



## MEMORANDUM

**Date:** Monday, October 4, 2021  
**To:** Alexandria Voigt, Deputy Chief of Staff  
**From:** LaDonna B. Carr, Director of Training and Development  
Kelvin Beene, Manager of Training and Development  
**Subject:** Fireworks Ordinance Training

A comprehensive training initiative will be coordinated for the city staff in conjunction with the approval of the new fireworks training ordinance. The training will be conducted with a couple of departments specifically responsible for the enforcement of this ordinance.

The department heads and or their designee will initially meet to ensure that the messaging and procedures are clear and concise for the implementation of the ordinance.

### **Property Standards**

The Division of Property Standards will play a significant role in the enforcement of this ordinance. To prepare them for this undertaking, listed below are the key components to the training required to be successful with this responsibility:

- Detailed overview of the new ordinance depicting the data collection of the complaints, photographic evidence, the procedures for ticket writing and future adjudication.
- This training will be mandatory for all Property Standards enforcement staff with the possibility of additional Development Services enforcement staff assisting with this effort.
- After-hour complaints will be investigated by Property Standards enforcement the next day after receiving the complaint.
- All participants will sign off upon completion of training.
- The Mayor's Office and Aldermen will be notified at the completion of the training and all training records will be scanned and logged into the training database.
- The training is scheduled for the month of December.

### **Police Department and Customer Service**

APD and their dispatch will be trained on the procedures for the recording of the complaints. The training will be conducted by the Police management team. Customer Service's training will be conducted by their management team as well.