

**Ransom Canyon City Council Meeting Minutes  
Work Session – Tuesday, September 29, 2009  
Ransom Canyon City Hall, 24 Lee Kitchens Drive**

1. Call to Order/Silent Meditation:

The meeting was called to order at 6:33 PM by Mayor Robert Englund, followed by a moment of silent meditation. Council members present: Mayor Pro-Tem Jack Randorff, Ron Cox, John Schmersey, Donna Clarke and Billy Williams.

2. Police Department Operating Manual:

The council made the following changes/comments to the police department operating manual:

1. The section numbers are to be included under the headings.
2. The cover page title should be changed to “Standard Operating Procedures and General Orders.”
3. Section 7f, the reference to “county attorney” should be changed to “district/county attorney.”
4. Section 10b, page 8, the reference to Family Code 85.026(b) should be changed to 85.026(a). Also in that same section, pages 10 & 11, the codes cited need to be verified and checked for consistency. It appears that they may be in conflict with each other.
5. Section 10c, page 7, Donna will check to ensure the process of notifying the Medical Examiner’s office is correct.
6. Section 10c, page 8, remove any reference to a “Request for Security Check” form.
7. Section 11a, page 6, clarify who the “on-duty supervisor” is.
8. Section 11a, page 9, any discussion about confidentiality of investigations should also include “except as required by the Texas Public Information Act.”
9. Section 11f, page 4, any reference to personnel records being considered sensitive should include “except as required by the Texas Public Information Act.”
10. Section 11f, page 5, remove the word “permanent” from subsection “F”.
11. Section 14 III relating to Public Information Guidelines, the list of information to be released or not released should be removed and replaced with “Information will be released in accordance with the Texas Public Information Act.”
12. Section 18, page 12, Wayne will check with TML on the wording in subsection E3.
13. Section 21, the heading “City Policy Manual” will be replaced with “Employee Personnel Policy Manual” and Murvat will email the latest version (approved by council effective 10/1/2009) to Wayne.

3. Adjourn

The Mayor adjourned the meeting at 8:35pm

These minutes approved on the 13<sup>th</sup> day of October, 2009.

**APPROVED:**

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Robert Englund, Mayor

**ATTEST:**

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Muvat Musa, City Secretary