

CITY OF DOTHAN, ALABAMA

STANDARD OPERATING GUIDELINE - NO. 17

SECURITY LIGHTS

I. PURPOSE

To establish the procedure of internal control for implementation of the City Ordinance establishing the installation of security lights.

II. REFERENCES

Section 20-25 (H)(d) of the Code of Ordinances of the City of Dothan.

III. PROCEDURE

- A. Security Light Agreement – Upon request by a customer for a security light, and after a field inspection to finalize the location and other associated costs by the Electric Department representative, a contract and two copies are signed by both parties. After the agreement is executed, the original is filed at the Dothan Utilities office, the second copy is forwarded to the City Clerk’s Office for filing, and the third copy is given to the customer.
- B. Security Light Installation – After the agreement is executed, the customer brings his/her copy to the utility collection office. The personnel collect the appropriate fees as indicated by the engineer on the agreement and generates an order that prints at Electric dispatch. The Electric Department representative initiates a department HTE work order and forwards to the construction crews. Upon completion, the work order is signed by the crew foreman and returned to the Electric Department representative for processing.
- C. The Electric Department representative inspects the work then forwards electronically the memorandum for security light billing to the Utility Services division for processing to the customers utility bill.

IV. RESERVATION OF AUTHORITY

The City Manager reserves the right to change, amend or modify this operating guideline.

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V. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this _____ day of _____, _____.

ATTEST BY:

APPROVED BY:

CITY CLERK

CITY MANAGER