



**VILLAGE OF MAGDALENA**  
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### **AGENDA**

**NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
TUESDAY, MAY 28, 2019  
VILLAGE HALL 108 N. MAIN STREET 6:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
  - a. REGULAR MEETING – MAY 13, 2019
  - b. SPECIAL WORK SESSION – MAY 15, 2019
6. APPROVAL OF CASH BALANCE REPORT
7. APPROVAL OF BILLS
8. MAYOR'S REPORT
9. CLERK'S REPORT
10. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF VILLAGE OF MAGDALENA COMMUNITY NEEDS ASSESSMENT SUBMITTED BY RITA Y. MARTINEZ
11. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION No. 2019-06, PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION
12. DISCUSSION & POSSIBLE DECISION REGARDING AMENDMENTS TO MAGDALENA MARSHAL'S OFFICE RULES AND REGULATIONS VEHICLE TAKE HOME POLICY
13. DISCUSSION & POSSIBLE DECISION REGARDING INSTALLATION OF VOLLEYBALL COURT AT RODEO GROUNDS PROVIDED BY VOLUNTEERS
14. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO SUBMIT FY 2020 INTERIM BUDGET
15. EXECUTIVE SESSION – 10-15-1(H)(2), LIMITED PERSONNEL MATTER
  - a. DEPUTY MARSHAL
16. DISCUSSION & POSSIBLE DECISION CONCERNING HIRING OF DEPUTY MARSHAL
17. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT
18. ADJOURNMENT

*NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.*

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF MAGDALENA  
BOARD OF TRUSTEES  
HELD MONDAY, MAY 13, 2019 AT 6:00 PM**

**DRAFT**

Mayor Pro-Tem James Nelson called the meeting to order at 6:00 p.m.

**PRESENT:** Mayor Richard Rumpf (6:08), James Nelson, Lynda Middleton, Donna Dawson, Clark Brown, Carleen Gomez – Deputy Clerk, Attorney Kathy Stout

**GUESTS:** Dolly Dawson, Alicia G. Martinez, Antonio R. Martinez, John Larson, Cricket Courtney, Janice Oest, Yvonne Magener, Sharon Harris, Sally Rogers, Dolores Martinez, Rose Wilburn, Mike Danielsen, Rita Martinez, Alejandra Paez – Assistant Clerk

Mayor Pro-Tem James Nelson requested that Cricket Courtney lead the gallery in reciting the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Mrs. Middleton motioned to approve the agenda as presented, seconded by Mr. Brown. The motion carried unanimously.

**APPROVAL OF MINUTES:** Ms. Dawson motioned to approve the minutes of the Regular Meeting of the April 22, 2019, as presented, seconded by Mrs. Middleton. The motion carried unanimously.

**APPROVAL OF CASH BALANCE REPORT:** Mrs. Middleton motioned to approve the cash balance report, as presented, seconded by Ms. Dawson. The motion carried unanimously.

**APPROVAL OF BILLS:** Deputy Clerk Gomez stated that she would like to add invoices from the following vendors: Baker Utility in the amount of \$12.36, ProForce Law Enforcement in the amount of \$197.70, Wex Bank in the amount of \$2,632.09, Winston's Auto in the amount of \$68.65 and New Mexico Municipal Environmental Quality Association in the amount of \$120.00.

Ms. Dawson motioned to approve the bill list with the addition, seconded by Mrs. Middleton. The motion carried unanimously.

|                                  |          |                              |           |
|----------------------------------|----------|------------------------------|-----------|
| Admin Office of the Courts       | \$390.00 | Baker Utility                | \$12.36   |
| Bugs or Us Pest Control          | 140.00   | Catherine DeMaria            | 330.00    |
| City of Socorro                  | 125.00   | Eagle Wholesale Company      | 62.34     |
| EMS Billing Services             | 358.29   | EQC Technologies Corp        | 201.91    |
| Hall Environmental               | 215.75   | Magdalena Municipal Schools  | 67.50     |
| Nance, Pato & Stout LLC          | 638.25   | NM Judicial Education Center | 195.00    |
| NM Municipal Env. Quality Assoc. | 120.00   | NM Self-Insurer's Fund       | 32,093.84 |

|                          |          |                               |         |
|--------------------------|----------|-------------------------------|---------|
| NMWWA Southwest Section  | \$240.00 | NTS Communications            | \$38.44 |
| O'Reilly Auto Parts      | 57.42    | Presbyterian Medical Services | 525.54  |
| ProForce Law Enforcement | 197.70   | Rak's Building Supply         | 100.97  |
| Richard Esposito         | 3,711.00 | Route 60 Trading Post         | 100.00  |
| Sierra Propane           | 551.19   | Socorro General Hospital      | 66.00   |
| Verizon Wireless         | 1,466.86 | Veronica Padilla              | 25.00   |
| Wex Bank                 | 2,632.09 | Winston's Auto                | 68.65   |
| WNM Communications       | 1,096.67 |                               |         |

### **MAYOR'S REPORT**

Mayor Rumpf reported that there was an Horno Project going on during the past weekend and there would also be one during the upcoming weekend. He stated that when the Horno is complete they will be making bread. He added that there is a \$20.00 fee to learn how to do all of this. Mayor Rumpf stated that he had attended a WorkForce Solutions meeting in Albuquerque and met with them, the South-Central Council of Governments and Tom Udall's Office.

Mayor Rumpf stated that with the fatal shooting that happened earlier in the day, everything was contained and handled properly and there was no need to lock down the school. He stated that the suspect was apprehended within minutes and there was no need to scare the children at the school.

### **CLERK'S REPORT**

Deputy Clerk Gomez reminded everyone that the Budget meeting would be on Wednesday, May 15, 2019 at 8:30 a.m.

### **DEPARTMENT REPORTS**

#### **EMS**

EMS Coordinator Jim Nelson stated that there were four EMS calls in the month of April 2019.

#### **FIRE**

Mr. Nelson also reported that there were two Fire calls in April 2019.

#### **MARSHAL**

A report was submitted by Marshal Michael Zamora and reviewed by the Mayor and Board.

#### **JUDGE**

A report was submitted by Municipal Judge Kayla Scartaccini and reviewed by the Mayor and Board.

#### **PUBLIC WORKS**

A report was submitted by Utility Manager Jacob Finch and reviewed by the Mayor and Board.

## **LIBRARY**

A report was submitted by former Librarian Yvonne Magener and reviewed by the Mayor and Board. Ms. Magener reported that the Wi-Fi would be in by July. She stated that the Coding Club has 51 individuals signed up for it with 5 that are extremely committed and have come to every session.

### **i. DISCUSSION & POSSIBLE DECISION REGARDING CLARIFICATIONS TO THE LIBRARIAN PERSONNEL DESCRIPTION**

Ms. Magener stated that in 2018 there were approximately 7,060 visitors to the Library. She stated that the librarian already has a lot to deal with and does not need the cleaning of the library as one of the duties to the position. She stated that the Joint Utility Workers should be responsible for cleaning and checking things such as light fixtures, the piles of weeds and cardboard that needs to be disposed of. She suggested that if the utility department checks these things and cleans at least once per month there will be a lot less problems. She stated that one of the utility workers was made a full-time employee because cleaning duties were added to their job description and the cleaning includes the library.

Mr. Brown took this time to report that as long as the Summer Reading Program will still happen the Socorro Masonic Lodge will be donating two tablets as prizes.

### **RITA MARTINEZ – DISCUSSION & POSSIBLE DECISION REGARDING VILLAGE OF MAGDALENA COMMUNITY NEEDS ASSESSMENT PRESENTATION**

Mrs. Rita Martinez gave a Power Point presentation about the research she had done to put together the Village of Magdalena Community Needs Assessment. Some of the topics she covered were the local problems, barriers the strengths and potential solutions. She added that this was started originally, because of the Water Crisis in 2013 but grew into a Needs Assessment. She took the time to thoroughly describe the different models that she used to put the Needs Assessment together. She stated that there were six phases of which she used project planning, methodology design, data collection, analysis, reporting and dissemination, including qualitative and quantitative methods. Mrs. Martinez stated that she got input from community members and Village leadership and staff. She stated that some of the problems are lack of jobs, vacant buildings, failing infrastructure and poverty and some of the strengths are the ranching culture, arts and crafts the rural community, a strong volunteer core. She stated that some of the barriers are a lack of policies and procedures, vacant buildings and volunteer burn out. She talked about solutions being support for the volunteers, strong leadership, training and economic development. Mrs. Martinez presented the Mapping Story Board that she did. She showed how it pinpoints certain areas in and around to Village and they contain information about that place. She stated that there is a way to link that from Google Earth to any website. She stated that the link was included in her report. Mrs. Martinez pointed out that there were many family and individual priorities. She stated that many want a grocery store in the community. Mrs. Martinez also listed some of her recommendations from what she saw throughout her time doing the assessment.

Mayor Richard Rumpf thanked Mrs. Martinez for her time and hard working in completing the Needs Assessment for the Village. He stated that it was very impressive. Mrs. Middleton stated that she supports having a Needs Assessment and that it is a very valuable tool for communities to have. She stressed that these types of assessments cost \$20K to \$30K to have done. Mrs. Middleton congratulated Mrs. Martinez on a fantastic job. Mrs. Martinez stated that she would like to get feedback before finalizing and publishing the report, if there was any. She stated that she will provide a copy to the Magdalena Public Library and Village Hall. She stated that it was nice to have the recognition and some of these issues have already begun to be addressed and taken care of. She stated that she would also like to get community feedback to write and article. Mrs. Middleton stated that she would like to see this on the next agenda to formally approve the Needs Assessment.

Mrs. Alicia Martinez announced that Mrs. Rita Martinez had just received her master's degree.

#### **DISCUSSION & POSSIBLE DECISION CONCERNING AGREEMENT BETWEEN THE VILLAGE OF MAGDALENA AND SOCORRO COUNTY FOR CHIP SEALING SERVICES**

Mrs. Middleton stated that the Village has a Local Government Road Fund (LGRF) Grant and Capital Outlay funding for road work. She stated that we also must have an Agreement with Socorro County to chip seal along with a cost estimate of \$19,690.60. She stated that this will go before the County Commissioners and once they approve it, she will be putting together a Notice to Proceed, and the Village can get reimbursed. Mrs. Middleton stated that Joint Utility Manager Jacob Finch has been doing a good job of getting quotes and working on this. Ms. Dawson asked if there would also be some grating work that will be done on the dirt streets? Mrs. Middleton stated that there would be if they can.

Ms. Dawson motioned to approve the Agreement with Socorro County for chip sealing services, seconded by Mr. Brown.

Mayor Rumpf suggested that Deputy Clerk Gomez request a roll call vote:  
Mr. Nelson – AYE, Ms. Dawson – AYE, Mr. Brown – AYE, Mrs. Middleton – AYE  
The motion carried unanimously.

#### **DISCUSSION & POSSIBLE DECISION REGARDING RESCHEDULING MAY 27, 2019 BOARD MEETING IN OBSERVANCE OF MEMORIAL DAY**

Mayor Rumpf suggested that the meeting be rescheduled for Tuesday, May 28, 2019 at 6:00 p.m.

Ms. Dawson motioned to approve Mayor Rumpf's suggestion, seconded by Mrs. Middleton. The motion carried unanimously.

#### **EXECUTIVE SESSION – 10-15-1 (H) (2), LIMITED PERSONNEL MATTER**

Mr. Nelson motioned to go into Executive Session at 7:09 p.m., seconded by Mrs. Middleton.

Mayor Rumpf suggested that Deputy Clerk Gomez request a roll call vote:  
Mrs. Middleton – AYE, Mr. Nelson – AYE, Mr. Brown – AYE, Ms. Dawson – AYE  
The motion carried unanimously.

**a. CLERK/TREASURER**

Ms. Dawson motioned to go back into regular session at 7:25 p.m. and certified that no decisions were made, seconded by Mr. Nelson.

Mayor Rumpf suggested that Deputy Clerk Gomez request a roll call vote:  
Mr. Brown – AYE, Mrs. Middleton – AYE, Ms. Dawson – AYE, Mr. Nelson – AYE  
The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION CONCERNING APPROVAL TO HIRE MUNICIPAL CLERK/TREASURER**

Mayor Rumpf brought forth the name of Jan Keenly to hire as Municipal Clerk/Treasurer.

Mrs. Middleton motioned to hire Jan Keenly as Municipal Clerk/Treasurer, seconded by Ms. Dawson.

Mayor Rumpf suggested that Deputy Clerk Gomez request a roll call vote:  
Mr. Nelson – AYE, Ms. Dawson – AYE, Mrs. Middleton – AYE, Mr. Brown – AYE  
The motion carried unanimously.

**PUBLIC INPUT – 1 TOPIC PER PERSON – 3 MINUTE LIMIT**

No public input was given.

Ms. Dawson motioned to adjourn the meeting at 7:26 p.m., seconded by Mr. Brown. The motion carried unanimously.

Respectfully Submitted,

Carleen Gomez, CMC  
Deputy Clerk

Richard Rumpf  
Mayor

**Minutes of the Special Work Session of the Village of Magdalena  
Board of Trustees  
Held Wednesday, May 15, 2019 at 8:30 a.m.**

**DRAFT**

Mayor Richard Rumpf called the meeting to order at 8:32 a.m.

**Present:** Mayor Richard Rumpf, James Nelson, Lynda Middleton, Donna Dawson, Clark Brown, Carleen Gomez – Deputy Clerk

**Absent:** Attorney Kathy Stout

**Guests:** Fancher Gotesky, Elizabeth Briggs, Carol “Cricket” Courtney, Yvonne Magener, Judyth Shamosh, Alejandra Paez – Assistant Clerk

Mayor Rumpf lead the gallery in reciting the Pledge of Allegiance.

**Approval of Agenda** Ms. Dawson motioned to approve the agenda as presented, seconded by Mrs. Middleton. The motion carried unanimously.

**Public Hearing – Discussion & Possible Decision Regarding Approval of FY 2020 Interim Budget**

Mayor Richard Rumpf pointed out that the numbers that were presented to the Board are only projections. He stated that at the direction of the Department of Finance & Administration the Village can present these numbers in order to be in compliance. He stated that it can be submitted and they can send it back to be amended. Mayor Rumpf stated that Mr. Michael Steinger with DFA will be here July 1<sup>st</sup>-3<sup>rd</sup> and possibly on the 5<sup>th</sup> to help.

Mayor Rumpf requested that Deputy Clerk Gomez go over some of the things she’s seen as far as expenditures. Deputy Clerk Gomez stated that supply budgets, training and travel and any employee pay increases needed to be looked at. Mayor Rumpf stated that if an employee receives a good evaluation they can get an increase. Mrs. Middleton stated that it would probably be a 1% increase for staff.

Mrs. Middleton asked if there was any way that Mr. Steinger from DFA could meet with the Board to help them better understand the budget. Mayor Rumpf stated that he could call a special meeting for July 5, 2019.

Mayor Rumpf stated that there is money available for Water and Streets that Representative Gail Armstrong and the New Mexico Senator’s will be giving to the Village. He stated that he needed to pin point when they would be coming in and get them allocated. He stated that it would be a total of \$275,000.00.

**Marshal Michael Zamora requested that his budget be looked at to see if he could be changed to an hourly employee instead of salaried. Mrs. Middleton stated that it all comes from the Federal Labor Standards Act and suggested that Mayor Rumpf ask the Village Attorney about it. Mayor Rumpf stated that he would check with Attorney Kathy Stout. Mrs. Middleton stated that the Library and Marshal's position need to be looked at but with that fringe also goes up.**

**Mrs. Middleton suggested some items and funds that will need to be looked at before the final budget is submitted. Some of the issues included: the General fund, the Fire Protection fund, Law Enforcement Protection fund, Lodger's Tax fund, Waste Water fund, Ambulance fund and the Library fund. Mrs. Middleton stated that she would like to better understand the Debt Services Governmental and Proprietary funds.**

**Deputy Clerk Gomez asked the Board if they would like to submit the numbers from the projection sheet as the Interim Budget or just submit the FY 2019 Amended Budget and revise it after DFA comes to assist.**

**Mrs. Middleton stated that she would like to have a motion to submit the Interim Budget on the next regular meeting agenda.**

**Mrs. Middleton motioned to move ahead with the corrected budget based on the current discussion, seconded by Mr. Nelson. The motion carried unanimously.**

**Public Input – 1 Topic Per Person – 3 Minute Limit**

**Mrs. Carol "Cricket" Courtney suggested that all employees of the Village have cross training. Mayor Rumpf stated that the Village has a new game plan moving forward.**

**Ms. Dawson motioned to adjourn the meeting at 10:01 a.m., seconded by Mr. Nelson. The motion carried unanimously.**

**Respectfully Submitted,**

**Carleen Gomez, CMC  
Deputy Clerk**

**Richard Rumpf  
Mayor**



**Village of Magdalena  
Resolution No. 2019-06**

**PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED  
BY NEW MEXICO DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the Village of Magdalena and the New Mexico Department of Transportation enter into a Cooperative Agreement.

**WHEREAS**, the total cost of the project will be *\$45,360.00* to be funded in proportional share by the parties hereto as follows:

a. New Mexico Department of Transportation's share shall be 75% or *\$34,020.00*

and

b. *The Village of Magdalena's* proportional matching share shall be 25% or *\$11,340.00*

TOTAL PROJECT COST IS *\$45,360.00*

*The Village of Magdalena* shall pay all costs, which exceed the total amount of *\$45,360.00*.

**NOW THEREFORE IT BE RESOLVED**, in official session that the *Board of Trustees* of the Village of Magdalena determines, resolves, and orders as follows:

That the project for this Cooperative agreement is adopted and has a priority standing.

The agreement terminates on December 31, 2020 and the Village of Magdalena incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

**NOW THEREFORE IT BE FUTHER RESOLVED**, by the Village of Magdalena to enter into Cooperative Agreement, Control Number HW2 L100414 with the New Mexico Department of Transportation for LGRF Project for year 2019 – 2020 to "Chip Seal – Chestnut Street – from US 60 to .05 miles north; Spruce Street – from US 60 to .05 miles north; Elm Street – from US 60 to .05 miles north; Kelly Road – from US 60 to .05 miles north and Main Street – from US 60 to .1 miles north" within the control of the Village of Magdalena in Magdalena/Socorro County, New Mexico.

**PASSED, APPROVED and ADOPTED** on this 28<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
Richard Rumpf, Mayor

\_\_\_\_\_  
DATE

Attest:

\_\_\_\_\_  
Carleen Gomez, Deputy Clerk

| <b>MAGDALENA MARSHALS OFFICE</b>  |  | <b>RULES AND REGULATIONS</b>   |  |
|---|--|--|--|
| <b>SUBJECT: MAGDALENA MARSHAL'S OFFICIAL ORGANIZATION AND AUTHORITY</b> |  | <b>NUMBER: 1-03</b><br><b>AMMENDED- Addition</b><br><b>Vehicle Take Home Policy</b><br><b>02/15/2016</b> |  |
| <b>EFFECTIVE DATE: 7-01-2011</b>  |  | <b>REVIEW DATE:</b>  |  |
| <b>AMENDS/SUPERSEDES:</b>   |  | <b>APPROVED:</b> _____<br><b>MARSHAL LARRY CEARLEY</b>   |  |
|   |  |  |  |

**NOTE**

This rule or regulation is for internal use only, and does not enlarge a police officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Magdalena Marshal's Office, and then only in a non-judicial administrative setting.

**VI: Marshal's Vehicle Take Home Policy**

**1. Purpose**

The purpose of the policy is to provide guidelines outlining residency requirements for commissioned employees of the Magdalena Marshal's Office.

**2. Policy**

It is the policy of the Magdalena Marshal's Office to ensure adequate and timely response to requests for emergency police service. Therefore, the residency requirement for all commissioned officers of the Magdalena Marshal's Office is established.

**3. Applicability**

This policy applies to all commissioned officers with the Magdalena Marshal's Office.

**4. Definitions**

- A. Marshal's Office
- B. Post- any other assigned duty locations; Village Hall

C. Assignment. District- The boundaries of the uniform district in which a duty station or post is located. The duty station for commissioned officers shall be the Magdalena Marshal's Office located within the limits of the Village of Magdalena.

## 5. Procedure

A. It is the policy of the Magdalena Marshal's Office that all commissioned police officers will reside within 15 miles of the Magdalena Marshal's Office. \*

B. An officer who resides the Village of Magdalena and the designated 15 mile radius will be required to park their vehicle at a secure location and drive their personnel vehicle. The officer who does not live within the designated 15 mile area is required to submit a request in writing to maintain employment with the Village of Magdalena and explain why he or she must not live in the area and be employed as per the Village Personnel Policy.

C. Officers are authorized to utilize their police vehicles while on shift, or on special assignments as well as to commute to and from their residence to their assigned area of responsibility in the Magdalena Area.

D. Officers vehicles are subject to inspection by the Magdalena Marshal or Village Mayor. Vehicle should be cleaned and in order. It is the responsibility of the officers to make sure their vehicle is maintained and be well kept. All purchases for repairs must be approved by the Magdalena Marshal and the Village Mayor.

E. No vehicle equipment shall be maintained by the officer and no re-programming or additional equipment shall not be in the Police Vehicles unless authorized by the Magdalena Marshal. This will include radios, computers, and cameras systems. All tapes, CD's and recordings will be maintained by the officer and turned in at anytime requested by the Magdalena Marshal.

F. The policy will apply to assignments, reassignments, or change of residence on the effective date.

G. The Magdalena Marshal is authorized to waive any provisions of this policy as he or she deems necessary to serve the interest of the Magdalena Marshal's Office.

H. Participation in this program is subject to the approval of the Marshal, in the case of his deputies, and otherwise to the Board of Trustees; however, the Village has the right to deny participation, or suspend, revoke, terminate or modify this program at any time, and for any reason. No elected official, appointed official, or village employee shall operate any village owned motor vehicle or motorized equipment on a twenty-four hour basis except as provided in this section.

I. This program is reserved for elected officials, appointed officials, and village employees having an official need for a village vehicle beyond normal working hours, e.g., sworn law enforcement, on-call status, subject to call-out, etc.

Personnel will not operate vehicles during off-duty hours, except when on-call status, to and from work, and when on official village business.

J. This program shall not be construed nor is it intended as a benefit to participating employees, but rather an efficient means of accomplishing village business as certain job duties may necessitate.

K. This program will be reviewed periodically and may be modified at the discretion of the Magdalena Marshal. If in the opinion of the Board of Trustees, the Assigned Take Home Vehicle Program, as covered by this policy, proves unworkable in practice, the Board of Trustees shall have the right to modify or terminate this policy at any time.

L. Take home vehicle privileges may be revoked indefinitely or modified for any reason or infraction of this program. Personnel will be notified in writing of a modification, suspension, revocation or termination of their take-home privileges.

## **6. GENERAL REQUIREMENTS**

A. No one other than the Marshal's Office employees are permitted to drive the village vehicle. Personnel will not presume any special privileges with a Village Police vehicle while off-duty.

B. When off-duty, unattended vehicles must be locked and parked in a safe condition.

C. Personnel will not operate an assigned vehicle while under the influence of alcohol or drugs, and shall not operate

the vehicle within eight (8) hours after consuming an alcoholic beverage.

D. Personnel participating in this program will not transport passengers, except in the course and scope of duty.

The safety of all passengers rests solely with the person issued and operating the village vehicle.

E. Personnel will not use the village vehicle for personal business or commercial enterprise.

F. When an individual is out of town for seven (7) or more days, the village vehicle will be properly secured at the main office or the Marshal's Department.

G. Personnel assigned a village vehicle will exercise good judgment when utilizing the vehicle, and obey all local and state traffic laws, and village fleet policies. Personnel will not operate the vehicle in a manner that causes unfavorable comment or reflects discredit on the Marshal's Office.

Approved By;

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Village of Magdalena Marshal

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Village of Magdalena Mayor