

AN ORDINANCE

NO.

An Ordinance revising Muscogee County Prison Policy, Number 420-100, *Muscogee County Prison Promotion Policy*.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

SECTION 1.

Muscogee County Prison Policy, Number 420-100, *Muscogee County Prison Promotion Policy*, dated June 1, 2004, is hereby amended and restated effective January 1, 2024. The official copy of said policy is attached hereto and incorporated herein.

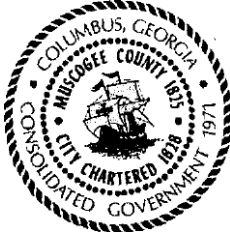
All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 5th day of December, 2023; introduced a second time at a regular meeting held on the 12th day of December, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.
Councilor Begly voting _____.
Councilor Cogle voting _____.
Councilor Crabb voting _____.
Councilor Davis voting _____.
Councilor Garrett voting _____.
Councilor Huff voting _____.
Councilor Thomas voting _____.
Councilor Tucker voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson, III Mayor



POLICY AND PROCEDURE

POLICY NUMBER: 420-100

POLICY TITLE: MUSCOGEE COUNTY PRISON PROMOTION POLICY

EFFECTIVE DATE: May 20, 2004 REVISION DATE: January 1, 2023

APPROVED BY: _____
Public Safety Director

Confirmed by Council of The Columbus Consolidated Government, Ordinance No. ___
dated the ___ day of _____, 2023.

AUTHORITY:

Under the rules of the Muscogee County Prison and the Columbus Consolidated Government, the Warden shall have administrative responsibility for all matters relating to the promotion of all candidates according to their job performance, certification, eligibility requirements, satisfactory completion of a physical examination, to include drug and alcohol screening, passing of a written examination where appropriate and satisfactory appearance at any required internal or external evaluation session.

PURPOSE:

To ensure that the highest qualified candidates are promoted in a timely and efficient manner to open positions of greater responsibilities. To administer promotion procedures that yield valid and reliable information on which to base promotional procedures and just decisions among all qualified candidates.

SCOPE:

This policy will establish this department's rules and procedures governing the promotion and hiring of correctional officers to the rank of correctional sergeant, correctional lieutenant and deputy warden.

Specific matters not set forth in this policy will be addressed by further administrative policies promulgated by the Warden in writing. Such policies will be distributed to all MCP staff in advance of each promotional opportunity and will be kept on file permanently in the Warden's Office. This policy will be monitored by the Department of Human Resources for compliance purposes.

ELIGIBILITY FOR CORRECTIONAL SERGEANT

1. Must be P.O.S.T. certified as a correctional officer in good standing.
2. Must have a minimum of two (2) years' experience as a sworn correctional officer at Muscogee County Prison or a similar corrections or law enforcement agency or the United States military agency.
3. Must be physically fit to assume duties as described in the job description.
4. Must have no disciplinary actions resulting in suspension without pay or forfeiture of vacation time in the prior six months.
5. Personal appearance must be in compliance with Officer Manual standards.
6. Must possess a valid driver's license.
7. Must possess a high school diploma or GED equivalent.

ELIGIBILITY FOR CORRECTIONAL LIEUTENANT

1. Must be P.O.S.T. certified as a correctional officer in good standing.
2. Must have two years of sworn correctional officer experience and a minimum of one year experience as a Correctional Sergeant at Muscogee County Prison or equivalent external corrections experience, or law enforcement agency experience, or United States military experience.
2. Must be physically fit to assume duties as described in the job description.
3. Must have no disciplinary actions resulting in suspension without pay or forfeiture of vacation time in the prior six months.
4. Personal appearance must be in compliance with Officer Manual standards.
5. Must possess a valid driver's license.
6. Must possess a minimum of 96 quarter hours or 63 semester hours of post secondary education or an Associate's Degree from an accredited College or University.

PROCESS FOR CORRECTIONAL SERGEANT AND CORRECTIONAL LIEUTENANT:

When a vacancy at the rank of Correctional Sergeant or Correctional Lieutenant becomes available, the Warden, will announce in writing the dates and contents of the selection process each candidate will be expected to complete. All those current employees of the Muscogee County Prison and any external applicants who meet the requirements set forth above for each rank shall be eligible to submit their application to participate in the selection process within the timeframe announced by the Warden.

APPOINTMENT TO THE RANK OF DEPUTY WARDEN

This policy applies to the selection of the Deputy Warden for Administration and the Deputy Warden for Security.

QUALIFICATIONS:

Must have a minimum of ten (10) years of progressive responsibility within the field of corrections to include five (5) years in a supervisory management capacity.

A Bachelor's Degree from an accredited College or University is required.

PROCESS:

Candidates will consist of all ranked supervisors (Sergeants and Lieutenants) of the Muscogee County Prison and any external applicants who meet the qualifications set forth above through service at any similar corrections, law enforcement or United States Military Agency.

It shall be the Warden's responsibility to select the best-qualified individual from the described candidates and recommend a candidate for approval by the Columbus Council and the Board of the Georgia Department of Corrections.

