDEXX VetConnect Requisition #196034935		

Test	Result	Flag	Normal Range	Measure
			Low	High

Date	By	Code	Description	Qty (Variance)	Photo
CHEM 11 w/ SDMA 02-28-23 7:50a					
			GLUCOSE	91 63 114 mg/dL	
			SDMA	13 0 14 ug/dL	
SDMA and creatinine are within the reference interval: impairment of GFR is unlikely. Recommended next step: evaluate complete urinalysis.					
			CREATININE	0.6 0.5 1.5 mg/dL	
			BUN	20 9 31 mg/dL	
BUN/CREATININE R 33.3					
			TOTAL PROTEIN	5.5 5.5 7.5 g/dL	
			ALBUMIN	2.8 2.7 3.9 g/dL	
			GLOBULIN	2.7 2.4 4.0 g/dL	
			ALB/GLOB RATIO	1.0 0.7 1.5	
			ALT	39 18 121 U/L	
			ALP	83 5 160 U/L	
			TOTAL BILIRUBIN	0.1 0.0 0.3 mg/dL	
HEMOLYSIS INDEX N					

Index of N, 1+, 2+ exhibits no significant effect on chemistry values.

LIPEMIA INDEX N

Index of N, 1+, 2+ exhibits no significant effect on chemistry values.

Test	Result	Flag	Normal Range	Measure
			Low	High

IDEXX CBC 02-28-23 7:50a

WBC	18.5	H	4.9	17.6	K/uL	
RBC	6.18		5.39	8.70	M/uL	
HGB	14.2		13.4	20.7	g/dL	
HCT	42.4		38.3	56.5	%	
MCV	69		59	76	fL	
MCH	23.0		21.9	26.1	pg	
MCHC	33.5		32.6	39.2	g/dL	
% RETICULOCYTE	1.3				%	
RETICULOCYTE	80		10	110	K/uL	
RETIC HGB	25.2		24.5	31.8	pg	
% NEUTROPHIL	68.1				%	
% LYMPHOCYTE	21.0				%	
% MONOCYTE	5.1				%	
% EOSINOPHIL	5.6				%	
% BASOPHIL	0.2				%	
PLATELET	261		143	448	K/uL	
NEUTROPHIL	12598		2940	12670	/uL	
LYMPHOCYTE	3885		1060	4950	/uL	
MONOCYTE	943		130	1150	/uL	
EOSINOPHIL	1036		70	1490	/uL	
BASOPHIL	37		0	100	/uL	

AUTOMATED CBC

Attachments\4679\Nikos\LabRexx-Report-196034935-157392023-03-01-7-50.

02-28-23 EA 12949999 Canine Adult Wellness Panel without HWT  
ADEXAM Adult Wellness Exam

Age: 12m Weight: 51.40

**SUBJECTIVE SECTION**

O states Pt is well. Loose bloody stool. No c/s/w/v. E/d well. No medications/supplements. O states no further concerns at this time. NS

**OBJECTIVE SECTION**

Date	By	Code	Description	Qty (Variance)	Photo
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BAR  
 HW test-neg  
 Fecal-NPS

Physical Exam  
 Urogenital  
 both testicles paipated in scrotum

Normal Systems: Eyes, Ears, Nose/Throat, Cardiovascular, Respiratory, Integument, Lymphatic, Gait, Musculoskeletal, Gastrointestinal, Neurologic, Dental

**ASSESSMENT SECTION**

NOTES

discussed zoonotic potential of hookworms

**PLAN SECTION**

NOTES

vacc rabies SQ rh, leptosq lh, dhpp sq lf, influenza sq rh, bord vacc given orally  
 proheart 12 sq midscap  
 sending out wellness BW  
 booster vaccs in 3 weeks.

02-28-23		EA	K9ADAN Canine Adult Annual		
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02-28-23			CHECKIN Patient check-in		
			ANNUAL EXAM/VACCINES/PROHEART		
			QUOTED ~\$505		
			PAYMENT ARRANGEMENT MADE -CT		

Age: 12m

**SUBJECTIVE SECTION**

ANNUAL EXAM/VACCINES/PROHEART  
 QUOTED ~\$505  
 PAYMENT ARRANGEMENT MADE -CT



## K-9 Unit

### 310.1 PURPOSE AND SCOPE

To Establish guidelines and responsibilities pertaining to the selection, use, deployment, training, care, and records/reporting practices of the Baldwin Police Department in regards to K-9 units.

This policy applies to all sworn members of the Baldwin Police Department.

### 310.2 POLICY

This policy establishes guidelines for the use of canines to augment law enforcement services in the community including but not limited to drug detection, building searches, field searches, property searches, vehicle searches, criminal apprehension, tracking and maintaining, participation in department sponsored educational services, and public relations.

### 310.3 SELECTION OF K-9 UNITS

Dogs may be obtained from various sources to be used as law enforcement K-9 units. Dogs obtained through commercial vendors are often costly, taking into account the availability of appropriate dogs from other sources and funding availability for the procurement of the dogs, the department may procure a dog from another source with the approval of the Chief of Police, Chief Administrative Officer, Mayor, and/or the City Council, in accordance with City of Baldwin procurement policies.

Dogs obtained from animal rescues organizations, private citizens, or other entities, excluding certified commercial vendors, should be checked thoroughly by a certified K-9 handler and/or trainer for fitness of duty. The dog must be medically evaluated by a licensed veterinarian prior to the city agreeing to take ownership of the dog. A detailed report shall be created by the K-9 handler/trainer completing the evaluation. The fitness for duty documentation and documentation provided by the the veterinarian should be complied and given to the Chief of Police for evaluation prior to the police department taking control of the dog.

Dogs purchased from commercial vendors must be certified healthy and physically fit by the vendor for police service. The commercial vendor must provide a copy of licensing and/or kennel certificates to the police department before the purchase of the dog is complete. The commercial vendor must be under contract to replace the dog, at no additional cost to the police department, if congenital defects, not apparent at the time of purchase, arise within the first year of ownership. The commercial vendor shall present, at the time of purchase, all relevant medical records certifying the dog's health and fitness.

The veterinarian used by the police department to conduct the health assessment on the dog, must be in a clinical setting that has the ability to [perform](#) ~~perform~~ X-Rays, blood tests, and other medical procedures/tests. Traveling veterinarians or those without a clinic to operate out of, should not be used for evaluations and should only be contacted to care for a K-9 owned by the City

# Baldwin Police Department

## Baldwin Police Department Policy Manual

### *K-9 Unit*

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of Baldwin when no clinic is available and the dog has an immediate life threatening issue. The veterinarian must be licensed to operate in the State of Georgia as a veterinarian, in accordance with the Official Code of Georgia Annotated.

#### **310.4 HANDLER SELECTION AND ASSIGNMENT**

The candidate should have a minimum of three (3) years certified law enforcement experience. This may be waived by the Chief of Police if qualified candidates are not available.

Preference will be given to candidates with previous K-9 handling experience, but shall not be the sole deciding factor.

The candidate shall have an acceptable record of disciplinary action and sick leave usage.

The candidate shall have a minimum rating of satisfactory on any performance evaluations in last 24 months.

Candidate shall be willing to sign a minimum 3-year service contract with Baldwin Police Department. The Candidate will agree to repayment of all costs associated with training/certifying them as a handler, excluding their normal duty pay, should the candidate violate the terms of the 3-year contract.

Final approval and selection of K-9 handlers shall be at the discretion of the Chief of Police.

#### **310.5 SUPERVISION AND SCHEDULING**

Police K-9 Handlers will follow their chain of command listed in the current Baldwin Police Department Organizational Structure policy.

It will be the responsibility of the handler to immediately notify his/her supervisor of any weakness or problems encountered with his/her K-9, whether on or off duty.

K-9 handlers are required to cover their assigned shift, whether or not the K-9 is able to work.

K-9 handlers and their assigned dog are subject to recall to duty outside of his regular duty hours or days. K-9 officers will notify their supervisor if they are going to be out of service on their cellular phone for any period of time more than 30 minutes, excluding approved leave, training, or any other period their supervisor has relieved the handler of on call status.

A supervisor, with rank of Sergeant or higher, will make the decision whether or not to call in an off duty K-9 handler and his dog. Any officer may request assistance from the K-9 unit that is on duty at the time of the request.

#### **310.6 EQUIPMENT**

Police K-9 units must utilize a marked patrol unit with the proper safety equipment for the dog while on duty. Dogs assigned to the K-9 unit may be driven in the handler's privately owner vehicle when off duty. If the handler transports the dog in his/her personal vehicle, the handler accepts responsibility for any and all damages the dog may cause within the vehicle.

# Baldwin Police Department

## Baldwin Police Department Policy Manual

### *K-9 Unit*

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K-9 vehicles will have a kennel added to the rear passenger compartment that houses a safe area for the dog to be contained while be transported. The dog shall remain in this kennel at all times while the vehicle is in motion.

The K-9 vehicle must be equipped with a heat alarm and fan system to insure the handler is alerted if the temperature becomes to hot for the safety of the dog.

Police department K-9 vehicles should meet the requirements of Baldwin Police Department's vehicle policy.

Leashes, muzzles, collars, harnesses, ballistic vests, and other necessary equipment shall be purchased by the police department. In the event a K-9 is retired or passes away ~~dies~~, the equipment should be returned to the police department unless the handler is given another dog. The handler is responsible for keeping all assigned equipment clean, functional, and free of defects. If equipment is damaged, lost, or stolen, the handler shall immediately notify their supervisor.

Each handler must be issued a muzzle for his/her assigned K-9, no matter the dogs demeanor or breed. The muzzle should be checked for size and fit on a regular basis to insure it is appropriate for that dog.

#### **310.7 USE OF K-9 UNITS**

Police K-9 units, consisting of the officer/handler and the K-9, shall patrol assigned areas on foot or in vehicles as directed by the volume of calls for service. The K-9 units will be responsible for self-initiated, high profile patrol in designated high-crime neighborhoods, community recreation centers, and playgrounds. The K-9 units will assist both patrol officers and detectives/investigators in drug detection, the service of search warrants and felony arrest warrants, locating lost or missing children or elderly people, and the apprehension of fleeing felons. The K-9 units will assist in department sponsored educational programs and public relations within the community.

It will be the responsibility of the handler/officer to apply his specialized training and knowledge of the K-9's capabilities to evaluate the safety and appropriateness of accomplishing the task requested.

Only those officers designated as K-9 handlers by the Chief of Police will be assigned to control the K-9. If the handler is unable to control the K-9 for any reason, any officer in the immediate area may take control of the K-9 for the purposes of containment only.

The handler/officer will be accountable for the official actions of the K-9. Civil and criminal liability may result from the improper or careless use of a police K-9; therefore the handler/officer must maintain control of the K-9 at all times.

A Police K-9 handler shall have the ultimate authority not to deploy the dog. The handler will evaluate each situation and determine if the use of a police K-9 is technically feasible. Generally, the decision to deploy the dog shall remain with the handler; however, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

# Baldwin Police Department

## Baldwin Police Department Policy Manual

### *K-9 Unit*

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Use of a police K-9 unit in a situation of civil unrest, where the unit would be used to restrain a crowd, will require prior permission from the Chief of Police or the Assistant Chief of Police.

#### **310.8 USE OF K-9 OUTSIDE OF CITY: MUTUAL AID**

It is the policy of the Baldwin Police Department to provide the K-9 unit to outside agencies when assistance is requested, at the discretion of the on duty supervisor, the Chief of Police, or the Assistant Chief of Police.

The policy of mutual assistance provided by the K-9 unit to outside law enforcement agencies is subject to the limitations set forth in this policy, and as established by the Chief of Police.

Since the handler/officer is a representative of the Baldwin Police Department, he/she will be required to abide by all applicable department rules, regulations, and general orders of the Baldwin Police Department, even when outside their jurisdiction.

The handler should gain as much information about the outside request as possible, whether it is from the 911 center or an officer on scene from another agency, and evaluate the request prior to responding to insure their dog is capable of what is being requested.

K-9 units should not automatically respond to incidents outside the city, unless specifically requested the agency with jurisdiction or a possible life threatening emergency is actively occurring.

K-9 units will not travel outside of the City of Baldwin more than 20 miles to assist another agency unless approval has been received from the Assistant Chief of Police or the Chief of Police.

#### **310.9 K-9 DEMONSTRATIONS**

Requests for K-9 demonstration should be directed to the Assistant Chief of Police.

The Assistant Chief of Police will brief the Chief of Police on all K-9 demonstrations. Once the event has been approved, the K-9 handler and the Assistant Chief of Police will meet with the requester and go over K-9 safety procedures, identify hazards to the dog at the location where the demonstration will take place, and set up other details of the event.

Extreme care must be exercised by the handlers to insure that no harm or risk comes to the handlers, the dog(s), or spectators.

Each demonstration will consist of a handler, a K-9, and a minimum of one other officer. The second officer must act as a safety officer to insure safety of all participants.

If the second officer is acting as a decoy for an apprehension demonstration, a third officer must be present to act as a safety officer.

The K-9 will never be treated harshly or disciplined in the presence of spectators.

At no time will the K-9 be demonstrated in such a manner as to discredit the K-9 unit or the Baldwin Police Department.



# Baldwin Police Department

## Baldwin Police Department Policy Manual

### *K-9 Unit*

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The handler will exercise caution and maintain strict control over the K-9 at all times during K-9 demonstrations.

#### **310.10 DRUG DETECTION**

The K-9 unit maintained by the Baldwin Police Department is multipurpose police K-9s. In addition to other tasking, the K-9 will be trained to detect drugs.

The K-9 will be trained and certified to alert passively to the presence of the odor of narcotics. Baldwin Police Department will not employ the services of an aggressive alert K-9 due to the high probability of damage to personal property.

Under no circumstances is a person to be searched by a K-9 for drugs concealed on his person. The only authorized areas to be searched are buildings (i.e. businesses, residences, and/or other structures), real property, and vehicles.

Prior to being released as a full-service multi-purpose K-9 unit, the K-9 and handler will have completed training by an accredited training facility as approved by the Chief of Police. Additionally, certification by the North American Police Work Dog Association (NAPWDA) or other accredited association approved by the Chief of Police is required.

If requested, departmental K-9's also must demonstrate their ability to locate the presence of concealed drugs to the designated staff members of the District Attorney's office or the Judicial Circuit.

The K-9 handler will insure the safety of themselves, their K-9, violators, and innocent bystanders when conducting searches with their dog.

#### **310.11 CRIMINAL APPREHENSION**

It shall be the policy of the Baldwin Police Department that the K-9 is authorized to make contact with an offender to effect an arrest, when a police officer has probable cause to arrest for a felony or serious misdemeanor involving a crime of violence or to protect the K-9 handler or other law enforcement officer from injury or death. It is important that all personnel recognize the liability involved in the utilization of a dog as a law enforcement tool. When a K-9 is deployed to affect an arrest, or perform some other law enforcement duty, notice and the use and application of reasonable force must be applied and affected by the police personnel present. The circumstances where a K-9 is deployed must justify utilization of that degree of force, just as in any other law enforcement action.

Criminal apprehension presents itself wherever the dog is released to pursue and stop a fleeing felon or person whom the handler has reasonable grounds to believe has committed a felony or serious misdemeanor involving a crime of violence. Prior to releasing the K-9, and throughout the apprehension, the handler will insure the following:

1. There are no other persons, either police or citizen that will be endangered by release of the K-9;

# Baldwin Police Department

## Baldwin Police Department Policy Manual

### *K-9 Unit*

---

2. If time and circumstances permit, a warning will be given prior to releasing the K-9. This warning will be given in the following manner: "POLICE K-9, STOP OR I WILL RELEASE THE DOG."
3. If time and circumstances permit, a warning will also be given to officers in the area, prior to releasing the K-9. This warning will be given in the following manner: "DOG OFF LEASH"
4. The K-9 has actually seen the offender and knows that the offender is a person to be apprehended.
5. If the offender surrenders prior to contact, the handler will immediately recall/down the K-9.
6. When a K-9 unit makes an apprehension of a suspect while assisting other officers, the suspect is to be turned over to the officer(s) originally dispatched to the call. After a suspect is in custody, it is forbidden to use the K-9 to intimidate the suspect. It will be the equal responsibility of the K-9 handler and other officers present to prevent a suspect or other person present from intentionally agitating a K-9.

In no case will the K-9 handler or other personnel intentionally allow the dog to bite or menace an apprehended suspect, who is already in custody and under control of police officers.

In the event that a K-9 is used to apprehend a suspect or if a police K-9 injures an officer/citizen, it shall be the K-9 handler's responsibility to inform the ranking officer present at the incident location. In addition, the following procedures shall take place:

1. The officers present are to provide necessary medical treatment to the suspect as soon as possible.
2. A Supervisor shall document the circumstances of the apprehension and actions taken afterward in the care and treatment of the suspect on the daily report.
3. The contact made with the suspect, no matter how slight, will be documented. The shift supervisor or crime scene unit, as appropriate, will be called to photograph the suspect's injuries.
4. In the event of an injury to a suspect resulting from an apprehension made by a police K-9, the handler will be required to write a narrative and a Use of Force Report describing the incident in detail, prior to returning to service.
5. The K-9 handler will not make any oral statements as to liability or fault concerning the incident.
6. It will be the responsibility of the on-duty shift supervisor to collect all documentation concerning the incident and submit it to the Assistant Chief of Police for review. This is to include the incident report, the handler's statement, photographs of the suspect, and statements of other officers (if necessary) who were present and observed the incident. This report will be forwarded to the Chief of Police.

Prisoners will not be transported by K-9 units except in cases of extreme emergency and only with the approval of the shift supervisor.

## *K-9 Unit*

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### **310.12 TRACKING**

In tracking situations, the K-9 unit will follow the ground scent that a suspect leaves while in-flight. While tracking, the dog will be on lead and the tracking harness will be in place. The following should be considered when utilizing a police K-9 for tracking:

The area where the subject was last seen should be preserved so as to avoid contamination. Officers should refrain from entering this area unless circumstances dictate otherwise, such as hot pursuit.

Officers should set a perimeter around the area where the subject was last seen. Perimeters should be set at least 2-3 blocks. Officers should leave blue lights and headlights on at all times unless instructed by the K-9 handler not to do so. This will help to keep the subject contained in the perimeter.

Officers should not touch articles or evidence which may have been dropped or left by the suspect, without first receiving the handler's permission.

The handler will conduct all tracking/field searches with the K-9 on lead. Because tracking/field searches are conducted outside in the community, the dog being kept on lead is a necessary precaution. This does not preclude the handler from releasing the K-9 to apprehend a suspect.

### **310.13 BUILDING SEARCHES**

When K-9 teams respond to building searches, officers on scene should observe the following guidelines:

1. The initial responding officer should surround the building and wait for the arrival of the K-9 team. In an effort to prevent contamination of the area to be searched, officers should not normally enter the building prior to K-9 arrival.
2. Officers should not open doors or windows or allow anyone else to enter the building to be searched.
3. During the search, no one is to enter the building except the handler and/or someone at the handler's request.

The K-9 unit may conduct building searches either on or off lead. K-9 officers conducting a building search should observe these guidelines:

1. Upon arrival on the scene of the building to be searched, the K-9 officer should consult officers on the scene and assess the situation.
2. The K-9 officer should make every effort to verify that no innocent or authorized person is in the building before commencing the search.
3. Prior to entry into the building to be searched, the K-9 officer should announce his presence, identify himself as a K-9 officer and that the building is about to be searched with a trained police K-9.

# Baldwin Police Department

## Baldwin Police Department Policy Manual

### *K-9 Unit*

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4. Before committing the police K-9 off lead, in cases where a suspect is in place of concealment, the handler should attempt to call the suspect out.
5. The K-9 officer should advise all on-scene units when he enters the building to begin the search.
6. A bullhorn or public address system should be used when appropriate to notify anyone inside the building to be searched, of the impending use of a police K-9. Officers will allow ample time for anyone to come out of the building.

#### **310.14 CROWD CONTROL**

Police K-9s may be used in crowd control situations only after the expressed authorization from the Chief of Police. In an emergency situation, the K-9s are authorized to enter a hostile situation in order to aid and protect other officers, not to confront a crowd of hostile and unruly subjects. K-9s will not be used off lead under any circumstances while being deployed for this purpose.

#### **310.15 TRAINING AID/NARCOTICS HANDLING**

A K-9 handler shall maintain current Researcher License(s) as are necessary and legally required by the Georgia Drug and Narcotic Agency and the Federal Drug Enforcement Administration, for the handling of the patrol K-9s in drug detection.

All K-9 handlers will share the responsibility that any and all substances used for training purposes are handled properly. Individual K-9 handlers are responsible for insuring that all narcotics and training substances are handled properly and in accordance with applicable laws.

All K-9 handlers authorized by the Chief of Police to work their K-9s in drug detection will follow the evidence-handling procedure for drugs used by K-9 training. The procedures, as approved by the Chief of Police are as follows:

The drugs to be used for K-9 training will be signed out of the D.E.A. Special Testing and Research Laboratory, 22624 Dulles Summit Court Dulles, VA 20166 and taken directly to the [Baldwin Commerce](#) Police Department Evidence Room. The drugs will be stored separate from evidence that is normally held in the Evidence Room. The Evidence Room personnel will maintain a permanent record of the drugs used for K-9 training.

Drugs seized during police cases may be used for K-9 training, only after the case has been closed and upon approval from the Habersham County District Attorney's Office and a Superior Court Judge.

The above-mentioned permanent record will be maintained within the separate storage area allocated for the storage of the drugs and secured for K-9 training. The permanent log also will provide sufficient space to document each time drugs are removed from storage for training purposes. The individual K-9 handler will be responsible for documenting the type of drugs, the amount of drugs, and the time and date the drugs are removed for training purposes. Upon the return of the drugs to the appropriate storage area, the handler will document such return with the time and date of the transaction. Drugs will be verified out and in from Evidence Room; any discrepancies must be explained on the logs and in a memorandum to the Chief of Police.

# Baldwin Police Department

## Baldwin Police Department Policy Manual

### *K-9 Unit*

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The K-9 handler that signs the drugs out of the Evidence Room will be responsible for the drugs while in his custody. Access to the separate storage area for the drugs secured for K-9 training purposes will be limited to the individual K-9 handlers with the appropriate Research License(s) and Evidence personnel. While in handler's custody, drugs will be stored in the K-9 unit's vehicle.

K-9 handlers will not be allowed to remove drugs from the Evidence Room for any purpose other than K-9 training.

The only handlers permitted to remove the drugs from the Evidence Room will be those handlers authorized by the Georgia Drug and Narcotic Agency Researcher's license to possess and maintain controlled substance.

In the event that any of the drug(s) are lost or destroyed during training, the K-9 handler who signed the drugs out from the Evidence Room will write an incident report to document the incident. The original report will be maintained indefinitely within the report management system and a copy will be left with the permanent evidence record log at the Evidence Room. If packaging is broken during training or transport, the handler should insure the package is resealed before using the training aid.

In the event that any of the drugs are stolen, the incident will be immediately reported to the Assistant Chief of Police and the Chief of Police.

#### **310.16 RECORDS/REPORTING PRACTICES REQUIRED BY HANDLERS**

A K-9 Tracking Report shall be completed for all K9 Activity, including training and medical visits. These reports will be submitted using an electronic K-9 tracking service and sent through the normal reporting procedures. The reports will be logged and kept in their own separate folder. These reports should include documentation of all training scenarios, demonstrations, and deployments.

It will be the responsibility of the handler to give to their supervisor a written report (statement) of all behavior violations encountered with his/her K-9. Behavior violations shall consist of behaviors which are unusual or not normal for the animal, any unusually aggressive behavior, or any behaviors by the animal that concerns the handler.

Failure to report behavior violations will result in disciplinary action being taken against the handler when appropriate.

A Use of Force Report shall be completed to report any incident involving the bite by or release of a department K-9. Any physical contact, no matter how slight, between a person and a K-9 shall be promptly reported to the on-duty shift supervisor. Any incident wherein a K-9 causes physical injury, no matter how slight, shall be promptly reported.

#### **310.17 BEHAVIOR AROUND K-9 UNITS**

All officers are reminded to conduct themselves in a professional manner while around a police K-9. It is the responsibility of the K-9 handler to maintain control of his/her assigned K-9 while other officers are present.

# Baldwin Police Department

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### *K-9 Unit*

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Officers who are out with a K-9 unit will not engage in any conduct that might agitate the K-9. Any question as to what activity is appropriate when a K-9 is present should be directed to the handler.

No officer will strike or fake an aggressive act towards a K-9 handler while in the presence of the K-9 except in training and/or public relations demonstrations.

No officer will touch or pet the K-9 without the permission of the handler.

No officer will attempt to enter or reach into a K-9 vehicle while the K-9 is inside.

No one other than the handler or person holding the responsibility for the K-9's care shall feed or water the K-9.

No one will bring drugs into contact with the K-9 or attempt to have a K-9 alert or search for drugs other than the handler.

Police K-9s are trained to bite and hold on command, in response to their training, in order to apprehend a felon or to protect the handler. Should an officer be confronted by a police K-9 while on call, the officer should stand still. Any sudden movement or attempted flight by the officer may cause the K-9 to respond in an aggressive manner.

#### **310.18 INJURY TO A POLICE K-9**

Depending on the circumstances that resulted in the injury to the K-9, the handler is to seek immediate medical assistance for the K-9 as soon as reasonably possible. The handler will inform the his/her supervisor of the incident. The on-duty shift supervisor will notify the Assistant Chief of Police and Chief of Police.

In the event the injury to the K-9 unit was the result of an illegal intentional act of another while in the performance of the animal's duty, the subject(s) involved shall be charged, as described in O.C.G.A. 16-11-107 – Injuring or Killing a Police Dog.

The clinic that treats the dog routinely should handle the emergency care unless it is after hours or they are unable to provide the appropriate level of treatment.

#### **310.19 INJURY TO K-9 HANDLER**

In the event a K-9 handler is injured to the extent that he/she cannot exercise control over the K-9, any officer on the scene should:

1. Call for another K-9 handler (if available) or another member of Baldwin Police Department who is familiar with the K-9. Each officer of Baldwin Police Department will be regularly trained in exercising control over a departmental K-9. If animal control is readily available, they may be called to assist to prevent injury to the K-9 or other officers.
2. The officers may need to divert the K-9's attention in order to reach the injured handler and move him to safety. The K-9's training and dedication to its handler may make diversion extremely difficult. An officer "taking a bite" may be the only successful way of diverting the K-9's attention. When an officer on the scene must "take a bite", he should follow these guidelines:

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- a. Heavily pad the arm to reduce chance of injury.
- b. Have other officers standing by with a rope, leash, or chain, which can quickly attach to the K-9's choker collar after the attack.
- c. Secure the K-9 to an immovable object such as an automobile, utility pole, or door handle.

The officer may use deadly force against the K-9 in the event all other means have failed and such force is deemed necessary to save the handler's life.

#### **310.20 TRAINING**

All K-9 handlers must complete basic K-9 handler training which includes the following: drug detection, criminal apprehension, tracking, and/or patrol/directed searches prior to beginning patrol duties with the K-9 or as directed by the Chief of Police.

It shall be the responsibility of the individual handler to insure that his/her assigned K-9 remains up to date on training and remains in good physical condition. Training of department K-9s will be conducted in a manner that is both effective and safe for all K-9s and personnel involved. At no time shall department personnel be involved in aggressive or apprehension/patrol training while not in uniform.

The Baldwin Police Department will provide an on-going program of K-9 training for both the handler and his/her dog. The training is intended to maintain the skill levels of both the handler and the dog. All training is to increase the abilities and improve the effectiveness of each individual K-9 team.

Training will consist of planned necessary work on new techniques and methods or specific weaknesses for any particular K-9 team.

K-9 training will be held on a regularly scheduled basis as determined by the K9 handler.

Each K-9 handler is to develop training exercises that will maintain training levels of K-9. It is each handler's responsibility to inform the K9 supervisor of any changes in unit status, changes in training schedules, upgrades in skill levels, and of any serious problems encountered, if any.

K-9 handlers should be trained in police [K](#) k-9 first aid and trauma care as soon as reasonably possible after taking control of the canine.

Annual re-certification training will be completed as certification dates become available.

K-9 handlers shall maintain a minimum of 16 hours of training with their assigned K-9 per month. If the handler is unable to meet that requirement, it shall be documented in the K-9s logs. Repeated failures to meet this training requirement may result in disciplinary action, including removal from K-9 handler position.

# Baldwin Police Department

## Baldwin Police Department Policy Manual

### *K-9 Unit*

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#### **310.21 REPLACEMENT OF ACTIVE K-9**

It will be the determination of the Chief of Police with consultation with the K9 trainer as to when to replace an on-duty K-9. Reasons for replacement may include chronic or poor performance, old age, and/or injuries which prevent the K-9 from performing further active duty.

Selection of a replacement K-9 will follow the guidance set forth in section 310.3 of this policy.

If it is known in advance a K-9 will soon be replaced, a replacement should be sought prior to retirement of outgoing K-9.

#### **310.22 BREEDING OF POLICE K-9**

No Department K-9 will be used for breeding without the expressed consent of the Chief of Police.

#### **310.23 POLICE K-9 CARE**

Handlers will be responsible for the health and welfare of his/her assigned K-9, both on and off duty.

Any illness of a non-emergency nature will be reported to the K9 supervisor immediately. If it is determined that the K-9 should be taken to a veterinarian selected by the department, the handler will make the necessary arrangements.

In an emergency situation, the handler shall insure that the K-9 receives immediate medical attention. The handler will then submit a statement to the Patrol Commander describing the entire incident.

The handler will be responsible for the daily maintenance of the assigned K-9. This is to include the administration of any necessary medications, grooming, and bathing.

Medical examinations will be conducted annually or as needed should an injury or illness occur.

K-9 handlers will be responsible for the care and upkeep of all equipment issued to them for training, control, and transportation of the K-9.



**CITY OF BALDWIN, GEORGIA**  
**Speed Zone Revenue**  
*Collections Began March 2021*

**As of 3/7/2023**

PUBLIC SAFETY PROJECTS	COMMITTED FUNDS	TOTAL SPENT	
<b>POLICE</b>			
Patrol Upfitting <i>Approved 07/12/2021</i>	\$ 6,940.05	\$ 6,940.05	X
Axon Taser and Body Camera Program <i>Approved 08/12/2021</i>	\$ 12,655.04	\$ 11,862.27	X
Lexipol <i>Approved 9/13/2021</i>	\$ 3,245.00	\$ 3,244.25	X
IT Server Upgrades <i>Approved 12/13/2021</i>	\$ 43,000.00	\$ 40,655.23	X
PD Equipment (Glock Pistols-5) <i>Approved 01/10/2022</i>	\$ 3,367.00	\$ 3,367.00	X
Caution Light Repair <i>Approved 03/28/2022</i>	\$ 2,000.00	\$ 1,600.00	X
Security Access Control for PD <i>Approved 5/05/23/2022</i>	\$ 14,765.96	\$ 14,765.96	X
Additional Vehicle Upfitting <i>Approved 11/08/2022</i>	\$ 8,046.00		
Up front AME Upfitting <i>Approved 11/08/2022</i>	\$ 33,000.00	\$ 33,000.00	X
Forced Entry Door (SPLIT) <i>Approved 2/27/2023</i>	\$ 4,250.00		
<i>K-9 Unit Creation</i>	<b>\$ 6,156.95</b>		
<b>FIRE</b>			
Turn Out Gear <i>Approved 6/16/2021</i>	\$ 22,590.00	\$ 19,425.00	X
Computer Upgrades <i>Approved 8/12/2021</i>	\$ 6,603.60	\$ 6,603.00	X
Training Facility Upgrades <i>Approved 10/11/2021</i>	\$ 23,000.00	\$ 23,000.00	X
Training Facility Upgrades <i>Approved 01/10/2022</i>	\$ 40,485.00	\$ 37,165.47	X
Utility Trailer <i>Approved 04/25/2022</i>	\$ 4,500.00	\$ 4,500.00	X
LUCAS Device <i>Approved 05/23/2022</i>	\$ 9,979.99	\$ 9,979.99	X
PowerHawk Combi Tool <i>Approved 06/13/2022</i>	\$ 15,730.30	\$ 15,730.30	X
QRV Purchase <i>Approved 11/02/2022</i>	\$ 36,684.00	\$ 36,684.00	X
Forced Entry Door (SPLIT) <i>Approved 2/27/2023</i>	\$ 4,250.00		
<b>VEHICLES: Funds Needed for FY24</b>			
<i>Police Patrol x 8 ( utilize remaining SPLOST) \$45,771.90</i>			
<i>Fire Truck (utilize 25% allocation) \$71,364.02</i>			
<b>COURT</b>			
<b>BANK FEES</b>			
Checks for Account	\$ 95.97	\$ 95.97	
Totals	<b>\$ 301,248.89</b>	<b>\$ (268,618.49)</b>	<b>\$ 10,022.07</b>
<b>(Month Prior Collections)</b>			
#10231 received 06/17/2022	\$ 15,523.95	\$ 10,000.00	1st Commitment
#10266 received 07/21/2022	\$ 13,898.95	\$ 3,474.74	25%
#32801 received 08/18/2022	\$ 5,330.00	\$ 1,332.50	25%
#10323 received 09/19/2022	\$ 6,175.00	\$ 1,543.75	25%
#10352 received 10/21/2022	\$ 13,877.50	\$ 3,469.38	25%
#10389 received 11/22/2022	\$ 11,781.25	\$ 2,945.31	25%
#10425 received 12/20/2022	\$ 12,886.25	\$ 3,221.56	25%
#10469 received 1/23/2023	\$ 14,072.50	\$ 3,518.13	
#10513 received 2/22/2023	\$ 12,675.00	\$ 3,168.75	
Totals	<b>\$ 369,125.18</b>	<b>\$ 32,674.11</b>	
<b>Total Collected</b>	<b>\$ 369,125.18</b>		
<i>Committed Funds</i>	<b>\$ 333,923.00</b>		
<i>Expensed Funds</i>		<b>\$ 268,618.49</b>	
<b>Available Revenue</b>	<b>35,202.18</b>		





**Public Health**  
Prevent. Promote. Protect.

## District 2 Public Health

Zachary Taylor, M.D., M.S., District Health Director  
1280 Athens Street • Gainesville, Georgia 30507  
PH: 770-535-5743 • FAX: 770-535-5958 • [www.phdistrict2.org](http://www.phdistrict2.org)

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Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

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MEMORANDUM OF AGREEMENT  
BETWEEN  
COUNTY BOARD OF HEALTH  
AND  
City of Baldwin

Whereas, City of Baldwin has a need to obtain services routinely provided by the health department to associates.

Whereas County Board of Health (CBOH) has the staff and facilities available to provide the necessary services as requested by City of Baldwin. This agreement will be for the period of March 1, 2023, to June 30, 2023.

CBOH agrees to:

1. See associate without an appointment during the following days and hours, except on state holidays and inclement weather:
 

Monday, Wednesday, Thursday	8AM – 4PM
Tuesday	8AM – 6 PM
Friday	8AM – 11AM
2. Obtain a completed authorization form from the associate (Attachment A).
3. Provide services based on current CBOH fee schedule.

\_\_\_\_\_ agrees to:

1. Provide a completed authorization form to associate to provide to CBOH (Attachment A).
2. Remit payment for rendered services within thirty (30) days of receipt of invoice.

Both parties agree to:

1. Adhere to the standards of confidentiality set forth in “Public Health Policy” and “HIPPA Rules and Regulations”.
2. Inform the other party of any changes in requirements or pricing as soon as possible.
3. Either party, within sixty (60) days written notice, may cancel this agreement.

Signed by:

\_\_\_\_\_  
Dr. Zachary Taylor, MD, MS  
District Health Director

\_\_\_\_\_  
Authorized Signature

Memorandum of Agreement  
effective 2/17/2023



**Public Health**  
Prevent. Promote. Protect.

## District 2 Public Health

Zachary Taylor, M.D., M.S., District Health Director  
1280 Athens Street • Gainesville, Georgia 30507  
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Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

Attachment A

### AUTHORIZATION TO RECEIVE SERVICES AT THE LOCAL PUBLIC HEALTH DEPARTMENT

NAME OF COMPANY: \_\_\_\_\_

City of Baldwin

EMPLOYEE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

GUARANTOR AUTHORIZED SIGNATURE: \_\_\_\_\_

AUTHORIZED SERVICES TO BE BILLED TO GUARANTOR:

Company #: \_\_\_\_\_

14043

(Assigned by health Dept)

VHN # \_\_\_\_\_

(Assigned by health dept)