



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 10/12/2023

File ID: TMP-3437

Department: Police

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Diana Crawford.

Resolution No.

Finance Information:

Account Number: 1000-41-41100-501010-00000000

City Cost Amount: \$ 37,000 maximum

Total Cost: \$ 37,000 maximum

Special Circumstances:

Grant Funded: \$ 0.00

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address: N/A

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

Special Employee Contract renewal for Public Safety Dispatcher, Diana Crawford. A maximum of \$37,000 to be paid. Contract is for one (1) year.

RESOLUTION NO. 23-_____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an agreement by and between the City of Huntsville and Diana Crawford, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as “Special Employee Agreement between the City of Huntsville and Diana Crawford” consisting of four (4) pages including Attachment “A”, and the date of October 12, 2023, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

ADOPTED this the 12th day of October, 2023.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 12th day of October, 2023.

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND DIANA CRAWFORD**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND DIANA CRAWFORD**

THIS AGREEMENT is made and entered into on the 12th day of October 2023 by and between Diana Crawford, an individual, ("Crawford") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City").

WITNESSETH:

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Crawford shall be employed by the City of Huntsville as a Special Employee in the Police Department, and shall be classified as a "Special" Employee under the City's Personnel Policies and Procedures Manual, and shall be under the direct supervision of the Chief of Police, or his designee. Crawford's duties of the position of Special Employee shall include all work described on Attachment "A" attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Crawford at the rate of \$26.25 per hour not to exceed an average of twenty-nine (29) hours per week, with the total sum not to exceed \$37,000 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Crawford shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Crawford shall not receive any benefits available to any employee of the City except those benefits she receives as a result of being retired from regular employment with the City. Crawford shall have no authorization to incur any debt or obligation on behalf of the City.

3. The term of this contract shall be for a period of one year commencing on October 12, 2023.

President of the City Council
Of the City of Huntsville, AL
Date: October 12, 2023

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

5. Except as specified herein, Crawford shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

6. Crawford acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Crawford agrees not to disclose the confidential information to any third party, except as it relates to law enforcement activities or prosecution of offenders, at any time following execution of this agreement. This clause shall survive the termination of this agreement

7. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.


Diana Crawford, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards
ITS: City Clerk

Exhibit A

Public Safety Dispatcher

Job Specifications and Duties

General Purpose

This is specialized communications work in receiving and dispatching accurate information on an assigned shift to appropriate personnel. Positions in this class are employed in both police and fire communications and dispatch personnel based on 7 digit calls and 911 calls.

Class Characteristics

This position reports to the Police Chief and/or designated appointee. The Public Safety Dispatcher will work closely with the Public Safety Shift Supervisors and the Communications Sergeant to help dispatch call to police officers, answer emergency, and non-emergency phone lines while working at the 911 Center.

Essential Functions

- Receives and prioritizes calls and complaints from the public concerning crimes, fires and emergencies; questions the caller to determine the nature of the problem; enters information into CAD System verifying the location and determining the appropriate responder.
- Dispatches personnel and appropriate equipment to scene of emergency while maintaining radio contact, scans status charts and computer screen to determine units available; dispatches appropriate equipment in response for services and in accordance with established procedures.
- Broadcasts orders to police and other emergency units in vicinity to investigate complaints and relay instructions or questions from other units; determines type and nature of personnel and equipment needed; maintains verbal contact with caller for the purpose of updating in-progress calls and continually updates responding units.
- Maintains contact with units on assignments and those not on assignments; maintains status and location of all units using a computer aided dispatch system.
- Enters, updates, and retrieves information from computer systems; monitors multiple radio frequencies simultaneously; answers non-emergency calls for assistance; provides assistance in receiving and processing 911 emergency calls for all other fire, medical, and law enforcement agencies within Madison County.
- Maintains log of all radio transmissions as to time, duration, and message; relays general information to the public and refers callers to proper offices; performs follow-up on dispatches.
- Maintains contact with units on assignment as well as those not on assignments; maintains status and locations of all units using a computer aided dispatch system. Enters, updates and retrieves information from computer systems.
- Monitors multiple radio frequencies simultaneously; answers non-emergency calls for assistance.

- Performs historical data and background searches in order to safeguard the responding emergency personnel and citizens.
- Performs call taker duties consisting of receiving detailed information from citizens requesting police or other emergency service, entering this information into the CAD system, processing this information, and giving any applicable instructions to the citizen.
- Performs demonstrations and provide explanations for visiting dignitaries, citizen groups, and potential customers of the CAD System.
- Uses a wide variety of resource materials to aid police officers and firefighters in the field such as city and telephone directories, law enforcement directory, street location guide and hazardous materials chemical book.
- Operates a variety of computerized communications equipment including radio console, telephones and dispatch system; provides assistance in receiving and processing 911 emergency calls for all other fire, medical and law enforcement agencies within Madison County.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.