



MEMO

TO: Mayor and City Council of the City of Dacula
FROM: Amy White, Chief Marshal
DATE: February 13, 2024
SUBJECT: Ordinance to amend the Marshal's Office Policy and Procedure

On August 4, 2021, the Mayor and City Council approved the implementation of the Marshal's Office Policy and Procedure Manual.

Staff conducted a thorough review of the Marshal's Manual and recommends correcting grammar errors and clarification of several procedures. A summary table of the proposed amendments are below for your review and consideration:

Proposed Marshal's Policy and Procedure Amendments

Amendment Description	Section
Clarify deputized officer jurisdictions	Section 01 C-1
Update code of appearance	Section 05 A-5, B-5d
Extend distance permitted for extra duty employment	Section 19 C-2
Update experience required for Chief Marshal	Section 26
Create take home car procedure	Section 52 M

