



# 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

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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*

<b>Amendment Description</b>	<b>Section</b>
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

