

1 State of Georgia

2
3 City of Harlem

Resolution No: 2023-14

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7 **A RESOLUTION OF THE CITY COUNCIL OF HARLEM, GEORGIA FOR THE**
8 **APPROVAL OF POLICY UPDATES & POLICY ADOPTIONS FOR NON-CRIMINAL**
9 **JUSTICE CRIMINAL HISTORY RECORDS AND APPOINTMENT OF PERSONNEL**
10 **IN REGARD TO THE PROCESSING OF ALCOHOL LICENSING APPLICATIONS.**
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13 **WHEREAS**, the City of Harlem personnel reviews Criminal History Records during the
14 processing of alcohol licensing applications; and

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16 **WHEREAS**, the City Council of Harlem is required to have a regularly scheduled Audit
17 of Harlem procedures by the Georgia Bureau of Investigation; and

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19 **WHEREAS**, during the pre-audit process a review of our compliance with the
20 requirements was conducted prior to the official Audit that took place on Tuesday, November 14,
21 2023; and

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23 **WHEREAS**, the following policies are required to be updated and/or adopted along with
24 the appointment of the Local Agency Security Officer and the Authorized Recipient Security
25 Officer:

- 26 • Appointment of the Community Development Director as the Local Agency
- 27 Security Officer and the Authorized Recipient Security Officer;
- 28 • Update of Harlem Applicant Privacy Rights Policy
- 29 • Update of the Media Protection Policy
- 30 • Update of the Man Made/Natural Disaster Policy
- 31 • Update of the Disciplinary Policy
- 32 • Adoption of the Criminal Justice Information System Teleworking Policy
- 33 • Adoption of the City of Harlem and Columbia County Sheriff's Office MOU
- 34 • Adoption of the City of Harlem and Columbia County Sheriff's Office Information
- 35 Exchange Agreement.

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37 **NOW, THEREFORE, BE IT RESOLVED** that the Harlem Mayor and City Council do formally
38 adopt the appointment of the Local agency Security Officer and the Authorized Recipient Security
39 Officer; the Bureau's required updates of current policies and the adoption of the MOU and
40 Information Exchange Agreement with the Columbia County Sheriff's Office as they pertain to
41 the process of Alcohol Licensing.
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44 SO RESOLVED THIS _____ DAY OF _____, 2023.

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Roxanne Whitaker, Mayor

49 ATTEST:

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Leona H. Holley, City Clerk