

THE GOOD NEIGHBOR'S

HOW TO GUIDE



ANSWERS TO FREQUENTLY ASKED QUESTIONS ON PUBLIC SERVICES

2003-2004



A Project of

**CAN!
DO!**

Community Action in Neighborhoods
Developing Opportunities

<http://www.ci.baton-rouge.la.us/dept/cando>

Welcome to the 2003-2004 CAN DO Good Neighbor's How To Guide!

I am pleased to present this helpful manual, which we hope will make life easier for you as you search for answers to your questions about public services.

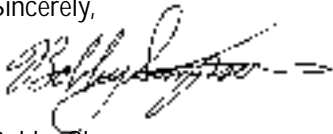
Personal safety, emergency preparedness, sewage, sales taxes and more are all addressed in this guide. Why did we produce it? Because we know that citizens want clear, concise information on public issues in a format that's easy to use.

Special thanks goes to each of the local government departments and public sector entities for providing information on their respective areas. I also want to thank Blue Cross Blue Shield of Louisiana for their generous support in printing this booklet.

The How To Guide was created by the CAN DO Office of Neighborhoods - your resource for organizing your neighbors so that together you can keep the place you call home safe, attractive, and strong. Feel free to call the CAN DO Office at (225) 389-3448 for information and support.

I believe in making local government "user friendly" and I encourage you to pick up your How To Guide often and share it with your neighbors. Remember, people and government together make neighborhoods great places to live. And great neighborhoods make great cities!

Sincerely,



Bobby Simpson
Mayor-President
City of Baton Rouge
Parish of East Baton Rouge



Don't forget to visit your City of Baton Rouge website, www.ci.baton-rouge.la.us where the *How To Guide* is also available.

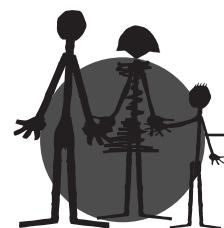
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ANSWERS TO FREQUENTLY ASKED
QUESTIONS ON PUBLIC SERVICES

Revised and Updated
2003-2004



Prepared for the citizens of East Baton Rouge Parish by CAN DO!
Community Action in Neighborhoods—Developing Opportunities

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Editor: Maggie Heyn Richardson

A GREAT RESOURCE GUIDE FOR BATON ROUGE NEIGHBORHOODS THAT ANSWERS THE QUESTIONS YOU AND YOUR NEIGHBORS ASK MOST OFTEN.



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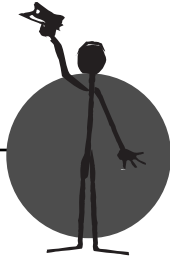
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- My next door neighbor has a business and her customers park up and down my street. Is there anything I can do?



A GREAT
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THAT ANSWERS
THE QUESTIONS
YOU AND YOUR
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WELCOME TO THE CAN DO! GUIDE



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CHAPTER I

Your Local Government



(Seated left to right) Byron Sharper, District 7; Mayor Pro Tempore Lorri Burgess, District 10; Mayor-President Bobby Simpson; Martha Jane Tassin, District 6, David Boneno, District 11; (Standing left to right) Joe Greco, District 4; Wayne Carter, District 1; Pat Culbertson, District 3; Ulysses Addison, District 2; Mike Walker, District 8; Charles Kelly, District 5; Jim Benham, District 12; Darrell Ourso, District 9

- **Why do we use the title "Mayor-President" for our Mayor?**

The Mayor of Baton Rouge is called "Mayor-President" because he or she is Mayor of the City of Baton Rouge and President of East Baton Rouge Parish. This stems from 1947, when the people of the parish voted to consolidate the functions of local government so that the City of Baton Rouge, which was growing significantly after World War II, and the rural, unincorporated areas of the East Baton Rouge Parish, would each be served by many local government departments.

Our local government was further consolidated in 1982 when the citizens voted to join the City and Parish Councils into one governing body called the Metropolitan Council. This also meant that 12 Council Members would be elected from single member districts.

- **What was the purpose of consolidating the Parish and City Government?**

Consolidated government is regarded as a more efficient way of running a metropolitan area. It has a threefold objective: to eliminate duplication of government services, to increase government efficiency, and to reduce costs. For example, caring for roadways requires the same type of skilled employees and equipment, no matter if the roads are in the parish or the city. Therefore, having one Department of Public Works instead of two is more cost effective.

- **What is our Mayor-President responsible for?**

The Mayor-President is like the City-Parish's Chief Executive Officer, as he sets the city's agenda, vision, and manages its day-to-day functions. He appoints most of



OFFICE OF THE MAYOR-PRESIDENT
222 St. Louis Street, #301
Baton Rouge, LA 70801

Telephone: 389-3100
Fax: 389-5203

EAST BATON ROUGE PARISH
METROPOLITAN COUNCIL

General Information:
Council Administrator's Office
222 St. Louis Street, #364
Baton Rouge, LA 70801

Telephone: 389-3123
Fax: 389-3127

DID YOU KNOW?

You can watch Metropolitan Council meetings, Planning and Zoning Meetings, and more concerning your local government on Metro Channel 21.



the department heads, and supervises and directs the services of those departments. While he does not set the city's public policy (that is the job of the Metropolitan Council) the Mayor-President influences policy through his relationships and his appointees. He also prepares and submits the annual budget to the Council. As one of 50 Mayors of state capital cities, our Mayor represents Baton Rouge throughout Louisiana, the U.S., and the international community.

- ***How do I invite the Mayor-President to attend an event?***

You should fax a letter to the Mayor's Office detailing the event (include date, time, and location), to 389-5203. You may also email your request to RANDERS@ci.baton-rouge.la.us. If you email, please type "Request Mayor's Attendance" in the subject line.

- ***What are some of the things the Metropolitan Council is responsible for?***

The East Baton Rouge Parish Metro Council is responsible for setting the policy of the City-Parish, including establishing local sales taxes, setting the salaries of police officers, approving whether a piece of property is ultimately rezoned, determining whether or not liquor can be sold on Sundays and more. One of the biggest responsibilities of the Metro Council is approving how the city spends money. Each fall, the Mayor-President submits the City-Parish's budget for Council review. In 2002, the budget totaled \$492 million. In the event there's a surplus of revenue, the Council also decides how the funds should be spent.

And, when it comes to passing new legislation, it is Metro Council members who get the ball rolling. Many of the items members introduce come first from constituents, so it's important to get to know your Council Member and what he or she stands for.

- ***What do Metro Council Members earn for their role on the Council?***

As they earn just \$300 a month for their role on the Council, an amount unchanged since its original passage in 1966, most members simultaneously hold down other professional pursuits.

- ***What is the Mayor Pro Tem?***

After a new council is seated, members elected their own president, or Mayor Pro Tempore. The Mayor Pro Tem presides over meetings and serves on the Mayor-President's behalf when he is unable to be present.

- ***Where and when does the Metro Council meet?***

The Council meets in the Governmental Building downtown at 222 St. Louis Street. The chambers are located on the third floor. The Council usually meets twice a month, but often more frequently.

- ***How can the community participate in Metro Council meetings?***

"Public hearings" give the community a chance to speak on topics they feel strongly about. Public hearings are held on all sorts of issues, including road projects, appropriating money and levying taxes. Before a public hearing takes place, the item is introduced by a Council Member then approved by the body for discussion at a later date. In that interim period, the date and time of the public hearing are announced, both in the newspaper and through postings in the Governmental Building.

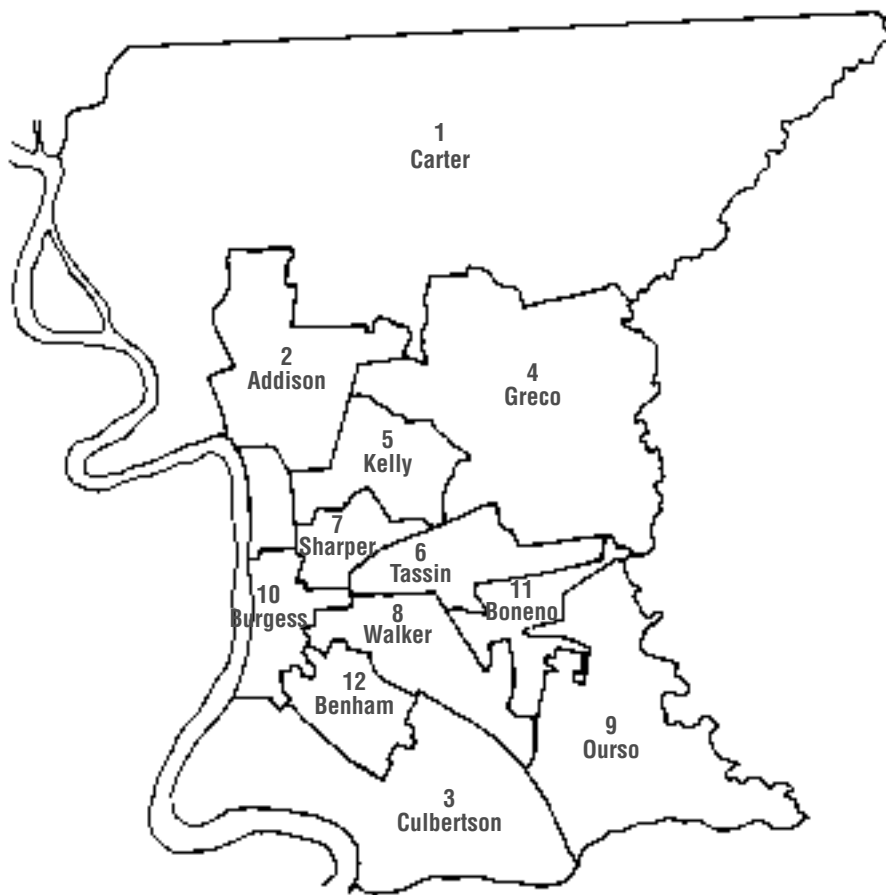
• **Do we have term limits in East Baton Rouge Parish?**

Yes. In 1995, the citizens of the parish voted to limit both the Mayor-President and members of the Metropolitan Council to three consecutive terms of office.

• **How to I reach my Metro Council Member?**

If you need help in determining who your Metro Council member is, call the CAN DO Office at 389-3448 or the Council Administrator's office at 389-3123.

METROPOLITAN COUNCIL DISTRICTS



CITY PARISH MAILING ADDRESS:

P. O. Box 1471
Baton Rouge, LA 70821
FAX: (225) 389-3127

Phone: (225)654-0893 Residence
(225)389-5170 Council Office
E-Mail: council-dist1@ci.baton-rouge.la.us
Legislative Assistant: Gloria Gremillion

MAYOR PRESIDENT & METROPOLITAN COUNCIL

Mayor President Bobby Simpson
(225) 389-3100
randers@ci.baton-rouge.la.us

District 2 - Mr. Ulysses "Bones" Addison

10235 Avenue L
Baton Rouge, LA 70807
Phone: (225)778-1197 Residence
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(225)389-4885 District Office
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E-Mail: baddison@baton-rouge.ci.la.us
Legislative Assistant: Crystal Burrell

District 1 - Mr. Wayne Carter

2310 Marianne Drive
Zachary, LA 70891

**District 3 - Dr. Pat Culbertson, Jr.**

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 (225)389-4919 Council Office FAX
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 Administrative Assistant: Evelyn Traylor

District 4 - Mr. Joseph Greco

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 (225)389-4831 District Office
 E-Mail: ckelly@ci.baton-rouge.la.us
 Legislative Assistants:
 Tina Minor
 Lillie "Bea" Gransberry

District 6 - Mrs. Martha Jane Tassin

10432 E. Grandeur
 Baton Rouge, LA 70815
 Phone: (225)928-3804 Residence
 (225)389-5165 Council Office
 E-Mail: council-dist6@ci.baton-rouge.la.us
 Legislative Assistant: Louise Sprunk

District 7 - Byron Sharper

4449 Dayton Court
 Baton Rouge, LA 70802
 Phone: (225)355-6105 Residence
 (225)389-4691 Council Office
 (225)389-3182 District Office
 E-Mail: metro council7@ci.baton-rouge.la.us
 Legislative Assistant: Shawn Cager

District 8 - Mr. Mike Walker

140 McGehee Drive
 Phone: (225)275-7193 Residence
 (225)389-5168 Council Office
 (225)272-9088 Council Office
 (225)272-9088 District Office
 (272)272-9782 District Office
 FAX
 E-Mail: jmikewal@bellsouth.net
 Legislative Assistant: Zona Pickens

District 9 - Mr. Darrell P. Ourso

17922 Green Willow Drive
 Baton Rouge, LA 70817
 Phone: (225)752-9730 Residence
 (225)389-4688 Council Office
 (225)389-5450 FAX
 E-Mail: council-dist9@ci.baton-rouge.la.us
 Legislative Assistants: Liz Alch & Pat Elam

District 10 - Ms. Lorri Burgess

P. O. Box 3716
 Baton Rouge, LA 70821
 Phone: (225)389-5150 Council Office
 (225)389-8720 District Office
 E-Mail: council-dist10@ci.baton-rouge.la.us
 Legislative Assistant: Kammeka Davis

District 11 - Mr. David Boneno

10049 Jefferson Highway
 Baton Rouge, LA 70809
 Phone: (225)293-2227 Residence
 (225)389-5169 Council Office
 E-Mail: council-dist11@ci.baton-rouge.la.us
 Legislative Assistant: Carol Manship

District 12 - Mr. James T. "Jim" Benham

412 Cornell
 Baton Rouge, LA 70808
 Phone: (225)769-0832 Residence
 (225)389-4697 Council Office
 (225)389-8895 Council FAX
 E-Mail: council-dist12@ci.baton-rouge.la.us
 Legislative Assistant: Barbara Brown

CHAPTER II

Can Do! Your Office of Neighborhoods

- ***How does the City of Baton Rouge work with neighborhoods?***

Representatives from all City departments, including Police, Fire, Public Works, CAN DO, Emergency Preparedness, Animal Control, Community Development, and more, are available to speak to your neighborhood associations, answer questions your group may have, or provide you with technical assistance. If you are interested in inviting representatives to your meetings, please refer to this guide for that department's phone number.

- ***What does the CAN DO Office do?***

CAN DO is a support office for neighborhood associations throughout East Baton Rouge Parish. We administer a small grants program that is especially designed for neighborhood groups, host an annual convention that brings neighborhoods and City Parish Department together, and publish materials like this How To Guide and the Organize Your Neighborhood Now Guide, which are useful to neighborhood associations.

- ***What's the CAN DO Neighborhood Convention like and when does it take place?***

Each spring at the Riverside Centroplex, CAN DO hosts its annual Neighborhood Convention, a day of networking, education, fun, and problem-solving. The event features more than 70 exhibits featuring information on non-profits and City Departments, 16 workshops on topics like Neighborhood Safety, Getting the Word Out to Neighbors, and more, and the Good Neighbor Awards, which are given to exemplary citizens. Breakfast and lunch are included at this community event, where you can adopt a pet, give blood, and take home loads of ideas to improve your neighborhood.

- ***I've heard the CAN DO program offers grants for neighborhoods? Is that true?***

Yes, CAN DO, through its partner non-profit, the CAN DO Foundation, grants a total of \$15,000 annually in \$500 or \$1,500 grants designed for neighborhood associations. All neighborhoods in East Baton Rouge Parish are eligible to apply. Call the CAN DO Office to schedule a technical assistance meeting or to obtain application materials.

- ***What kinds of projects have been funded?***

Neighborhood signs, tutoring programs, safety projects, beautification, tree planting, newsletters and directories, and more are just some of the types of programs funded. Projects must benefit the neighborhood as a whole and must be run by the neighborhood association, not an outside group.



CAN DO!
The Office of Neighborhoods
Office of the Mayor-President
222 St. Louis Street, #301
Baton Rouge, LA 70802

Telephone: (225) 389-3448
(225) 389-5203

Web Address:
www.ci.baton-rouge.la.us/dept\cand

- ***Can CAN DO help us start or improve our neighborhood association?***

Yes, at your request, the CAN DO staff will come to your neighborhood meetings and give you a hand in getting starting or improving the way your organization is run. Our workshop series, Organize Your Neighborhood Now, and its companion manual are great resources for you and your group.



CHAPTER III

Public Works

PERMITS/INSPECTIONS/CODE ENFORCEMENT

• ***Do I need a permit to add onto my house? If so, whom do I call?***

All general remodeling, structural remodeling, construction additions to existing structures, or detached accessory structures require a building permit. Permits for electrical, plumbing and mechanical work may also be required, depending on the scope of work. A licensed contractor or the homeowner may obtain permits.

The following are examples of work that would not require permits:

- floor coverings (carpet, vinyl tile, ceramic tile, etc.);
- roof replacement;
- repair or replacing sheet rock,
- paneling, soffit or fascia board (less than one side or wall); or,
- accessory structure less than 100 square feet on skids.

Please contact 389-3226 at the Inspection Division to determine whether a permit is needed.

• ***What is the permitting process, step by step?***

Step 1: Fill out and submit application form.

Step 2: Fill out and submit Flood Zone Determination Form (the site must be evaluated for meeting flood zone requirements when new construction occurs or when an addition exceeds 40% of the existing residence area).

Step 3: For plan review submit the following:

- Dimensioned plot plan with legal description of the lot or tract showing servitude, driveways with surface materials described, all structures dimensioned and located on the property, and drainage arrows indicating the direction of all surface water drainage.
- Foundation Plan showing location/size of footings and grade beams, and footing details.
- Floor plan dimensioned and labeled, preferably scaled 1/4" = 1', showing plumbing fixture layout (tubs, sinks, water heaters, etc.), basic framing plan indicating ceiling joist and rafter sizes and direction of span, door and window schedule showing location, size, type of glass, and square footages showing living area and accessory areas.
- Electrical plan showing size of service, number of circuits, location of panels, electrical fixture layout, panel schedule, and smoke detectors.
- Mechanical plan showing BTU cooling and heating rates, duct sizes and layout, access and platform location and dimensions for mechanical equipment.

Step 4: Permit is issued (upon plans meeting code requirements).

Step 5: Field Inspections: Permit holder is responsible for contacting the Building

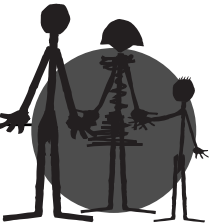


Department of Public Works
Mailing Address:
P.O. Box 1471
Baton Rouge, LA 70821

Physical Address:
300 North Blvd.
Room 208, Old Municipal Bldg.

Telephone: (225) 389-3158
(225) 389-5391

Web Address:
www.ci.baton-rouge.la.us/dept/dpw



Inspection Division for the following phases of inspections:

- 1st Phase of Inspections: building foundation and plumbing rough-in;
- 2nd Phase of Inspections: building framing, electrical rough-in, plumbing rough-in, mechanical rough-in;
- 3rd Phase of Inspection: final building, final electrical, final plumbing, final mechanical.

Step 6: After all inspections are passed, a Certificate of Occupancy is granted and the utility company is notified to connect utilities. The owner must submit the application for utilities to the utility company.

• ***Who is responsible for enforcing building codes and how do I report a house that is below code?***

The Building Inspection Division is responsible for enforcing building and zoning codes. This is generally done through the permit process, either during the plan review stage or the field inspection phases.

If you would like to report a house that is below code, please call Citizen Service at 389-3039 (see page 6). They will report the concern to the Complaint Section which handles complaints regarding potential building and zoning violations. This section investigates each complaint to determine its validity. If there is a legitimate code violation, the property owner is notified to have the violation resolved. If the violation still exists, action is taken through the Parish Attorney's Office and the individual is brought to court to allow a judge to determine a means of resolution.

In the case of reporting a house that is below code, the address of the house should be given to the Complaint Section to investigate and determine what action can be taken.

STREET SIGNS/SIGNALS

• ***Who do I call about stop signs or traffic signals?***

To report issues concerning street signs or signals (including stolen, damaged, non-reflective, or misspelled signs or to request new signs or signals), please call the Citizen Service Office at 389-3090. Citizen Service will report the concern to the Traffic Engineering Division of the Department of Public Works, which is responsible for all traffic control devices. Please note: when new signs or traffic signals are requested, the Traffic Engineering Division will conduct a feasibility study that is usually concluded in 45-60 days.

ROADS

• ***Who do I call to report potholes?***

Please report the problem to the Citizen Service Office at 389-3090. They will forward the concern to DPW's Street Maintenance Division, which repairs potholes on local roadways. This division also repairs low shoulders and concrete panels.

DRAINAGE

• ***Who do I call about a sinkhole or cave-in?***

To report sinkholes or cave-ins, please call the Citizen Service Office at 389-3090. They will forward the concern to DPW's Bridge and Canal Division, which handles

the cleaning of roadside ditches, drainage canals in public servitudes and rights of way. Please note: these jobs are scheduled on a priority basis depending on the severity of the complaint. Repairs and storm drain cleanings are scheduled based on possible liability concerns. Sinkholes and cave-ins in the street and front yard are normally a high priority.

SEWERS

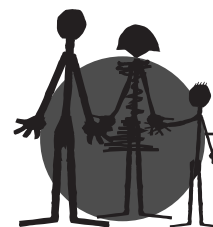
- ***Who should I call for sewer related concerns?***

The Department of Public Works Wastewater Division (Wastewater Collection Systems and Wastewater Treatment) is responsible for all sewer activities including sewer cave-ins, stoppages and backups. Sewer stoppages are handled immediately. The Department of Public Works' staff or a private contractor repairs all sewer cave-ins. Based on the investigation of the complaint, prepares a report and then schedules the job for repair by either in-house staff or a private contractor. They can be reached at (225) 389-4858.

Call in complaints between 8:00 a.m. and 3:00 p.m. Monday through Friday. Please call problems in to the Department of Public Works Dispatcher at (225) 389-2070 from 3:00 p.m. to 11:00 p.m., Monday through Friday, and from 7:00 a.m. to 11:00 p.m., Saturdays, Sundays, and holidays.

- ***The sewer pump station near my residence is causing an odor. Who do I call?***

Complaints dealing with sewer odors and pump station sites are the responsibility of the Wastewater Treatment division and that telephone number is (225) 389-3240 during normal working hours. If the problem occurs after hours, weekends or holidays then the Dispatcher needs to be contacted and she will contact the appropriate person to handle this problem.



PARADES/STREET CLOSURES

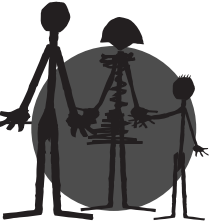
- ***Who do I call about a parade permit or a street closure?***

The Department of Public Works Traffic Engineering Division is responsible for parades, block parties and street closures. Appropriate forms for such requests are available at the Traffic Engineering division. Each request is reviewed to minimize the impact to the motoring public who may be inconvenienced due to the request. Approval is also needed from Police, Fire and EMS for safety reasons. On some occasions approval is required from the Metropolitan Council if alcohol is sold on the street right-of-ways. The division to contact for these types of requests is the Traffic Engineering division and their telephone number is (225) 389-3246.

GARBAGE

- ***How should I get rid of paint or oil?***

Paint is collected at curbside if the cans are empty with lids left off or dried out. Wet paint can be mixed with an absorbent like kitty litter (3 parts kitty litter to 1 part paint). Cans that are more than 1/4 full can be saved for the Annual Household Hazardous Waste Collection Day each spring. Call 389-5194 with any questions.



The residential waste disposal contract with BFI, is not required to collect waste oil. Please refer to the Recycling Office's informative "Recycling Guide," which list drop-off sites for oil.

• ***Who should I call if my trash is not picked up on time?***

DPW currently has a contract with BFI for residential collection until March 2003. All complaints should be made directly to the contractor, BFI, at 778-3800. They have 24 hours to investigate, and if such allegations are verified, they will arrange for collection within 24 hours.

• ***Who should I call about picking up big items, like refrigerators?***

BFI is responsible for collecting large household appliances. These items are included in the Special Services Collections. Special Services Collections are made weekly on your regular recycling day. To find out your recycling day, please call 389-5194, then call BFI to arrange pickup.

• ***Who picks up old tires?***

These items are included in the Special Services Collection, which is made on your regular recycling day. BFI is required to pick up to four (4) automobile tires placed at the curb.

• ***Who picks up trash on empty or abandoned lots?***

These items are included in the Special Services Collection, which is made on your regular recycling day. This material must be placed at the curbside for collection.

RECYCLING

• ***How do I get involved in recycling?***

Crews pick up recycling every week. Participants in the curbside program receive a green bin from the City-Parish. Call BFI at 778-3800, or the City-Parish Recycling Division at 389-5194, to receive a recycling bin and information on how to recycle.

The City-Parish Recycling Division encourages a two-step sort:

Green Bin:

- Aluminum - beverage cans, foil, pie pans
- Cartons - juice or milk drink boxes and fabric softener refills
- Glass - clear or colored food or drink containers
- Plastics - containers marked with #1 PETE or #2 HDPE
- Tin or steel cans - food containers, pet food cans

Second Bin, Box or Bag - place mixed paper materials:

- Newspapers - including inserts
- Scrap paper -junk mail, white or colored paper, envelopes, catalogs, magazines, phone books
- Paperboard - flattened food or detergent boxes, paper egg cartons, 12-pack drink cartons
- Cardboard -folded and flattened corrugated cardboard; no pieces larger than 2 feet by 3 feet

*Note: Please do not use plastic or paper bags to sort recyclables.
Rinse cans and bottles; it is not necessary to remove labels.
Remove and discard any screw-top lids.*

- ***When should I place my recycling bin at the curb?***

Put your bin out the night before. Collection starts at 5:00 a.m. If you do not know your recycling day, please call BFI at 778-3800.

- ***Who should I call if my recycling was not picked up, or if I need a recycling bin? Do I have to pay for a green bin?***

There is no charge for a recycling bin. Call BFI at 778-3800 or the EBRP Recycling Office at 389-5194 to report a missed collection or to request bins.

- ***How can small businesses and apartment tenants recycle?***

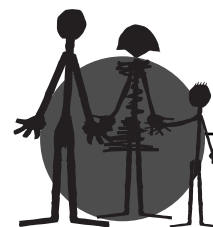
Apartment complexes, businesses and others who do not have access to curbside pick up still have an opportunity to recycle with the monthly drop-off program. The community drop-off for recyclables takes place the third Saturday of every month from 9:00 a.m. to 1:00 p.m. in the parking lot at 3121 College Drive (behind the Taco Bell). The drop-off accepts all commodities included in the curbside program.

- ***How do I prepare garbage and woody waste for collection?***

Garbage must be put in bags, cans or boxes for collection. Capacity should not exceed 42 gallons and weight should not exceed 45 pounds. Please place syringes and other sharp objects in safe containers to protect workers.

Leave at least six feet between garbage and recyclables.

Place unbundled woody waste, including brush piles, tree limbs and woodwaste, at the curb. Debris left by construction contractors and tree surgeons is not covered in the residential program. Removal is the responsibility of the contractor.





CHAPTER IV

Citizens Service

COMMON COMPLAINTS... And How To Report Them

The Citizens Service office has been established to process a variety of common complaints. If you are experiencing a problem related to sewer maintenance or drainage; cleaning, maintenance, or rehabilitation of streets or roads; waste management including trash and debris, traffic engineering, inspections, litter, mosquito or rodent control, or fire hazards, please call Citizen Service.

Citizens Service also acts as a general information provider and clearinghouse. If you have another issue, but don't know who to call, Citizen Service will give you the phone number of the right department and transfer the call.

When you call Citizen Service with one of the issues listed below, the staff will log your complaint, and forward it to the proper department for resolution.

CITIZENS SERVICE OFFICE

Mailing Address:
PO Box 1471
Baton Rouge, LA 70821

Telephone: (225) 389-3090
Fax: (225) 389-5298

Web Address
www.ci.baton-rouge.la.us/dept/mayor/citizen

Access problems for persons with disabilities	Potholes
Blind corners (on city-parish property)	Rights of way
Blind corners or sign obstructions on private property	Sawhorses or barricades, removal after a city parish job has been completed
Bridges	Shoulders
Bushes	Sidewalks (these will be repaired only if damaged by the city parish)
Canals	Sinkholes (drainage related problems)
Catch basins	Stagnant water in swimming pools
City lots	Storm drains
Concrete repairs	Stop signs (see traffic signs)
Creeks	Street rehabilitation
Culverts	Street sweeping
Curbs	Traffic signs, signals or other traffic control devices that are malfunctioning
Dilapidated housing, request to be demolished or boarded up	Traffic signs or signals, requests for additional signage (this first requires a study)
Drainage servitudes	Trash and debris on private property (occupied or vacant)
Ditches	Trash, debris, tree trimming, etc.
Flash flooding	Inadvertently left behind by city parish work crews
Illegal dumping, to report	Trash receptacles on city property
Illegal fencing, to report	Trees on city property
Junk cars	Zoning violations, to report
Landscaping and grounds maintenance of public property	
Litter	
Neutral grounds	
"No dumping" sign, to request	
Permit violations, to report	

CHAPTER V

Trees & Landscaping

- ***I would like to landscape the median of my street. How do I go about that?***

Please obtain a permit for planting done on City-Parish rights-of-way.

Applicants should submit to the Office of Landscape & Forestry (389-8835) plans for any proposed improvements. Landscape & Forestry will review the plans for correctness and compatibility and will forward them to Traffic Engineering for a public safety review. Upon approval by both Landscape & Forestry and Traffic Engineering, a Landscaping Permit will be issued. Applicants are required to maintain any such improvements. Failure to maintain them will result in their removal by the City-Parish.

- ***Who should I talk to about planting trees in my neighborhood?***

The Office of Landscape & Forestry, 389-8835 can assist in neighborhood tree planting efforts by coordinating design and installation efforts.

In some cases, grants and private funding assistance is available. Baton Rouge Green can be reached at 381-0037. Small grants programs are available through the Arts Council of Greater Baton Rouge 344-8558, the Baton Rouge Area Foundation 387-6126, and CAN DO, 389-3448.

All planting on City-Parish rights-of-way must be permitted prior to installation. Neighborhood tree planting projects are subject to review by the Office of Landscape & Forestry, Traffic Engineering, utility companies, and other entities.

- ***My neighborhood would like to care for the public trees on our streets. How do we do this?***

Pruning and other tree care requires a high level of skill, experience and training. The Office of Landscape & Forestry can provide training for neighborhood groups interested in providing volunteer tree care.

If you wish to prune or otherwise work on a tree located on City-Parish property, you must first obtain permission from the Office of Landscape & Forestry.

- ***There is a very large, old tree in my neighborhood, which may be a historic tree. How do I find out?***

The East Baton Rouge Tree & Landscape Commission maintains a Registry of Historic Trees for the parish. It is administered by the Office of Landscape & Forestry.

Potential Historic Tree candidates may be submitted at any time up until November 30th of each year. Trees are eligible based upon size and age, historical significance, or uniqueness and rarity.



DEPARTMENT OF PUBLIC WORKS

OFFICE OF LANDSCAPE AND FORESTRY

PHYSICAL ADDRESS

805 St. Louis Street
Baton Rouge, LA 70802

Telephone: (225) 389-8835

Fax: (225) 389-8838

Web Address

www.ci.baton-rouge.la.us/dept/dpw



DID YOU KNOW?

What's the difference between a right of way and a servitude?

A right of way is a public area that is owned and managed by the City Parish.

A servitude, unlike a right-of-way, is a section of private property that entitles someone other than the owner (ex. utility companies) to a specified use.

The Landscape & Forestry staff will inspect each tree, take measurements and photographs, and present the information to the Tree & Landscape Commission in December of each year.

At its December meeting, the Commission will determine which applicant trees are to be inducted into the Registry.

The successful tree owners will be notified and the official induction ceremony will be held publicly on or near Arbor Day, typically the 3rd Friday in January each year.

- ***My neighborhood is interested in helping to pick up and control litter on our streets. What can we do?***

The Office of Landscape & Forestry coordinates the City-Parish Adopt-A-Spot program, whereby community and neighborhood groups assist by keeping designated City-Parish areas cleaned of litter on a regular basis.

Applicants must designate a minimum one-block of public street and agree to hold at least 6 clean-ups per year.

In exchange for the help, the City-Parish will erect signs naming the volunteer organization and will also assist in removal of the collected litter.

Interested applicants must first sign an Adopt-A-Spot agreement.

- ***There is a tree in the right-of-way in front of my house. Whose tree is it and who is allowed to prune or work on it?***

Trees in the right-of-way are owned and managed by the City-Parish. No one is allowed to work on them without the permission of the Office of Landscape and Forestry. Utility companies and their contractors are allowed to maintain safe clearances around utility lines located within public rights-of-way.

- ***There is a tree growing in a servitude on my property and I would like the City-Parish to remove it. Will they?***

Servitudes, unlike rights-of-way, are private property. Trees within servitudes remain the responsibility of the property owner. If a tree impedes the function of the purpose for which the servitude was created (i.e. utilities, drainage, sewer) it may be removed or worked on by others.

- ***A tree growing in my yard has limbs which extend into a public right-of-way. Does the City-Parish have the right to cut or prune my tree?***

The City-Parish is responsible for maintaining the safety of the general public. If a limb or branch threatens or otherwise affects public safety, it may be removed by the City-Parish. Also, if a dead or hazardous tree located on your property threatens the safety of the public, it may be ordered removed by the City-Parish at the owner's expense.

- ***Is it O.K. to plant a tree in the right-of-way?***

As with pruning or removal of public trees, planting is also regulated. Before a tree can be planted on City-Parish property, written approval must be obtained from the Department of Public Works.

- ***My neighbor has a tree which threatens my property. What may I do about it?***

In most cases, you cannot force a neighbor to remove a threatening tree. However, if your property is damaged by a neighbor's tree, you have the right to seek damages. In cases involving trees on neighbors' properties, it is advisable to consult with your attorney.

- ***The tree company I hired to remove a dead tree from my yard says that it's O.K. to pile the debris at the curb and that the City-Parish will pick it up. Is this correct?***

No. City-Parish ordinances require that all tree debris removed by private tree companies be removed by that company at the owner's expense.

- ***There is a tree on the right-of-way in front of my property which looks dangerous. How do I get it taken care of?***

Suspected problem trees may be reported to the Citizens Service office at (225) 389-3090. They will record the necessary information and your complaint will be forwarded to the proper agency for action.

- ***How can I start a community garden? What resources are available?***

For more information, contact:

BREDA

P.O. Box 14896

Baton Rouge, Louisiana 70898-4896

(504) 336-9532

e-mail: awsmiley@earthlink.net

East Baton Rouge Parish Extension Service: 389-3065





CHAPTER VI

PLANNING AND ZONING

OFFICE OF THE PLANNING COMMISSION

Mailing Address:
 P.O. Box 1471
 Baton Rouge, Louisiana 70821

Physical Address:
 1755 Florida Street
 Third Floor
 Baton Rouge, Louisiana 70803

Telephone: (225) 389-3144
 Fax: (225) 389-5342

Web Address:
www.ci.baton-rouge.la.us/dept/planning

- ***Where can I find out about the activities of the Planning Commission?***

You may visit the Office of the Planning Commission, 1755 Florida Street, Third Floor, and obtain current and past issues of Information Bulletins and Planning Newsletters. This information is also available on the World Wide Web at www.ci.baton-rouge.la.us/dept/planning/

- ***What is the zoning on my property?***

You may obtain a zoning verification letter from the Office of the Planning Commission by written request to: Office of the Planning Commission, 1755 Florida Street, Third Floor, Baton Rouge, LA 70802. You will need to provide the legal description of your property in your letter of request. The cost of a zoning verification letter is \$20.00. You may also call the Office of the Planning Commission (225) 389-3144 and request zoning status of your property. You must provide the street name, nearest intersecting street to your property and the lot or tract number. Generally, with this information the Planning Commissions staff will be able to identify the zoning on the subject parcel.

- ***What types of uses are allowed in different zoning districts?***

You may call the Office of the Planning Commission and speak with the Coordinator of Zoning Review or you may request a copy of the Unified Development Code (UDC) at a cost of \$30.00. Internet access to the UDC is available at www.ci.baton-rouge.la.us/dept/planning/.

- ***I have a question about a rezoning sign that I saw posted on a piece of property.***

You may call the Office of the Planning Commission and request to speak with the Coordinator of Zoning Review. Reference should be made to the date of the meeting and rezoning case number as printed on the rezoning sign and location (street name) of the property. You may also access the Planning Commission's web site, www.ci.baton-rouge.la.us/dept/planning/, to find the agenda and resume of upcoming and past Planning Commission Public Hearings.

- ***What are deed restrictions or homeowner covenants?***

Deed restrictions or homeowner covenants are private land use controls included as part of the property title. A covenant restricts the property use and is enforceable usually by legal action taken by other property owners in the same subdivision. The City-Parish does not have the authority to enforce private deed restrictions or homeowner covenants. If you have questions concerning deed restriction or homeowner covenants, contact a real estate attorney.

• ***A new business is planning to locate in our neighborhood and we are not happy about it. What can we do?***

Get the address of the new business and notify the Inspection Division of the Department of Public Works at 389-3205 and ask that a determination be made as to the appropriateness of zoning. You may also check any recorded private deed restrictions or subdivision covenants, recorded with the East Baton Rouge Parish Office of the Clerk of Court, which may prohibit the operation of such businesses within your neighborhood and contact a real estate attorney to have questions answered.

• ***What is neighborhood planning?***

Neighborhood planning is an opportunity for citizens to take an active role in the planning process. The neighborhood planning process involves citizens, local stakeholders, City departments, community organizations and institutions working together to address land use planning and service delivery issues. The goal is to promote mutual responsibility and joint problem solving. A neighborhood plan:

- Represents all of the groups that make a community
- Identifies neighborhood strengths, assets, needs and concerns.
- Establishes goals for improving the neighborhood.
- Provides recommendations for how to reach those goals;
- Guides future development; and
- Directs the policy and financial decisions of local government.

For more information call the Planning Commission at (225) 389-3144.

• ***What is the Horizon Plan and how does it affect me?***

The Horizon Plan is a twenty year comprehensive development and land use plan for the City of Baton Rouge and the Parish of East Baton Rouge. It is designed to act as a "blueprint" for the future development of our community. The Horizon Plan is available at the Office of the Planning Commission at 1755 Florida Street, Third Floor for review. You may make an appointment with a staff member in the Advance Planning and Research Division to discuss the Horizon Plan or you may access Planning Commission Information Bulletins published on the World Wide Web at www.ci.baton-rouge.la.us/dept/planning/.

• ***What is Subarea/Neighborhood Planning?***

The Subarea/Neighborhood Planning Process allows the Staff of the Planning Commission to meet with residents and discuss issues and aesthetics of development within a Subarea/Neighborhood context. Public meetings at the neighborhood level are designed to improve communications with neighborhood and civic associations to: 1) redevelop declining neighborhoods; 2) evaluate land use for appropriateness and recommend changes where applicable; and 3) establish a process that will assist in development of the ongoing Parishwide Capital Improvements Program by identifying neighborhood concerns and needs.





• ***I saw a map in the newspaper describing an amendment to the "2010 Land Use Plan" in my neighborhood. What does this mean?***

This notice of change of land use means a rezoning case in your neighborhood requires a large scale land use amendment to the Horizon Plan Land Use Plan. It can also mean that the Office of the Planning Commission is conducting a Public Meeting in your area regarding amendments to the Horizon Plan. For more information contact the Planning Commission at (225) 389-3144.

• ***Where can I get population statistics on the City and Parish?***

City, Parish and small area (census tract) population statistics are available. You may call the Office of the Planning Commission at (225) 389-3144 and speak with the Economic/Demographic Research Coordinator.

• ***Where can I get information on the Enterprise Zone Program?***

The Louisiana Enterprise Zone (EZ) Program is a package of tax credits and sales tax rebates available to qualifying new businesses and/or expansions to existing businesses that will create new, permanent jobs and employ individuals from targeted groups. The City-Parish Planning Commission processes local EZ applications and administers the local EZ program on behalf of the State Department of Economic Development and the Board of Commerce and Industry. For more information contact the Economic/Demographic Research Coordinator of the City Parish Planning Commission at (225) 389-3144 or the Business Incentives Division, Louisiana Department of Economic Development at (225) 342-9218.

• ***How do I subdivide my property?***

You may visit the Office of the Planning Commission, 1755 Florida Street, Third Floor, and pick up an appropriate subdivision application or speak with the Coordinator of Subdivision Review, (225) 389-3144, who will advise you as to the proper steps to be taken and the process to be followed. A copy of the Land Development Guide is available at a cost of \$5.00 and is an easy to read, step-by-step approach to the Planning Commission's procedures for land development.

• ***I am planning to build a commercial building, do I need Site Plan Approval?***

If your proposed building is less than 30,000 square feet or 75 multi-family units or less, Planning Commission Site Plan Approval will not be required. Details relating to Plan Review can be found in Section 4.101 of the Unified Development Code (UDC). Internet access to the UDC is available at www.ci.baton-rouge.la.us/dept/planning/.

• ***What is a nonconforming use?***

A nonconforming use is the use of any land, building or structure that does not conform with current applicable use regulations but did comply or was not under requirements to comply at the time the use was established. Specific requirements govern the discontinuance of nonconforming uses. In addition, specific code requirements address damages and the ability to make major substantial changes to structures designated as nonconforming uses.

How can I find out if my property is within the city limits?

You can find out if your property is located within the city limits by contacting the Office of the Planning Commission at 389-3144. This information can be obtained by providing the nearest intersecting streets, parcel number or legal description of the property.

I need a map of my neighborhood. Where can I get maps?

You can purchase the following maps from the Office of the Planning Commission: Zoning, Subdivision, Major Street Plan, East Baton Rouge Parish Street Map.

Does the City-Parish Planning Commission publish resource guides on other topics? How can I get one?

The City-Parish Planning Commission publishes the following resource guides you may find helpful:

- Office of the Planning Commission
- Land Development Guide
- Information Bulletins
- Unified Development Code
- Annual Report

Contact the Office of the Planning Commission at (225) 389-3144 or stop by the office at 1755 Florida Street, Third Floor, between the hours of 8:00 am and 5:00 pm, Monday thru Friday.





CHAPTER VII

Safety

CRIME PREVENTION

- ***We are interested in starting a Neighborhood Watch/Crime Patrol program. Who should we call?***

To form a Neighborhood Watch program, contact the Baton Rouge Police Department Community Services Division at 389-4801 or the East Baton Rouge Parish Sheriff's Office at 389-5000. Some neighborhoods have even formed volunteer Citizens on Patrol corps to help keep a watchful eye on their subdivision. The offices mentioned above can tell you more about these types of programs as well as general crime prevention information. They will also come to your civic meetings upon request to speak directly to you and your neighbors.

- ***Does the Extra Duty Division assign officers to off-duty private details?***

No. The Extra-Duty Division does not assign officers. They will post and/or fax flyers department-wide describing the detail; so that interested officers can contact you directly.

- ***What does it cost to hire an off-duty officer for security?***

Officers negotiate their own rates. The minimum they are allowed to accept is \$15 an hour. However, most details are now averaging \$18-\$20 an hour. There is no maximum rate limit.

- ***Is there a minimum hour's rule?***

No, but an officer is free to set his or her own minimum hours.

- ***What should I pay if I get an officer to handle the paperwork for the detail?***

The department does not regulate administrative pay for an officer to handle bookkeeping, scheduling, etc. This is an agreement between the officer and the employer.

- ***Do I have to submit any paperwork to the Police Department?***

All officers must have prior approval before working any detail. Also, permanent details must submit a monthly summary of officers who have worked, the dates and hours worked, and the amount paid. Details of three months or less duration are considered one-time details and are exempt from this reporting requirement.

- ***What is Crime Stoppers?***

Crime Stoppers is a national community involvement program that encourages local citizens to provide tips and clues, which law enforcement can then use to help solve crimes. If you have a tip on a crime, call Crime Stoppers at 344-STOP (7867). Anyone who wishes to remain anonymous may do so, and their information will be

BATON ROUGE POLICE DEPARTMENT

Mailing Address:
P.O. Box 2406
Baton Rouge, LA 70821

Physical Address:
704 Mayflower Street
Baton Rouge, LA 70802

General Information
Telephone: (225) 389-3800
Fax: (225) 389-7630

Web Address
www.ci.baton-rouge.la.us/dept/brpd

EAST BATON ROUGE PARISH SHERIFF'S OFFICE

Mailing Address:
P.O. Box 3277
Baton Rouge, LA 70821

Physical Address:
300 North Boulevard
Baton Rouge, LA 70802

General Information
Telephone: (225) 389-5091
Fax: (225) 389-8340

identified by a code number only. Crimes of the week are featured on WBRZ Channel 2 on Tuesdays at 5:00 pm and 10:00 pm and Sundays at 10:00 pm. For more information call Crime Stoppers at the number above or visit the website at www.crimestoppersbr.com.

- ***How are Crime Stoppers rewards paid?***

Each caller is identified by a code. If your information leads to an arrest and indictment, or the filing of a Bill of Information, you will receive a cash reward of up to \$1,000, which will be paid through a designated bank without us ever knowing your name.

ILLEGAL GUNS

- ***How do I report someone with a gun and what can happen to them?***

Call 344-STOP (7867) to report a gun being carried by someone. If the gun is illegal or if the person in possession of the gun is a convicted felon, that person will be arrested and probably tried in Federal Court under a program known as Project Exile. If convicted, they might serve 5 years in a Federal Prison out of state.

- ***How can I find out if illegal guns have been taken in my neighborhood?***

Call the Anti-Drug Task Force at 389-7871 for this information.

- ***How can I get my teenager involved in a program that might keep him/her out of jail or the juvenile detention center?***

If your child is convicted by Juvenile Court or has been in trouble with the law, they are probably eligible for the Eiger Program. Call 389-7871 for more information.

THEFT

- ***We've had a lot of break-ins in our neighborhood. What can we do to keep this from happening?***

The best weapon a neighborhood has against burglaries is unity - forming relationships with your neighbors and watching out for one another. Neighborhood Watch is based on this concept. Having multiple sets of eyes watching out for and noting suspicious vehicles, people or activity is often the key to catching a burglar. Therefore, it is important that neighbors share information and resources. They should also, however, keep in mind that persons who live in or near the neighborhood often are committing such crimes.

- ***What should I do if my car has been stolen?***

You should immediately contact the police department and make a report. It is extremely helpful if you can provide your vehicle's year, make, model and license plate number, as well as any distinguishing characteristics such as damage, bumper stickers or customizations. You should also immediately contact your insurance company and notify them of the theft, as well as the police report number. If you later spot or locate your car, it is critical that you call police so that a recovery can be made. Otherwise, you may find yourself riding a car that is still reported on police computers as "stolen".

- ***What is the likelihood that my stolen car will be recovered?***

In Baton Rouge, our recovery rate for stolen vehicles is between 75-80%.

DID YOU KNOW?

The best weapon a neighborhood has against burglaries is unity - forming relationships with your neighbors and watching out for one another.



SAFETY



- ***What are my rights as a homeowner if I catch someone burglarizing my home while I'm there?***

You have the right to use deadly force against a person to prevent the unlawful entry into your residence or to compel the intruder to leave.

- ***What should I do if I come home and find I've been burglarized?***

Call the police immediately and make a report. While waiting for the officer to arrive, try not to touch anything the burglar(s) may have touched. Once the officer arrives, try to compile a list of items stolen, including serial numbers if possible. Photographs or videotapes taken of jewelry or other unique possessions are also extremely useful in possibly recovering your property. It's also a good idea to contact your insurance company and notify them of the crime.

- ***Can I look in pawnshops for my stolen property?***

Yes, but this is not something that has to be done immediately, as pawnshops are required to hold purchased items for 30 days before placing them on the shelves for re-sale. The Baton Rouge Police Department checks pawnshops daily for stolen property inside the city limits and the East Baton Rouge Parish Sheriff's Office monitors pawnshops outside the city.

- ***What do I do if see my stolen property at a pawnshop?***

Notify the local law enforcement agency for that jurisdiction immediately. You will not be able to walk away with your property the same day. The police will place a "hold" on the item until all the information about the theft can be obtained. The property must be identifiable by serial number, description or personal identification information placed on the item by its owner. The police will release the property to you after an investigation, if the property can be verified as yours. If law enforcement finds your property in a pawnshop, they will contact you.

- ***I suspect someone has pawned my stolen property. Can I check to see if they've pawned anything recently?***

Probably not. Pawnshops will not tell you who pawned a particular item. If you suspect a person you know of committing your theft, contact the law enforcement agency investigating the crime and give them the suspect's name.

- ***What do I do if I become the victim of a forgery?***

If you find yourself the victim of a forgery, immediately make a police report, notify your financial institution and contact your local credit bureau.

- ***What do I do if I receive notices from banks and merchants on my stolen/forged checks?***

You will be instructed to obtain an Affidavit of Forgery and send copies to the businesses to let them know that you did not issue the forged check. An Affidavit of Forgery may be obtained from your bank or any Notary Public.

- ***What do I do if I have an employee stealing from me?***

If you're sure, gather all your supporting documents and evidence, then call the police and have an initial report made by a uniformed officer. Detectives will conduct the follow-up investigation. If you're not sure, try to obtain additional evidence yourself first, possibly through use of a surveillance camera.

PROSTITUTION

- ***Who should I call about prostitution in my neighborhood?***

Call Communications at 389-2000 to have an uniformed officer dispatched to the area. When calling, be prepared to give specific information regarding your complaint. Responding officers will investigate and, if necessary, notify one of the specialized task forces that regularly conducts undercover or reverse prostitution stings.

DRUGS

- ***What can I do about drug dealers hanging out on corners?***

If you wish to remain anonymous and just pass on general information, you may call Crime Stoppers at 344-7867. If you want an officer to respond immediately, call Communications at 389-2000 to have an uniformed officer dispatched to the area. When calling, give specific information (exact locations, clothing/physical descriptions, etc.) regarding your complaint. Responding officers will investigate and, if necessary, notify one of the specialized task forces that regularly conduct undercover or reverse drug stings. If you wish to provide more detailed information on an ongoing basis, you may contact the Narcotics Division directly at 389-3914.

DOMESTIC VIOLENCE

- ***I need to report a case of spouse/child abuse. Who do I call?***

If the situation is urgent or life threatening, call 911. Otherwise, call Communications at 389-2000 to have an officer dispatched to the scene. In the case of suspected child abuse, you may also report directly to the Louisiana Office of Child Protection at 925-4571. To learn more about the issue, call Prevent Child Abuse Louisiana at 925-9520.

PUBLIC INFORMATION

- ***Where can I get crime statistics for my neighborhood?***

For general information on crime statistics or police activity in your area, contact the Crime Analysis Division at 389-7629.

- ***How does the department dispose of used police vehicles?***

State law dictates that police cars and motorcycles are sold to the highest bidder at public City-Parish auctions after being retired from service. These auctions are held in Baton Rouge twice a year. The dates are published in local newspapers and are also on the city's Internet web site. The vehicles have received the best maintenance possible under the preventative maintenance program, although mileage and condition will obviously vary from vehicle to vehicle.

- ***What is the starting salary of a Baton Rouge Police Officer?***

The starting salary is currently \$24,800 a year. After a year of service, officers also receive an additional \$3,600 annually from the State of Louisiana. This figure does not include overtime or private extra-duty details.

- ***How many people does the department employ?***

In late 2002, the department employed 912 employees, 650 of whom are commissioned police officers.



- ***What is the police department's annual budget?***

In 2002, the police department budget was just under \$45 million.

- ***Does the department have a web site and, if so, what will I find there if I visit?***

Yes, the department's web site address is www.ci.baton-rouge.la.us/dept/brpd. On this site you can learn more about the organization of the department, information on recruiting, safety tips, and department news releases.

DID YOU KNOW?

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Want to start a Neighborhood Watch Program? Call the Sheriff's Department at 389-5091.

COMMUNITY POLICING

- ***What is "community policing" and does the police department feature any community policing programs?***

Community Policing is a joint effort to combat crimes between the community and the Police Department. In Baton Rouge, a new community policing initiative was started in 2000 and features programs and initiatives that help citizens and police officers work jointly to create a safe environment. To learn more, call 389-4802.

- ***How do I schedule a program for my organization, business or school?***

Call 389-4801. If possible, please give the department two weeks advance notice of your need for a speaker and have a group of at least 25 people in attendance. The department cannot conduct programs on weekends. The only program scheduled after 5:00 pm is Neighborhood Watch and it is offered Monday through Thursday.

- ***How do I get a copy of a police report?***

Police reports considered public record are available through the Criminal Records Division, located at Police Headquarters, 704 Mayflower Street, during normal business hours. To obtain a report, you must come in person and to expedite the process, please supply the report file number. If you do not know report number, please supply the address and date/time of the incident. Copies of reports are \$10.00 for the first page and \$1.00 for each additional page. Call 389-3839 for more information.

To obtain a Traffic Accident Report, please call Traffic Records at 389-3878.

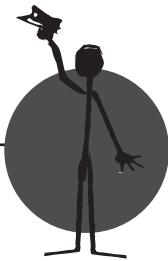
- ***Do you do background checks?***

Yes. Criminal records checks can be performed at a cost of \$10.00 per name. You must supply the person's full legal name, race, sex and date of birth. A social security number and driver's license number are helpful, but not required. You must present a signed authorization from the person being checked.

SPEEDING / TRAFFIC

- ***What can I do about the speeders who fly through my neighborhood?***

The Traffic Division regularly assigns motorcycle officers and radar units to enforce speeding laws in subdivisions as a direct result of citizen complaints. Because of the high demand for this service, however, there is usually a waiting list and neighborhoods are rotated. To find out more, contact the Traffic Division Commander at 389-3874.



NOISE

- ***Who should I call to report noisy neighbors who keep other people in the neighborhood up late at night with their loud music?***

Call Communications at 389-2000 to have an officer dispatched to the area to investigate the complaint. The officer will determine what action should be taken.

ILLEGAL DUMPING

- ***What can we do about illegal trash dumping in our neighborhood?***

Call Communications at 389-2000 to have an officer dispatched to the area to investigate the complaint. If you can provide specific information or proof (photographs/license plate numbers/eyewitnesses) as to who is doing the dumping it greatly increases the chances of action being taken against the offender.

MISSING PERSONS

- ***Do I have to wait 24 hours to report someone as missing?***

No. If you feel the disappearance is of a suspicious nature, then you can and should report them missing immediately.

CHILDREN AND YOUTH

- ***Can a 17-year old be reported as a runaway?***

No. A 17-year old is considered an adult, so they can not be considered by law enforcement as runaways.

- ***Can anything be done about a child who constantly runs away?***

Yes. While it is not a crime for a juvenile (16 or under) to run away from home, there is a program with the East Baton Rouge Juvenile Court called Families In Need of Service (FINS), which assists parents in dealing with ungovernable children. Their phone number is 356-4471.

- ***How late can my teenager stay out with the curfew ordinance?***

A juvenile (under 17) may not remain in a public place or on the premises of an establishment between 11:00 PM and 5:00 am on weeknights or from 1:00am-5:00 am on weekends. There are exceptions, however, including if the juvenile is accompanied by their custodian, is on a reasonable errand, is at, going to, or returning from, work, is involved in an emergency, or is attending certain specified, supervised activities. See City Code 13:1056

- ***What about child safety seats?***

Children under 3 must be secured in a child restraint seat. Children 3-5 years old must be either in a child restraint seat or buckled up in the back seat. There are certain types of vehicles and situations exempted. See Louisiana Revised Statutes 32:295.

ALARMS

- ***Why do I have to pay for a permit to have an alarm system?***

Everyone in the city of Baton Rouge and East Baton Rouge Parish (except residents of Baker and Zachary) operating an alarm system must obtain a permit, which



SAFETY

DID YOU KNOW?

In 2001, BRPD responded to over 26,000 false alarms in the city. A conservative estimate would be that every one of those alarms tied up an on-duty police officer for at least 30 minutes. That means at least 13,000 working hours were wasted – 13,000 hours that officers could have been patrolling your neighborhood.

costs \$25. This is a one-time fee for the permit and is used to help defray costs of maintaining alarm information in police computer systems and responding to false alarms.

- ***What is the fine for having a false alarm?***

The City-Parish ordinance governing alarms allows users up to five false alarms in a one-year period without penalty. False alarms #6 through #10 are charged at a rate of \$10 each and each false alarm subsequent to that is fined at \$25 each. The one-year period begins on June 1st and ends May 31st. The ordinance was passed in 1986 and was designed to help reduce the number of false alarms police must respond to.

- ***Is an alarm permit transferable from address to address or owner to owner?***

No.

CARS

- ***My car was towed and I don't know who has it.***

Call the Impound Division at 389-3819 during normal Monday-Friday business hours.

- ***I locked my keys in my car. Can you send an officer to unlock it?***

No. There is a state law now prohibiting that. You must call a locksmith or private company.

TRAFFIC VIOLATIONS

- ***If I lost my ticket and don't remember my court date or the fine amount who do I call?***

Call the City Court ticket section at 389-3020.

MISCELLANEOUS

- ***Is it legal to picket without a permit?***

Yes. The First Amendment gives us that right. However, picketers cannot trespass on the property of others and they cannot obstruct traffic.

- ***Do landlords have an obligation to keep their rental properties free from crime?***

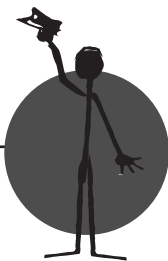
Yes. The Louisiana Nuisance Abatement Law requires that landlords keep their property free of drug-related criminal activity and prostitution. The penalty for failure to clean up property after notice is closure of the property for up to 5 years.

- ***My relative or friend was picked up earlier and I need to know if he or she is in jail and what the bond rate will be.***

Call Parish Prison at 358-4009.

DID YOU KNOW?

The Louisiana Nuisance Abatement Law requires that landlords keep their property free of drug-related criminal activity and prostitution. The penalty for failure to clean up property after notice is closure of the property for up to 5 years.



CHAPTER VIII

Emergency Preparedness

Hazardous conditions exist in all communities and East Baton Rouge Parish is no exception. You can make a difference. You can play an important role in keeping your family, business, and community safe. Learn how to prepare for an emergency by planning ahead. The following information will help you to prepare yourself and your family for emergencies whether at home, work, or school.

• *What disaster may affect me in East Baton Rouge?*

The potential threats that we face in East Baton Rouge Parish range from natural hazards such as severe weather, tornadoes, hurricanes, flooding, and winter weather to a chemical emergency and the possibility of an act of terrorism. East Baton Rouge Parish is home to:

- numerous chemical manufacturers
- the fourth largest river port in the nation
- the second largest airport in the state
- two major universities
- two railroads
- four major highways
- numerous pipelines
- Emergency Planning Zone (EPZ) of a nuclear power plant (part of the parish is located in this EPZ)
- the State Capital

• *How will I know if there is an emergency?*

There are several ways for citizens to be notified of an emergency or of the potential for an emergency.

CAL – Community Alert System - CAL is a state-of-the-art warning system designed to reach you at home, work, or school in an emergency. CAL will notify you with a pre-recorded message in any emergency in which you have to take action. There are four ways in which CAL can notify citizens.

- **Telephone** – CAL automatically dials the telephone numbers in the area of an emergency to play a prerecorded message telling you what to do. CAL is able to call all telephone numbers in East Baton Rouge Parish.
- **Sirens and Loudspeakers** – CAL may also activate sirens and loudspeakers in the emergency area. The sirens emit a loud warning tone first, followed by an emergency message from a loudspeaker. The sirens are located within a narrow area stretching from Baker to LSU and City Park. If you are not in the siren coverage area, CAL will call you by telephone.
- **School Monitors** – Specific schools in North Baton Rouge are equipped with special alert monitors, which CAL activates during an emergency. These monitors sound a warning tone, and then display a printed message.



OFFICE OF EMERGENCY
PREPAREDNESS

Physical Address
3773 Harding Boulevard
Baton Rouge, LA 70807

Telephone: (225) 389-2100
Fax: (225) 389-2114

Web Address
www.ci.baton-rouge.la.us/DEP



- **Media Hotline** – CAL also notifies participating media so you may also receive information of an emergency over the radio or television.

EAS – Emergency Alert System - The Emergency Alert System uses local commercial radio and television broadcast service, which are provided on a voluntary and organized basis. In the event of an emergency or potential emergency you should always monitor your local radio and television stations.

- **Emerge-Alert** – EmERGE-Alert interrupts cable television programming. The EmERGE-Alert network provides the activating of agency direct voice communications to the viewing public over the cable television system.
- **Mobile Sirens** – Governmental vehicles equipped with sirens or loudspeakers can provide emergency information in the parish where there are no fixed sirens.
- **Door-to-Door** - Emergency response and public safety personnel can deliver emergency warnings by going door-to-door if necessary.

• ***How do I know what to do to be prepared for an emergency – before, during and after?***

Citizens that are prepared for an emergency can reduce the fear, inconvenience and losses that could occur.

Before – Preplanning for an emergency can reduce the possibility of personal injury, loss of life and damage to property.

- Call the East Baton Rouge Parish Office of Emergency Preparedness to find out what kind of emergency could occur in your area.
- Create an Emergency Plan
- Prepare Disaster Supply Kits (Home and Auto)
- Learn the meaning of: watch, warning and protective actions recommendations.

Watch and Warning – Officials will issue a watch or warning statement to provide citizens with information so that they may make any necessary preparations.

- **Watch** – A watch is issued for an area when conditions are favorable for an event to occur, such as, thunderstorms, tornado, hurricane, etc.
- **Warning** – a warning is issued for an area when an event is imminent or is occurring, such as thunderstorms, tornado, hurricane, etc.

Protective Action Recommendations – Officials will make recommendations based on the emergency for actions that citizens should take to protect themselves.

- **Shelter-In-Place** – This means to:
 - Stay inside.
 - Close all windows and doors.
 - Turn off all heating, air conditioning, and all window and attic fans.
 - Try to seal off windows and doors.
 - Do not use your telephone unless you have a personal emergency. If you do, call 911.
 - Tune to your local radio and television stations for more information.

- Evacuation – This means to:
 - Stay as calm as you can.
 - Pack only what you and your family will need.
 - Turn off all your lights, appliances, heating and air conditioning.
 - Leave your refrigerator and freezer on.
 - Lock your house.
 - Evacuate to an appropriate location.

- Protect Your Breathing – This means to:
 - Cover your nose and mouth with a damp cloth.
 - Fold the cloth over several times.
 - Close all windows and doors.
 - Turn off all heating and air conditioning.

- All Clear – This means:
 - The emergency is over.
 - You may resume normal activity.



During - Following the recommendations of emergency officials during an emergency is very important to the safety of your family and property. You should monitor your local radio and television stations for updated bulletins and important information. Use your Emergency Plan.

After – You should follow the recommendations of emergency officials when the emergency is over. Continue to monitor your local radio and television stations.

• ***What can I do for my children if they are afraid?***

If a child is afraid, some of the things you can do are:

- Reassure them by your words as well as your actions.
- Try to keep the family together.
- Assure them that you will look out for them.
- Listen to what the child tells you about their fears.
- Encourage them to talk about their fears.

• ***What if my children are at school?***

If your child is at school:

- Do not go to your child's school.
- School officials will take special care of the children.
- Monitor your local radio and television stations for information.

• ***What about my pets? Can I bring them to a shelter if I have to evacuate my home?***

Pets are not allowed at shelters.

Preplanning for your pets can save time and concern during an emergency. It is important to include your pets in your family planning. Discuss emergency procedures with your veterinarian. If you should have to evacuate your home, you will need to know ahead of time where your pets will stay. Some places that your pet can stay are:

- The home of a friend or family member in a safe area.
- A hotel if it allows animals.
- A kennel with boarding capabilities in a safe area.



• ***How do I develop a Family Emergency Plan?***

- Have a meeting with the members of your household to discuss the possible emergencies that exist and how to respond to each.
- Identify the safe areas in your home for each type of emergency.
- Explain what to do about power outages and personal injuries.
- Draw a floor plan of your home and identify two escape routes from each room.
- Show household members how to turn off the electricity, water, and gas at the main switches when necessary.
- Identify emergency phone numbers and post near telephones.
- Teach your children how and when to call 911.
- Identify one out-of-state and one local contact (relative or friend) for family members to call if separated during an emergency.
- Teach your children the phone numbers for your contacts.
- Identify two emergency meeting places: near your home in case of a fire & outside your neighborhood in case you cannot return home after an emergency.
- Take course for CPR and First Aid.
- Family records should be kept in a water and fireproof container.
- Instruct family members to monitor local radio and television stations for emergency information.

REMEMBER TO MAINTAIN AND PRACTICE YOUR PLAN.

• ***What items do I need to prepare my disaster supply kits?***

Emergency Supply Kit

- Water, one gallon per person per day is recommended. Store in sealed, unbreakable containers. Replace the water every six months.
- Nonperishable packaged or canned food. Include a non-electric can opener.
- Change of clothing, rain gear, sturdy shoes for each person.
- Sleeping bags or blankets.
- First aid kit and prescription medications that may be needed.
- Extra pair of glasses.
- Battery-powered flashlight and radio. Include extra batteries.
- Cash and credit cards.
- Extra set of car keys.
- List of family physicians.
- List of important family information.
- Items for the people with special needs, such as infants, elderly or disabled family members.
- Supplies should be kept in a container that is easy to transport such as a duffel bag or backpack.

Emergency Car Kit

- Battery-powered flashlight and radio. Include extra batteries.
- Booster cables
- Fire extinguisher (5lb., A-B-C type)
- Bottled water
- Water, one gallon per person per day is recommended. Store in sealed, unbreakable containers. Replace the water every six months.

- ***When is hurricane season?***

Hurricane Season, the time in which we are most likely to experience the threats of Hurricane and Tropical Storm activity, begins June 1 and continues until November 30 every year.

- ***How do I stay current with emergency management in East Baton Rouge Parish?***

You can stay up to date with topics and information on emergency management by watching "Project Prepare" on WAFB Channel 9 every Thursday morning at 6:20 a.m.





FIRE DEPARTMENT

Physical Address:

8011 Merle Gustafson Dr.
Baton Rouge, LA 70807

Telephone (225) 354-1400

Website Address:

www.ci.baton-rouge.la.us/dept/fire

CHAPTER IX

Baton Rouge Fire Department

- ***How many people does the Fire Department employ?***

The number of actual employees varies on a regular basis, but currently the department is allowed to have a maximum of 580 sworn personnel and 2 civilian positions, for a total of 582 employees.

- ***Are free smoke detectors available to the citizens of Baton Rouge?***

The Baton Rouge Fire Department has a smoke detector installation program for the elderly and handicapped. If you or someone you know needs a smoke detector, contact the Fire Prevention Division at 354-1431.

- ***Does my landlord have to provide working smoke detectors in my apartment?***

Yes, the Fire Prevention Code requires working smoke detectors in each apartment. It is your responsibility to test the detector and report any problems to your landlord. If your landlord refuses to correct any fire safety hazard, contact the Fire Department at 354-1431. We will have an inspector investigate the issue.

- ***If I need the Fire Department, but not in an emergency situation, who should I call?***

When you need the fire department for non-emergency purposes, the Baton Rouge Fire Department business number is 354-1400.

- ***Where can I get help after a fire?***

There are several agencies in the Baton Rouge area that can help after a fire. The two main agencies are the Red Cross and the Salvation Army. They can provide temporary shelter, clothing, and medications to fire victims. The Red Cross can be reached at 926-4533 and the Salvation Army can be reached at 355-4483. The IRS has tax breaks for fire victims. These breaks are outlined in the IRS publication number 547, Tax Information on Disasters, Casualty Losses and Thefts.

- ***Does the Fire Department issue burn permits inside the city?***

The Baton Rouge Fire Department does not issue burning permits. The exception is for large land clearing and this must meet all local requirements and Federal Clean Air Standards.

- ***If I have a fire code question, who do I call?***

You may call the Fire Prevention Bureau at 354-1431. If they cannot answer your question immediately, they will research it and get back to you as soon as possible.

- ***How can I get a fire report after a fire?***

By calling 354-1431 at least one business day after the fire. You can pick up the report at 8011 Merle Gustafson, (two blocks west of Plank Rd. on Harding Blvd.); Baton Rouge Fire Department Headquarters. This office will need to know the date and location of the fire. There is a nominal charge for a fire report. The report must



be paid for by a check or money order made payable to the Baton Rouge Fire Department. Cash is not accepted.

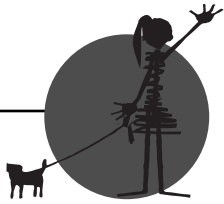
- *Who should I call if I feel there is a fire hazard in my neighborhood?***
 You may call the Fire Prevention Bureau at 354-1431 which accepts all complaints and will investigate. If this complaint does not fall under any violation with codes and ordinances with this department, they will refer it to the proper agency for action.
- *If I am building a new commercial building, when should I call the Fire Prevention Bureau?***
 After you submit your plans to the State Fire Marshal's Office and they are returned to you along with your review letter, you may call 354-1431 and the Fire Prevention Bureau will try to answer your questions. A "courtesy inspection" can be set up for a building walk through.

FIRE PREVENTION AND EDUCATION

- *How can I schedule a fire truck to visit my child's school or schedule a group of children to tour a fire station?***
 The Public Information Division schedules all station tours and fire truck visits. Our firefighters will show the equipment they use and explain how they do their job in a manner appropriate to the age group. The Fire Department will also provide fire safety information in all of our visits. Due to the continuous training and pre-planning activities that firefighters are involved in they cannot confirm tours prior to 14 days in advance of the event. Please call 254-1412 or 354-1400 to schedule these activities.
- *How can I schedule a fire safety class such as the "Fire Safety Trailer" or "Flashy the Robot" for school age children?***
 Call 354-1431 to schedule a class. Please call at least two weeks in advance to secure a date. The Fire Safety House and Flashy may be schedule for a special event on Saturdays.
- *Can someone come to my home and do a courtesy "Fire Safety" inspection?***
 Yes. You may call fire prevention at 354-1431 and speak to an inspector. They will talk to you and set up an appointment to make a home courtesy inspection.
- *Who do I call to report a problem of someone burning trash in my neighborhood?***
 There is a parish ordinance against open burning of trash in East Baton Rouge Parish. All open trash fires are to be reported by calling 911 or Fire Communications directly at 383-4425. A truck will be dispatched to put the fire out. The truck captain will determine if other notifications will be made.
- *How can I schedule adult fire safety classes such as the use of fire extinguishers or building evacuation plans?***
 Call 354-1431 to schedule a class. Please call at least two weeks in advance to secure a date. They offer fire extinguisher training, fire safety classes, evacuation planning, fire drills, and miscellaneous safety classes.

DID YOU KNOW?

Teach your neighbors about the proper use of fire extinguishers and how to design a home evacuation plan. Schedule the Fire Department for your next association meeting. Call 354-1431.



ANIMAL CONTROL CENTER

Physical Address

2680 Progress Road
(On the Metro Airport grounds
behind Parish Prison)

Telephone: (225) 774-7700

Web Address

www.ci.baton-rouge.la.us/dept/animal

Animal Control is open to the public
from 8:00 am to 5:00 PM Monday
through Friday

CHAPTER X

ANIMAL CONTROL CENTER

• *How do I find Animal Control?*

From points south: from the Interstate, take I-110 north and use the Metro Airport exit (exit 6). Once you are on the exit ramp, you will cross Harding Boulevard and continue onto Veterans Memorial Boulevard.

From the Baker/Zachary area: take I-110 south and use the Metro Airport exit. Take a left onto Harding Boulevard. As you pass under the Interstate you will take a left onto Veterans Memorial Boulevard.

From Harding Boulevard: simply turn onto Veterans Memorial Boulevard.

Once you are on Veterans Memorial Boulevard, continue past the airport entrance until you pass Parish Prison. As you pass the prison, you will see a green Animal Control Center sign in the median. Take a left as indicated by the sign, and then simply follow the next signs to the shelter.

• *How do I get help with an animal problem at night, on weekends, or on holidays?*

Animal Control has an officer available for animal emergencies during these times. We consider it an emergency when:

- * an animal has bitten someone;
- * an animal is trapped, injured or otherwise in serious danger;
- * a wild animal has wandered indoors;
- * an animal is loose on the Interstate, or on a major street;
- * other situations in which an animal is in distress or a human being is in danger of being harmed by the animal.

Barking dogs, stray cats, and raccoons in your garbage are not considered emergency situations. Please notify Animal Control of these situations during regular business hours.

If your problem is an emergency, call the police, sheriff or 911 and they will alert the Animal Control Officer on duty.

• *How do I adopt a pet? How much does it cost?*

Arrive at Animal Control during regular business hours and you can choose from the available dogs, cats, puppies and kittens in the adoption areas. Adoption costs are as follows:

Kittens....\$40
Puppies...\$50
Cats.....\$50
Dogs.....\$60

Payment must be by cash or check for adoptions. Be sure to bring proper identification - your current driver's license, passport, military ID or state ID card. Minors adopting a pet must be accompanied by an adult 18 or older.

- ***If Animal Control needs to find homes for unwanted animals, why don't you give them away for free?***

The fee for animals adopted from the Animal Control Center pays for your new pet's health tests, initial vaccinations against contagious diseases, and for the required spay or neuter surgery. All dogs, cats, puppies and kittens adopted from the Center are spayed or neutered by our contract veterinarian so that they do not further contribute to the population of unwanted animals. Spayed or neutered animals are almost always calmer, easier to control and healthier than their fertile counterparts.

The adoption fee also includes a pre-paid voucher for the rabies shot, tag and license (as required by law), which is also redeemed at the veterinarian of your choice. This is to assure that you develop a relationship with a veterinarian for your pet's annual health check, vaccinations and other health-care needs.

- ***There are loose dogs in our neighborhood and they scare our residents. What can we do? Will our calls be anonymous?***

It is against the law to allow dogs to run loose in East Baton Rouge Parish. Dogs must be in a yard, in a pen, or on a chain. Dogs walked on a leash must be under the direct physical control of their owner at all times.

If loose dogs are causing a problem in your neighborhood, simply call the Animal Control Center at 774-7700 between 8 AM and 5 PM weekdays. Be able to give the dog's location and a good description. If you think you know the dog's owner, please tell Animal Control personnel.

When you report a loose or stray animal, and the owner turns up, he or she has the right to ask who called about their pet. The law requires Animal Control to provide this information if asked, but individuals have to come to the Animal Control Center in person, show legal identification, register in a log book, and either pay a copy fee for the information or copy it down themselves.

Animal Control does not give out information on the scene or over the phone about the person who made the complaint.

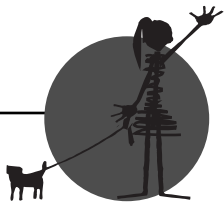
- ***Who do I call to get a pet license?***

When your dog or cat receives its rabies shot and gets its tag, it becomes officially licensed in East Baton Rouge Parish. City-Parish law requires both dogs and cats to be vaccinated for rabies at the age of three months, then once a year afterwards, and to wear a rabies tag on the collar. Even if you think your full-time indoor pet will never get out, accidents can happen. The code on your pet's rabies tag will trace it back to you. Be sure to save your vet's receipt - if your pet loses its rabies tag, you will be able to prove it is up-to-date on its shots.

Ferrets are also required to have annual rabies shot.

If you've just moved to East Baton Rouge Parish, you must have your pet licensed and vaccinated by a veterinarian in the parish within 30 days. Don't worry if your pet was recently vaccinated somewhere else. The "extra" shot won't hurt if your





pet is in good health, but take your vet's advice. Sometimes a veterinarian will advise you to postpone the rabies shot if your pet is sick or is taking medication.

Most birds, reptiles and other small animals commonly available in pet shops require no special license or permit, but some do. It is illegal to keep certain wild or exotic animals as pets in East Baton Rouge Parish.

If you have an unusual pet, or if you think you might want to get one, contact Animal Control to find out if your pet is allowed in East Baton Rouge Parish or if any special permits are required.

• ***A barking dog in our neighborhood keeps us up at night. Who should we call?***

If barking dogs are a problem in your neighborhood, we suggest the neighborly approach as a good place to start. Maybe the dog's owner isn't aware that the dog is a problem to others, and the solution might be as simple as asking the owner to bring the dog inside during the hours when you are trying to sleep. It's surprising how often people are willing to cooperate when they become aware that their pet is keeping someone else awake.

If the neighborly approach fails, you must write a letter describing the problem. Give as much detail as possible, including:

- Your name, address and phone (this must be included in your letter)
- Location (address) of the dog(s) causing the problem
- Description of the animal's problem behavior
- Description of how the animal's behavior is affecting you.

When Animal Control receives the letter, we can dispatch an officer to discuss the problem with the dog's owner. A warning notice will be left to document the visit. If the dog continues to bark, and you make another complaint within 15 days, the owner will receive a summons.

Be aware that, according to the definition used in the law, nuisance barking or noise making must be excessive before a summons will be issued.

• ***How do I dispose of or bury a dead animal?***

There are no special laws concerning the disposal of most deceased pets on your own property, but you will want to bury it as deep as possible - at least two feet for a cat, small dog, or other small pet; three feet or more for a larger pet.

It's a good idea to place a few paving stones directly above the spot to discourage scavengers. You might also want to plant a tree or bush to mark the spot.

The law does require that large livestock animals must be buried at least six feet deep, or cremated.

Beware of buried utility lines - always call at 1-800-272-3020 before you dig a hole.

If you don't have a yard, or if you are not able to dig a grave, you will need to find another means of disposing of your deceased pet. Some veterinarians offer burial and cremation services, or they will refer you to someone else who can help. Look in the Yellow Pages under "veterinarians" and "pet cemeteries, crematories and supplies."

Another way to dispose of a dead animal is simply to wrap it neatly in paper, a plastic bag or an old T-shirt and deposit it at the curb in a closed garbage can or in a sturdy box you've taped shut (this will prevent scavengers from disturbing the remains).

It's better to avoid wild animals found dead on the road. Rabies can survive in the corpse of a dead animal, and rabies is often the reason the animals were in the road in the first place. If you have an urgent reason to remove a road kill, use plastic or latex gloves, put the dead animal in a plastic bag, and secure it in the garbage as described above. Be sure to dispose of the gloves and to wash your hands thoroughly after attempting this. Never touch a road-killed animal if you have an open cut or abrasion on your hands.

For more information about these situations, look under the section about dead animals on the road.

- ***What should I do if I find a stray pet?***

Call the Animal Control Center. If the animal is wearing a rabies tag on its collar, you can read the tag number to us over the phone and we can trace the animal's owners so you can contact them.

If the animal is not wearing tags, you may want to take care of the animal for a few days while you run a "found" ad in the paper. The Advocate runs "found" ads for free (3 lines for 3 days; call 388-0141).

You may also want to post "found" flyers in your neighborhood and in adjacent subdivisions. It's a good idea to place a few flyers at local gas stations, veterinary hospitals, grocery stores, etc.

If you can't find the owner, or if you are not able or willing to try, call during normal business hours and Animal Control will pick the animal up.

- ***What information should I have ready when I call about an animal problem?***

Animal Control will need a description of the animal(s) causing the problem, a description of the problem, and your name, address and phone number.

For example: "My name is John Smith and I live at 123 Elm Street. My phone number is 555-1234. There's a large, brown dog out loose on our street. I think it might belong to the family at 135 Elm. I'm worried because it's barking at the kids getting off the school bus."

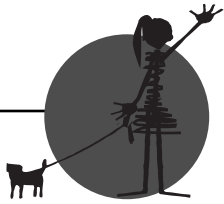
Cruelty complaints and dogfight complaints can be called in anonymously, but it's important for you to provide as much information about the problem as possible.

The more information Animal Control has about an animal problem, the better we are able to help.

- ***Animal Control picked up my pet. What do I do now?***

Call the Animal Control Center at 774-7700 and we will explain any fines or other charges over the phone.





If you have received a warning notice, have it handy when you call. You may need to refer to it.

In most cases, your fine will be based on the following schedule of fees:

- First offense, pet at large.....\$25
- Second offense, pet at large.....\$50
- Third offense, pet at large.....\$100

If your pet is not wearing a current rabies tag on its collar, you will also have to pay:

- Failure to vaccinate for rabies (no tag or license)...\$50
- Tag and license fee....\$12

The tag and license fee is a pre-payment for your pet's rabies shot. You can take the receipt directly to your veterinarian and receive a rabies shot.

If your pet is up-to-date on its shots, but the tag has been lost, bring your vet's receipt when you pick up your pet. Or call your vet and ask for that information to be faxed to the Animal Control Center. Our fax number is 774-7876.

If your pet has stayed with us for one or more nights, you may also have to pay:

- Kennel boarding fee (per night)....\$5

All fines must be paid IN CASH at the Animal Control Center during normal business hours. Be sure to bring legal identification such as a driver's license. Minors reclaiming a pet must be accompanied by an adult.

DID YOU KNOW?

Raccoons often carry rabies and distemper. Avoid them by keeping pet food indoors at night and securing your garbage.

• *Who picks up dead animals on the road?*

BFI (or the current contractor) picks up dead animals on city streets. Call 778-3800 to report a dead animal on the side of the road. If you're a Good Samaritan and you notice that a dead dog or cat is wearing its rabies tag, you can call us and tell us what the tag number is, and we can track down the owner to notify them of the situation.

Dead animals on the Interstate or on a state highway should be reported to 231-4131. For dead livestock, call 389-3254.

• *Raccoons are getting into my garbage. What can I do?*

Building an enclosed pen for your garbage cans can often solve problems with raccoons, opossums and other wildlife. It should have a top and four sides. Use a spring-type latch — this lets the garbage collector in but keeps raccoons out. You can also buy ready-made, raccoon-proof pens at some feed stores.

Tamper-resistant garbage cans are another good solution. Or you could try stretching a piece of bungee cord across your garbage can lid. Just anchor the bungee cord to the handles.

It's also important to avoid leaving pet food out at night.

If raccoon and opossum problems persist after you've removed food sources and secured your garbage, you can borrow a humane box trap from the Animal Control Center. A \$25 deposit is required. This allows you to keep the trap for one week.

Your deposit is returned when you return the trap. When you rent the trap, you will be given detailed instructions on setting it up and baiting it.

When you catch your raccoon, call the Animal Control Center and an officer will come and pick up the trapped animal. You never have to touch it.

Please do not feed raccoons. Sure, raccoons are cute. But rabies isn't. Raccoons also carry distemper, a serious disease that can be transmitted to dogs and cats that aren't up-to-date on their shots. If a raccoon bites a human, a doctor must be called immediately. Treatment may be needed for exposure to rabies and other diseases. If a raccoon bites a pet, take the pet to a veterinarian right away.

• ***My neighbor's pets are in poor condition. What can be done?***

If you are aware of a situation in which an animal is being abused or neglected, you may place an anonymous complaint with Animal Control.

If you witness someone causing deliberate harm to an animal, please report him or her to Animal Control. Try to have as much information as possible. Photos or videotape of the abuse is even better. Be sure to use the time-date feature on your camera if this is possible.

If you think someone is neglecting an animal, report it. According to law, animals must be provided with adequate food, water and shelter, adequate space, clean living conditions and basic veterinary care. "Shelter" means an actual doghouse - being able to duck under a porch, car, or boat doesn't count. If a dog is kept on a chain, the chain must be at least five times the length of the dog (not counting the tail) and it must be set up so the chain doesn't get tangled on bushes, posts, etc.

Animal fighting is considered cruelty to animals. Even if no other evidence of cruelty or neglect is present, animal fighting is illegal on its own. Drugs, gambling, prostitution and other illegal activities are often present at animal fights. You may report animal fights either to Animal Control or directly to the police or sheriff.

You may remain anonymous when you report animal cruelty or animal fights.

• ***How many pets may I keep?***

Animal Control requires that a person keeping more than twelve animals over four months of age apply for and obtain a kennel permit.

For yard pets: You must have a minimum of 1200 square feet of yard available for the first dog you have, and 300 additional square feet for each additional dog. A yard with less than 1200 square feet is considered to be an animal pen, with special requirements.

For pets kept indoors: The conditions in which your pets live must meet the humane standards set by the City-Parish regarding food, water, shelter, cleanliness and veterinary care. We do not set a rigid limit on the number of pets per dwelling, but we do require that your household pets do not become a nuisance to other people and animals.

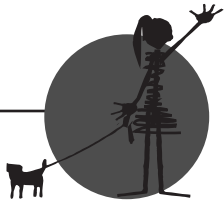
Details on the requirements for animal pens and cages may be obtained from the Animal Control Center.



For livestock animals: contact the Animal Control Center for details about keeping livestock animals in the City-Parish.

Townhouses and apartment patios are exempt from the yard-size requirement, provided the animals do not cause a nuisance to the neighbors. Food, water and shelter must be provided, and the area must be kept clean, odor-free, and free of parasites like ticks and fleas.

Please remember that the number, size and type of pets allowed by your landlord or subdivision rules may differ from the laws set by the Animal Control Center. Some landlords, for example, do not allow tenants to keep boa constrictors, even though it is legal to have a pet boa constrictor in East Baton Rouge Parish. Because a rental lease or subdivision restriction is a private agreement, we cannot intervene when disputes arise.



CHAPTER XI

Housing, Home Repair, and Home Ownership

- ***I am interested in purchasing a home for the first time. What type of technical and financial assistance is available?***

The Office of Community Development sponsors homebuyer education seminars for low and moderate income first-time homebuyers. These courses include topics such as how much a person can afford, credit and borrowing requirements, how to work with a real estate agent, making a loan application, and fair housing laws. Seminars are conducted monthly, with class size limited for each seminar. Most seminars are conducted through the Home Ownership Center, operated by the MidCity Redevelopment Alliance. Interested persons can contact the Center at 267-HOME(4663) for course dates and enrollment information. There are some other courses offered by different seminar providers. You can call the Office of Community Development for a list of those courses and seminar providers, or you can find the list over the Internet under "Housing Programs" on the Community Development home page at www.ci.baton-rouge.la.us/dept/ocd

The Office of Community Development offers a Housing Assistance Program that makes financing assistance available for low/moderate income first-time homebuyers. Completion of a first-time homebuyers education seminar is one of the required qualifications for this program. The program operates in coordination with many mortgage lenders within the parish. In addition to financing assistance, the program offers additional financial incentives for the renovation of housing purchased by first-time homeowners. Information about the Housing Assistance Program is available by calling the Office of Community Development, and under "Housing Programs" on the Community Development Internet home page.

- ***I need to have my house repaired, but can't afford to do it. Is there assistance for this?***

The City-Parish Office of Community Development administers programs that can assist low income homeowners with housing repairs. Programs include: (a) Weatherization Assistance, which provides energy conservation repairs; (b) Housing Rehabilitation, which provides repairs to substandard housing; (c) Roofing Repair, which repairs/replaces defective, leaking roofs; (d) Handicap Adaptations, which provides wheelchair ramps and other housing adaptations for the physically handicapped. Each program requires an application and both the applicant and property must be determined eligible for assistance before repairs are undertaken. Repairs are at no cost to the property owner. Low- and no-interest loans are also available for the rehabilitation of substandard housing.

Brochures, further describing the programs, are available by calling the Community Development Office (389-3039). Program guidelines are also published under "Housing Programs" on the Internet at Community Development's home page.



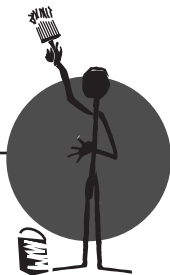
OFFICE OF COMMUNITY DEVELOPMENT

Physical Address:
300 Louisiana Ave., 2nd Floor
Baton Rouge, LA 70802

Telephone: (225) 389-3039
Fax: (225) 389-3939

Mailing Address:
P.O. Box 1471
Baton Rouge, LA 70821

Web Address
www.ci.baton-rouge.la.us/dept/ocd
email: ocd@ci.baton-rouge.la.us



DID YOU KNOW?

Volunteer groups can help repair the homes of elderly residents living in poverty. Please call the Office of Community Development to find out how you can help.

- ***My organization is interested in making minor repairs to houses occupied by very low income persons. Is there a way to get help with supplies?***

The Volunteer Housing Repair Program provides materials and supplies to assist minor housing repair projects that are undertaken by volunteers. The volunteers provide the labor for the repair work on behalf of a community organization, called the Sponsor. Volunteer skills must be adequate for the type(s) of repairs that are to be done. Assisted households must be low income homeowners, and must be determined eligible under Office of Community Development guidelines. The Volunteer Housing Repair Program provides materials and supplies at no cost to the homeowner or organization sponsor. Sponsor Guide brochures are available through OCD (389-3039); and the information is also published under "Housing Programs" on the Internet at OCD's home page.

- ***I would like to find out what the law is concerning Fair Housing.***

The Federal Fair Housing Act of 1968, the Fair Housing Amendments Act of 1988, prohibit discrimination against any person because of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, leasing, financing and advertising of housing, or in the prevention of real estate brokerage services; and the practice generally known as "block busting" is also illegal. A Fair Housing brochure and further information, including procedures for filing a housing discrimination complaint with the U.S. Dept. of Housing and Urban Development, is available through the OCD (389-3039) and on OCD's Internet home page under "Fair Housing."

- ***What do I need to know about lead-based paint?***

If your home was built before 1978, it might contain lead paint. Lead paint can pose a health risk to both children and adults. In children, those risks include brain and nervous system damage, behavior/learning problems, slowed growth and hearing problems. Lead is less harmful to adults, but it can cause difficulties in pregnancy, nerve disorders, reproductive problems, and high blood pressure as well as other problems.

Lead paint that is in good condition is not usually a hazard. But, peeling, chipping, chalking or cracking lead-base paint is a hazard that needs immediate attention. A simple blood test can detect high levels of lead. If you live in an older home that might have hazardous lead paint, and have very young children, you should talk to your doctor about whether your child (or other suspected family members) might need testing.

Lead paint can get into the soil and lead dust can form when the paint is dry scraped or sanded. Unskilled persons should not try to remove lead paint except with qualified professional help or by learning the proper precautions. The Office of Community Development has pamphlets available, at no cost that further describe the hazards and precautions with lead paint. Brochures may be read and printed directly from Community Development's Internet site at: www.ci.baton-rouge.la.us/dept/ocd

- ***Who can I ask about Section 8 housing?***

Section 8 is a rental housing assistance program for lower income families. A portion of a family's rent is paid to the landlord on behalf of the family. The assistance is based on the income of the family. Section 8 participants are responsible for finding a satisfactory dwelling after they have been found eligible and enrolled. There is a limited amount of Section 8 assistance available, and the program operates from a waiting list of applicants. The waiting list is periodically closed to new applicants, depending on the length of the list.

Most Section 8 assistance is administered through the Housing Authority of East Baton Rouge Parish. In addition to short-term emergency shelters, the Office of Community Development also contracts with a number of nonprofit organizations that provide longer-term transitional housing and services for homeless persons, and with organizations that assist persons and families who are affected by HIV/AIDS with housing and social services. The Office of Community Development (OCD) also administers a small Section 8 Program. OCD program utilizes the same waiting list that is kept by the Housing Authority. Potential applicants and interested landlords should contact the Housing Authority at 923-8100 for additional information.



- ***Where are the emergency shelters in town and how do you get someone into them?***

Each emergency shelter tends to serve a single category of homeless person. There is a wide variety of types of shelters within the parish. One shelter may serve families, another—single men, another—recovering substance abusers, another—homeless women, etc. Emergency housing needs to be arranged directly with the appropriate shelter. Shelters are owned and operated by a variety of private, nonprofit organizations. In addition to short-term emergency shelters, the Office of Community Development also contracts with a number of nonprofit organizations that provide longer-term transitional housing and services for homeless persons, and with organizations that assist persons and families who are affected by HIV/AIDS with housing and social services. The Office of Community Development maintains a list of shelters, including locations, phone numbers, kinds of clients served, as well as a toll-free number for various crisis hotlines. That information is available in a brochure that can be mailed by calling OCD at 389-3039. Information on shelters is also available under “Homeless Assistance” on Community Development’s Internet home page.



CHAPTER XII

COMMUNITY SERVICES

• *What type of services does the city offer to people in need?*

The City of Baton Rouge–Division of Human Development and Services serves as an advocate for the vulnerable population in East Baton Rouge Parish and provides them access to a continuum of comprehensive programs and services that enhance quality of life and promote self-sufficiency.

The Division is comprised of the following offices: The Office of Social Services (includes Head Start, Community Centers, and more), Office of Community Development (listed separately in this booklet), and the Workforce Investment Board (WIB). The Division provides administrative and fiscal management for all entitlement social services and community development programs funded by the federal and state governments. The division manages over 300 staff persons and oversees a total budget of all programs in excess of \$37 million.

Likewise, the Division is responsible for engaging the delivery of services with other social services agencies, non-profit, educational and private vendors committed to improving the standard of living for our citizens who are in need.

COMMUNITY CENTERS

• *What are the East Baton Rouge Community Centers?*

East Baton Rouge Parish Community Centers provide a variety of human services to members of the community as well as information or referrals to other helpful organizations. Programs and operating times vary from center to center, but in general the following programs and services are offered:

- Informational Workshops/Seminars
- Quarterly Commodity Program
- LIHELP Program (Energy Assistance)
- Rental/Mortgage Assistance (FEMA)
- Job Search Station Site
- Monthly Health Screening
- Food for Seniors Program
- IRS VITA Program Site (volunteer tax preparation)
- Emergency Food Pantry
- Council on Aging Project Care Application Site
- Facility Rental (call for additional information, restrictions, and limitations)
- Senior Citizens Activities
- Limited dental and medical care

For more information, call the Community Center closest to you.

DIVISION OF HUMAN DEVELOPMENT AND SERVICES

Office of Social Services and Workforce Investment Board

Physical Address:
4523 Plank Road
Baton Rouge, LA 70805

Telephone: (225) 358-4504
Fax: (225) 358-4513

Web Address
www.ci.baton-rouge.la.us/dept/oss
(Office of Social Services)

www.ci.baton-rouge.la.us/dept/brwib
(Workforce Investment Board)

Head Start Central Administrative Office

Physical Address:
4523 Plank Road
Baton Rouge, LA 70805

Telephone: (225) 358-4504
Fax: (225) 358-4600

Web Address
www.ci.baton-rouge.la.us/dept/headstart

• **Where are the EBRP Community Centers located?**

Cheneyville Community Center
13211 Jackson Road
654-3309

Leo S. Butler Community Center
950 East Washington
389-4860

Delmont Service Center
3535 Riley Street
389-5464

North Baton Rouge Community Center
2013 Central Road
389-4885

Dr. Martin Luther King Jr. Community Center
4100 Gus Young Avenue
389-7805

JOB TRAINING

• **What is the Workforce Investment Act (Formerly JTPA)?**

Workforce Investment Act is a law passed by Congress in 1982, amended in 1998, which provides federal funds to each state to be used for job training. Funds are allocated to the State of Louisiana. The allocated monies are disbursed to local Workforce Investment Service Areas. The Office of Employment and Training is designated as the administrative entity for East Baton Rouge Parish.



• **Why was WIA passed?**

The purpose of this Act is to establish programs to prepare youth and adults who face serious barriers to employment to be able to participate in the labor force. This is done by providing job training and other services that will result in increased employment and earnings, increased educational and occupational skills and decreased dependency on public assistance; thereby improving the quality of the work force and enhancing the productivity and competitiveness of the nation.

WORKFORCE INVESTMENT ACT (WIA)
Formerly JPTA

Physical Address:
4523 Plank Road
Baton Rouge, LA 70805

Telephone: (225) 358-4579
Fax: (225) 357-9675

• **Who is eligible for WIA training?**

The WIA program provides occupational and educational skills training opportunities to adults and youth who face serious barriers to economic self-sufficiency. Some of the barriers are:

- Basic Skills Deficient
- School Dropout
- Welfare Recipient
- Offender
- Disabled Individual
- Homeless
- Pregnant or Parenting Youth
- Runaway and Educationally Deficient High School Graduate
- Single Heads of Households

Funds are also available to serve those persons who were dislocated from occupations.

• **What training opportunities are available?**

The Office of Employment & Training provides the following programs for eligible participants.

Vocational Training: Training in marketable occupations is provided through various post-secondary and/or academic institutions.



DID YOU KNOW?

More than 1500 3- and 4-year-olds who live in poverty attend federally-funded East Baton Rouge Parish Head Start programs, where they receive stimulating instruction, nutritious meals, and free medical care. Many of these children are disabled.

College Tuition: College tuition assistance and books are available for eligible applicants who can obtain a degree or certification in a marketable occupation within a one-year period.

On the Job Training: Public or private sector employers provide on-the-job training. As an incentive, employers will receive up to 50% of the participants' wages while training. The employer provides training so a participant can acquire the knowledge and skills essential to adequately perform the job.

Educational Programs: Basic skills enrichment programs are available that will assist in upgrading youth and adults in reading and math skills. General Education Development (GED) preparation is also available.

East Baton Rouge Workforce Center: Participants are given an opportunity to access a comprehensive array of information services about jobs, careers, the labor market, and employment and training programs that will better prepare them for meaningful and productive employment in an ever-changing labor market.

- ***Do I need to take a test for WIA services?***

Yes, an objective assessment of basic skills, including reading and math, is given.

- ***Do I get paid to go to school?***

No, however we provide a small stipend to cover transportation and lunch.

- ***Does the program offer other services?***

Yes, WIA provides transportation (bus tokens), childcare and other needs as funds are available.

Drugs

- ***How do I get drug rehab treatment for someone if they can't afford it or have no insurance?***

Contact Baton Rouge Substance Abuse at 922-0050

- ***What are some of the signs that indicate someone is using drugs?***

The following is a partial list of signs of possible drug use:

- Becomes moody, depressed
- Changes friends, often selecting friends who more openly display signs of being a drug user
- If in school, grades usually drop as does attendance
- Reduced desire to be at home, wants to "hang out"
- Doesn't sleep at the correct hours but will sleep during day
- Never has money or, if dealing, has unexplained money
- Short temper
- Often loses weight, doesn't eat
- Dress usually becomes sloppier

For more information contact I-CARE in the East Baton Rouge Parish School System at 922-5440 or Baton Rouge Substance Abuse at 922-0050. Call 911 in case of an emergency or drug overdose.

EAST BATON ROUGE HEAD START CENTERS

• *What is Head Start?*

Head Start is a non-profit, federally-funded year-round program designed to help eliminate poverty at its earliest level by providing such services as: medical, education, nutrition, referrals, parent involvement, social services, and other services to children of low income families, including those with disabling conditions. The East Baton Rouge Parish Head Start serves more than 1500 children (3- and 4-year-olds) annually. A minimum of 10 percent of these children are disabled.

There are 14 Head Start Centers located around the parish, a home-based option, and a central administration office. Head Start Centers serve children in their surrounding area, operate five days a week, six and a half hours a day for 172 days a year.

A variety of services are offered at each Head Start Center including:

- Programs that stimulate children's learning across all areas of development, including social, emotional, cognitive, and physical;
- Parent involvement, including meetings and trainings;
- Activities that promote self-esteem;
- Medical, dental, vision, speech/hearing and blood work screenings;
- A free, nutritious breakfast, lunch, and snack daily.

To apply, obtain an application form from the Head Start central administration office (see address on this page) or any of the Head Start Centers (listed below).

Applications must have the following information attached and can be returned to the central office or the individual center.

1. Child's birth certificate
2. Child's shot card (up to date)
3. Social Security Card of each family member
4. Proof of Income (bring one or more of the following that apply):
 - Your last 1040 A or 1040 Income Tax Forms and most recent check stub from the current year
 - FITAP budget slip
 - Social Security statement
 - Social Security income
 - Child Support Document
 - Unemployment compensation
 - Self Employed – Notarized statement

Note: Disabled children receive priority acceptance. Applicants must provide written proof of disabilities.



Center Locations

Alsen Head Start Center
393 Old Rafe Mayer Road
Baton Rouge, LA 70807
225-775-6800

Banks Head Start Center
2305 72nd Avenue
Baton Rouge, LA 70807
225-357-7547

Charlie Thomas Memorial Head Start
Center
8686 Pecan Tree Drive
Baton Rouge, LA 70810
225-761-4436

Children's World Head Start Center
7200 Maplewood Drive
Baton Rouge, LA 70812
225-355-9776

Creative Head Start Center
3165 Victoria Drive
Baton Rouge, LA 70805
225-356-3993

Discovery Head Start Center
9700 Scenic Highway
Baton Rouge, LA 70807
225-775-7719

Evangeline Head Start Center
4260 Evangeline Street
Baton Rouge, LA 70805
225-359-3205

Home-Based Head Start
c/o 4523 Plank Road
Baton Rouge, LA 70805
225-358-4575

LaBelle Aire Head Start Center
1919 North Christy Drive
Baton Rouge, LA 70815
225-774-8158

New Horizon Head Start Center
1111 North 28th Street
Baton Rouge, LA 70802
225-344-2152

Port Hudson Head Start Center
205 Flanacher Road
Zachary, LA 70791
225-654-4118

Progress Head Start Center
1881 Progress Road
Baton Rouge, LA 70807
225-774-8158

Scott Head Start Center
900 N. 19th Street
Baton Rouge, LA 70802
225-389-5536

Southern University Head Start Center
Building 131
Baton Rouge, LA 70813
225-774-8755

Wonderland Head Start Center
1500 Oleander Street
Baton Rouge, LA 70802
225-346-0677



CHAPTER XIII

PARKS AND RECREATION

- **What are BREC Recreation Centers and what do they have to offer?**
- **Where can I find the nearest BREC Recreation Center?**
- **How can I contact the center?**
- **What are the hours of operation?**

The Baton Rouge Recreation Centers offer a variety of sports, entertainment and classes ranging from aerobics to weightlifting. Highly qualified instructors teach classes at convenient hours at centers located in all areas of East Baton Rouge Parish. Modest fees are charged for many classes and activities. The recreation centers also feature courts that can be used for volleyball, basketball, gymnastics and other gym activities throughout the year. Give the center nearest you a call to find out what classes and activities are available!

The following is a list of the fall/winter/spring activities planned for each BREC recreation centers. Summer activities revolve around BREC's playground activities, day camps and swimming at BREC pools. Call the center nearest you or go to BREC's website at www.brec.org to find out more about activities and classes.

Alaska Street Center #137

3014 Alaska Street — 346-1311

Karate, dance, gymnastics, badminton, 3-on-3 basketball, jump rope, table tennis, book club, poetry club, youth chorus, home decorating, youth basketball, volleyball, basketball, senior activities, floor hockey, computer class, free play, rentals.

Alsen Center #3

**1001 Old Rafe Meyer Road —
774-8078**

Aerobics, girl scouts, dance, karate, junior basketball, men's basketball, senior activities, tutoring, volleyball, performing arts, food bank.

Anna T. Jordan Center #4

1750 Stilt Street — 775-1707

Aerobics, basketball league, ceramics, dance, karate, senior activities, beauty pageant, tutoring.

Antioch Center #5

**6229 Antioch Road — 752-8316 or
928-7860**

Art, basketball, cheerleading, children's ballet, children's tap, children's jazz,

gymnastics, karate for children and adults, modeling, playgrounds, playgroup, rentals, softball fields, tennis courts, volleyball.

Baker Center #18

**1420 Alabama Street, Baker —
778-0779 or 774-9513**

Dance, playgroup, karate, guitar.

Barringer Center #114

**7401 Barringer Road —
751-3733 or 767-4003**

Dance, karate, playgroup, tumbling, Parents' Night Out.

Belfair Center #10

4390 Fairfields Avenue — 355-7091

Cheerleading, dance, karate, rentals, tutoring.

T.D. Bickham Center #144

6850 Pettit Road, Baker — 774-9513

Gymnastics, karate (youth/adult), aerobics, playgroup, 3-on-3 basketball tournaments, roller blade hockey clinics, home school P.E.



BREC

Physical Address:

3140 N. Sherwood Forest Dr.
Baton Rouge, LA 70814

Telephone: (225) 272-9200
Fax: (225) 273-6404

Website Address:

www.brec.org



Blueberry Street Center #12
1870 North Ardenwood Drive — 925-5998
 Aerobics, karate, computer training, dance, rentals, senior activities, tutoring.

Cadillac Street Center #16
6000 Cadillac Street — 355-3505
 Dance, football, karate, tutoring, feeding program, basketball.

Cedarcrest Center #18
2490 Silverest Street — 927-8092 or 928-7860
 Playmakers drama classes (Playmakers phone number: 344-5450).

Cedar Ridge Center #41
13301 Cedar Ridge Drive — 751-2563 or 767-4003
 Aerobics, art, tumbling, dance, karate, playgroup, round dance, piano.

Church Street Center #20
3210 Church Street, Zachary — 654-9861 or 654-8401
 Dance, playgroup, slimmercise, piano, karate, modeling, cheerleading.

City Park Center #21
1442 City Park Avenue — 343-0461
 Dance, karate, gymnastics, playgroup, gardening, ceramics, yoga, aerobics, 3-on-3 basketball, tutoring, volleyball, basketball, children's safety classes, free play, self-defense, floor hockey, teen night, self-esteem class, art, short courses, guitar, table tennis, rentals.

Drusilla Center #32
2546 Drusilla Lane — 927-6882 or 928-7860
 Dance, rentals.

Elvin Drive Center #141
9350 Antigua Street — 766-8616
 Karate, aerobics, gardening, renovating your home, after-school activities, 3-on-3 basketball, stress management, typing, senior activities, calligraphy, children's dance, playgroup, yoga, free play, creative Olympics, tutoring, special event planning class, guitar, table tennis, rentals.

Expressway Center #38
935 South 11th Street — 343-7110

Basketball league, tutoring, dance, karate, computer lab, drum corps.

Farr Park Center #95
6400 River Road— 766-8828
 Typing, dance, study skills, arts & crafts, karate, basketball skill class, drama club, first aid/babysitting, calligraphy, aerobics, gardening, youth activities, teen night, basketball, volleyball, faux finishes (wall decorating), free play, senior games, rentals.

Flannery Road Center #40
801 Flannery Road — 272-4615
 Art, adult crafts, basketball, cheerleading, dance, dog obedience, free play, gymnastics, karate, line dance, modeling, photography, rentals, step dance, table tennis, volleyball.

Forest Park Center #42
13900 South Harrells Ferry Road — 752-1853 or 928-7860
 Art, basketball, cheerleading, gymnastics, karate for children and adults, modeling, parent-child events, playground, rentals, softball fields, tennis courts, volleyball.

48th Street Center #44
628 North 48th Street — 927-2538
 Aerobics, basketball, ping pong, quiet games, tutoring.

Gus Young Center #50
4201 Gus Young Avenue — 926-5848
 Aerobics, basketball league, cheerleading, dance, drum classes, karate, tutoring, tennis lessons.

Highland Road Center #52
14024 Highland Road — 767-4003
 Aerobics, adult self-defense, dance, free play, Friday night fun, guitar, playgroup, project discovery, teen club, teen sports night, holiday camp, wheelchair basketball, pliometrics, kickboxing, yoga, tai-chi, camping basics, outdoor circuit training.

Hooper Road Center #53
6261 Guynell Street — 357-7903 or 774-9513
 Dance, karate, 3-on-3 basketball

DID YOU KNOW?

Is your group interested in renting a BREC facility? CALL 273-6404.

tournaments.

Howell Park Center #55
5509 Winbourne Avenue — 357-5374
Aerobics, basketball, dance, karate.

Independence Center #56
7500 Independence Boulevard — 928-7860
Aerobics, adult dance (country, line, jitterbug), AARP 55-Alive driving course, ballroom dancing, bocce courts, cheerleading, children's ballet, children's tap, children's jazz, croquet courts, fitness facility, gymnastics, horseshoe pits, indoor and outdoor tennis courts, kickbox exercise, LSU Lagniappe Studies, rentals, senior activities, shuffleboard courts, senior tea dances, softball fields, special people programs, tai-chi, table tennis.

Jackson Park Center #57
12250 Sullivan Road — 261-2126 or 261-0126
Dance, playgroup, karate, art, piano, modeling, tennis lessons.

Jefferson Highway Center #150
8133 Jefferson Highway — 926-9834
Ballroom dance, senior activities, tumbling, dance, karate, piano, art (water color & sketching), tumbling, parent-child association, Guild Gallery, yoga, LSU Lagniappe Studies.

Jefferson Terrace Center #60
10282 Cal Road — 291-9467 or 926-9834
Karate, after-school program, holiday camp, tumbling.

Kathy Drive Center #158
1801 Kathy Drive — 275-9819 or 272-4615
Aerobics, adult dance, arts & crafts, boy scouts, children's dance, free play, girl scouts, gymnastics, guitar, karate, line dance, playgroup, rentals, volleyball.

Kernan Avenue Center #170
333 Kernan Avenue — 381-0067
Aerobics, basketball league, dance, free play, karate, rentals, volleyball.

Kerr Warren Center #62
4100 Geronimo Street — 356-5118
Basketball league, girl scouts, health fair, softball, teen rally, tutoring.

Longfellow Center #68
5201 Longfellow Drive — 357-2760
Aerobics, basketball league, volleyball league, dance, karate, tutoring, free play, mother/daughter self-defense.

Lovett Road Center #69
13600 Lovett Road — 261-0126
Gymnastics, aerobics (floor/step), playgroup, karate, cheerleading clinic, kickboxing aerobics, project P.O.W.E.R. (physical outreach with education and recreation) for home school children.

Mayfair Center #13
650 Flora Lane — 767-0710
Aerobics, basketball, dance, karate, senior activities, softball, volleyball.

Mills Avenue Center
424 Woodpecker Street — 778-1288
Aerobics, karate, dance, tutoring, free play.

Monte Sano Center #76
2727 Greenwell Street — 357-9989
Basketball, ceramics, piano classes, karate, free play.

Nairn Drive Center #79
2800 Nairn Drive — 923-2720
Art, aerobics, basketball, tutoring, senior activities, volleyball, karate.

North Baton Rouge Center #80
2013 Central Road — 775-6815
Aerobics, basketball league, tutoring, free play.

North 14th Street Center #77
1400 North 14th Street — 343-0228
Boxing, tutoring, counseling, drum corps, free play.

North Sherwood Family Center #81
3140 North Sherwood Forest Drive — 275-0568
Aerobics, art, ballroom dance, beginner





voice, children's track hour, children's activity hour, china painting, cooking classes, crochet, 55-Alive driving course, fitness room, flower arranging, gardening, guitar, gymnastics, hip hop and step rhythm dance, indoor track, junior weight training, karate, kickbox/step aerobics, line dance, modeling, piano, playgroup, room rentals, senior activities, short courses, teen aerobics.

North Street Center #82
4100 North Street — 383-0563

A.A. and cocaine anonymous, aerobics, basketball, G.E.D., tutoring, volleyball, senior activities, dance, weightlifting.

Parklawn Center #84
12248 Parklawn Avenue —
751-0823 or 275-0568

Art, adult dance, boy scouts, children's tap, children's ballet, children's jazz, girl scouts, line dance, modeling, rentals.

Pawnee Street Center #151
2100 Scenic Highway — 355-9102

Aerobics, senior activities, tutoring.

Perkins Road Center #86
7122 Perkins Road — 766-5209

Dance, playgroup, aerobics, cooking/nutrition, book club, after-school activities, poetry, gardening, home decorating, senior activities, kite day, creative writing, guitar, rentals.

Plank Road Center #125
19550 Plank Road, Zachary —
654-8401

Gymnastics, karate, aerobics, cheernastics, art, 3-on-3 basketball tournaments, dog obedience, Parents' Night Out, kickboxing.

Pride Center #87
15971 Pride-Port Hudson Road —
658-0119 or 654-8401

Dance, playgroup, karate, tumbling, kickboxing, aerobics.

Red Oaks Center #91
2100 Greenoaks Drive —
275-7320 or 275-0568

Adult dance, children's ballet, children's

tap, children's jazz, flower arranging, karate, modeling, rentals, tutoring.

Saia Center #98
855 North Donmoor Drive — 927-5092

Dance, karate, playgroup, stunts & tumbling, tutoring, aerobics, basketball, quiet games.

Santa Maria Park #179
18460 Santa Maria Avenue
272-9200

Aerobics, Computer, Cooking and Nutrition, Poetry Club, Rentals, Tai-Chi, Yoga

St. Jean Center #177
16641 South Harrells Ferry Road —
755-1528

After-school program, tutoring, Friday night socials, karate, Saturday playday, senior activities, tumbling.

Sharp Road Center #102
500 Sharp Road — 275-9638

Children's tap, children's ballet, children's jazz, tumbling, playgroup, aerobics, self-esteem, self-defense, renovating your home, quilting, typing, after-school activities, board games, art, guitar, rentals.

South 15th Street Center #103
546 South 15th Street — 343-1378

Basketball, quiet games, reading contests, tutoring, weight training.

Sports Academy #147
1022 Laurel Street — 344-9688

Aerobics, boxing, dance, 3-on-3 basketball, volleyball, weightlifting.

Terrace Street Center #106
700 Terrace Street — 344-7046

Arts & crafts, senior activities.

Webb Park Center #112
1351 Country Club Drive — 344-2130

Power weightlifting for men (M,W,F) and for women (T,TH), stairmasters, treadmill, weightlifting.



CHAPTER XIV

PUBLIC SCHOOLS

East Baton Rouge Parish School System

1050 South Foster Dr.
Baton Rouge, LA 70806

Telephone: 225-922-5400
Fax: 225-922-5411

Website Address:
www.ebrpss.k12.la.us

Volunteers In Public Schools
Telephone: 225-226-4700

- ***What is the first day of school for the school year?***

See the complete calendar online or call the EBR Parish School System at 225-922-5400

- ***How do I reach key areas within the school system?***

Visit the Departments Center online or go to the white pages of the telephone book for a complete listing of departments and service areas.

- ***What school will my child attend?***

Attendance is based on your home address. Call the Transportation Department at 225-226-3784 to determine the school within your attendance zone.

- ***What bus will my child ride?***

Please contact your child's school directly for bus assignments.

- ***What summer programs do you offer?***

Each school offers different programs. There is a process of recommendation that the principal is to complete before a student can be referred for enrollment in summer program. Please contact your school's guidance counselor.

- ***How old does my child have to be to enter Pre-K? Kindergarten?***

Pre-K students must be 4-years-old on or before September 30 of the year entering school. Kindergarten students must be 5-years-old on or before September 30 of the year entering school.

- ***What do I need to do to enroll my child in school?***

The following items are required for enrollment

- Child's birth certificate (certified copy)
- Child's Social Security card
- Documentation of immunizations (Diphtheria, Tetanus, Whooping Cough, Hepatitis B, Polio, and two doses of Measles/Mumps/Rubella)
- Proof of residence (lease agreement, utility bill, telephone bill, cable bill or notarized affidavit) in the name of guardian.

- ***When do I register my child for Pre-K or K?***

Registration begins in the middle of March and continues until the start of school, the earlier the better.

- ***How do I find out if my child is gifted or talented?***

Your child's present school is responsible for screening your child. Parents, teachers, or the child may initiate the screening. If screening shows gifted potential, Pupil Appraisal conducts the evaluation, once parental permission is given. It takes

60 operational days for this process to be completed. Completed evaluation is mailed to parents and to the Gifted Office. Parents are then contacted for placement. Parents may choose private testing, at their expense. Private evaluations must be sent to Pupil Appraisal Services where additional assessment is conducted. All schools have a Pupil Appraisal contact person assigned to each school.

There are three disciplines of talented arts: Drama, Music, and Visual Art. Your child's present school is responsible for screening your child. Parents, teachers, or the child may initiate the screening. Parents should be prepared to provide evidence of the child's work; i.e. portfolio, recital programs, etc.

The evaluation is conducted by a Pupil Appraisal Services representative as well as a state-approved evaluator for each discipline. A written evaluation is mailed to the parents and to the Talented Office from which parents are contacted for placement. There is no option for private testing for the Talented Arts Program at this time.

For the name of a contact person, call Pupil Appraisal Services at 929-8600 or the Gifted & Talented Office at 922-8642.

- ***How will my child be assigned to a Gifted and/or Talented site?***

Elementary students are assigned by the availability of places open at Gifted sites. If there is space at the site closest to your home, that site is an option, if not, the next closest site is assigned. Elementary students receiving both gifted and talented services are assigned to Brookstown Elementary. Middle School assignments are determined by where the child lives, according to attendance zones. High school students receiving gifted and talented services are assigned to McKinley High School. Those receiving only talented services are assigned to Baton Rouge High or McKinley High.

- ***What schools offer the Gifted and Talented Programs?***

Gifted Programs: *Preschool*—Mayfair and Westminster; *Elementary Schools*—Bernard Terrace, Brookstown, Brownfields, Buchanan, Glen Oaks Park, Greenville and Progress; *Middle Schools*—Glasgow, Prescott and Westdale; *High Schools*—McKinley

Talented Programs: *Elementary Schools*—BR Center for Visual & Performing Arts and Brookstown; *Middle Schools*—Broadmoor, Glasgow, Prescott and Westdale; *High Schools*—Baton Rouge and McKinley.

For more information, call for a free brochure at 929-8642.

- ***What are Magnet Programs?***

Magnet Schools create exciting learning experiences that promote student achievement. They are schools with programs that have a special focus, ranging from science and literature to performing arts and high technology. They attract students based on their learning needs, skills and special interests.



DID YOU KNOW?

Our schools need your help. Get your neighborhood, business, or volunteer group involved with an East Baton Rouge Parish School by reading with children, sponsoring events, or providing volunteer services. Call VIPS, Volunteers in Public Schools, at 226-4700.



- ***What do Magnet Programs offer? What about transportation?***

Magnet Programs have no tuition fees and offer the following:

- advanced courses of study
- expanded elective offerings
- extended day services (elementary)
- free transportation
- lower student/teacher ratios
- siblings may follow in the regular program
- educational choice

Transportation is provided to all students qualifying for the magnet program.

- ***How does my child apply for the Magnet program?***

Simply pick up a catalog from the Central Office or Magnet School and fill out the application.

- ***Can my child apply to any Magnet Program?***

Yes. Your child may apply to any Magnet Program of interest provided he/she meets the entrance requirements. Note that each student may only submit one application each school year. (High school seniors are not allowed to transfer into a magnet program.)

- ***Will my child lose any credits already earned?***

No. Magnet Programs enhance the education your child has already received.

- ***If my child is already enrolled in a Magnet Program, does he/she need to reapply each year?***

Students currently enrolled in a Magnet Program do NOT need to reapply. In order to remain in a Magnet Program, students must maintain the criteria used for acceptance into the program. If at any time a student fails to maintain the criteria, removal from the program may follow a consultation with the parents.

- ***What if my child is on a Magnet Program's waiting list?***

Students on a waiting list MUST reapply for enrollment.

- ***How can I get more information about Magnet Programs?***

Call or visit the Magnet School you are interested in, or call the Director for Magnet Schools, Kathy Craig, in the EBRP School System Magnet Program Office at 922-5443.

- ***Are there magnet schools at the elementary, middle and high school level?***

Yes. There are magnet programs at all levels. Please refer to the magnet catalog or a magnet video. Call 922-5443 for a free copy.

How many schools are there?

There are a total of 101 schools— 63 elementary schools, 19 middle schools, and 19 high schools. Eight of these are educational centers comprised of special education, alternative education and preparatory education.

- ***Do students in elementary and middle schools have to wear uniforms?***

Yes. Uniforms are currently mandatory in all elementary schools (plain white top with a collar and navy bottoms) and in all middle schools (plain navy top with a collar and khaki bottoms). Fourteen out of 19 high schools require uniforms. Check with the high school your student will attend.

- ***What are majority to minority (M to M) transfers?***

Majority to Minority transfers is a process that allows a student to leave his/her assigned school if his/her race is in the majority and go to a school where his/her race is in the minority.

- ***When are you taking applications for these transfers and to what schools?***

Transfer applications are taken twice during a school year. The first time is immediately after the current school year ends up to ten days after school has started. The second time is immediately after the Christmas Break up to ten days after the second semester begins. We usually have a list of schools that have openings for M to M transfers.



- ***Where is the Transfer Office located?***

The School Transfer Office is located at 1050 South Foster Drive, inside Central Office. The phone number is 922-5627.

- ***Who would I contact if my child has ADHD or dyslexia?***

Dr. Gwynn Shamlin, Executive Director of Special Programs at 226-4795

- ***How can I get a copy of the curriculum guides?***

Please contact Jim Machen, Deputy Superintendent of Curriculum and Instruction at 922-5645.

- ***How can I get a list of schools, addresses, telephone numbers, and principals' names?***

Visit the Schools Center online or call Human Resources at 922-5485.

- ***Are calculators allowed during the Iowa and LEAP-21 Tests?***

Yes.

- ***When will the Iowa and LEAP-21 Tests be given?***

Elementary and Middle schools will test in mid to late March.
High schools test in mid April.

- ***Must a student pass LEAP-21 at the fourth and eighth grades to be promoted?***

Yes.

- ***How can I become a substitute teacher?***

Qualifications: 4-year college degree OR substitute teacher test scores. To schedule a test: Call 226-7631.

To apply: Human Resources Dept., 1050 South Foster Dr., Baton Rouge, LA 922-5660. Please bring your proof of degree or substitute teacher test scores, driver license, and social security card. Pay: \$60 a day for teachers with a degree, \$49 a day otherwise.

- ***How does certification affect a teacher job application?***

If certified, the applicant will be considered for employment in the event there is a vacancy. If not certified, advise applicant of procedures for certification: degree in education; must take and pass all parts of the NTE Tests. A non-certified applicant will be considered for employment if all certified applicants have been exhausted.

How do I request verification of employment?

Requests for written verification must be submitted in writing and submitted to Human Resources. All written verifications require a 24-hour processing period. Verbal verifications are from 9-11 a.m. unless approved by a supervisor for emergency purposes only.

- ***How can parents get involved?***

The Volunteers in Public School (VIPS) Program can help you find the school or school program that fits your talent, skills, or expertise. Call 226-4700 for information.



CHAPTER XV

Public Libraries

• *What does the library provide?*

To meet the cultural, recreational and information needs of the Baton Rouge community, the library provides:

- Books, newspapers, magazines, videos, art prints, books on tape, compact discs and electronic databases
- Special activities like children's summer reading programs, storytime, Prime Time-Family Reading Time, author/illustrator workshops, and many other exhibits and programs for children, young adults and adults
- Information services, interlibrary loan, library publications, reader's advisory services, public access computers and dial-in access to the online catalog.

How can I get more information about library resources?

Call the main library at 231-3700 or go to the library's website at www.ebr.lib.us.

If I need help finding some information who can I call?

Call the Library Information Service at 231-3750

How do I get a library card and what does it cost?

Library cards are free of charge. To obtain a card you must show proof of current address. Acceptable forms of identification include: driver's license, voter registration or mail that has been received. Out-of-parish residents must also show proof of address, as well as the signed permission slip from their parish librarian. You can obtain a permission slip from any of our library locations.

How long may I borrow an item and what are my renewal options?

Patrons may renew materials by phone, online, or in person if the item is not on reserve. Books, magazines, cameras, audio cassettes and CD's can be checked out for three weeks, and may be renewed 3 times for a maximum loan period of 12 weeks. Paintings can be checked out for 6 weeks, and may be renewed 1 time for a maximum loan period of 12 weeks. Informational videos can be checked out for 1 week and may be renewed 2 times for a maximum loan period of 3 weeks. Entertainment videos can be checked out for 3 days, and may be renewed 2 times for a maximum loan period of 9 days.

Are there any fines for returning material late?

A fine of \$.05 per day or a maximum charge of \$1.00 per item for children's materials and \$3.00 per item for adult materials. These materials include: books, audiocassettes, magazines, CD's, paintings and cameras. A fine of \$1.00 per day — maximum \$5.00 per item is charged for videos.



EAST BATON ROUGE PARISH LIBRARY

Main Library
Telephone: (225) 231-3700

Library Information Service
Telephone: (225) 231-3750

Web Address:
www.ebr.lib.us

What are the library locations and hours of operation in the parish?

DID YOU KNOW?

Libraries are great places for your civic association to meet. Call the Main Library at 231-3700 to find out how your group can reserve meeting space.

Main Library

7711 Goodwood Boulevard
(225) 231-3740
Mon-Thurs. 8:00 am - 10:00 pm
Fri-Sat. 8:00 am - 6:00 pm
Sun. 2:00 - 10:00 pm

Baker Branch

3501 Groom Road
(225) 778-5940
Mon-Thurs. 9:00 am - 8:00 pm
Fri-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Bluebonnet Regional Branch

9200 Bluebonnet Boulevard
(225) 763-2240
Mon-Thurs. 9:00 am - 9:00 pm
Fri-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Carver Branch

1509 Highland Road
(225) 389-4978
Mon-Sat. 9:00 am - 6:00 pm
Sun. Closed

Central Branch

11260 Joor Road
(225) 262-2640
Mon-Thurs. 9:00 am - 8:00 pm
Fri-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Centroplex Branch

120 St. Louis Street
(225) 389-4967
Mon-Thurs. 8:00 am - 7:00 pm
Fri-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Delmont Gardens Branch

3351 Lorraine Street
(225) 389-5280
Mon-Thurs. 9:00 am - 8:00 pm
Fri-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Eden Park Branch

4142 Gus Young Avenue
(225) 389-3829
Mon-Thurs. 8:00 am - 7:00 pm
Fri. - Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Greenwell Springs Road Regional Branch

11300 Greenwell Springs Road
(225) 274-4440
Mon-Thurs. 9:00 am - 9:00 pm
Fri-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Jones Creek Regional Branch

6222 Jones Creek Road
(225) 756-1140
Mon-Thurs. 9:00 am - 9:00 pm
Fri-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Pride Branch

Temporarily Closed

Scotlandville Branch

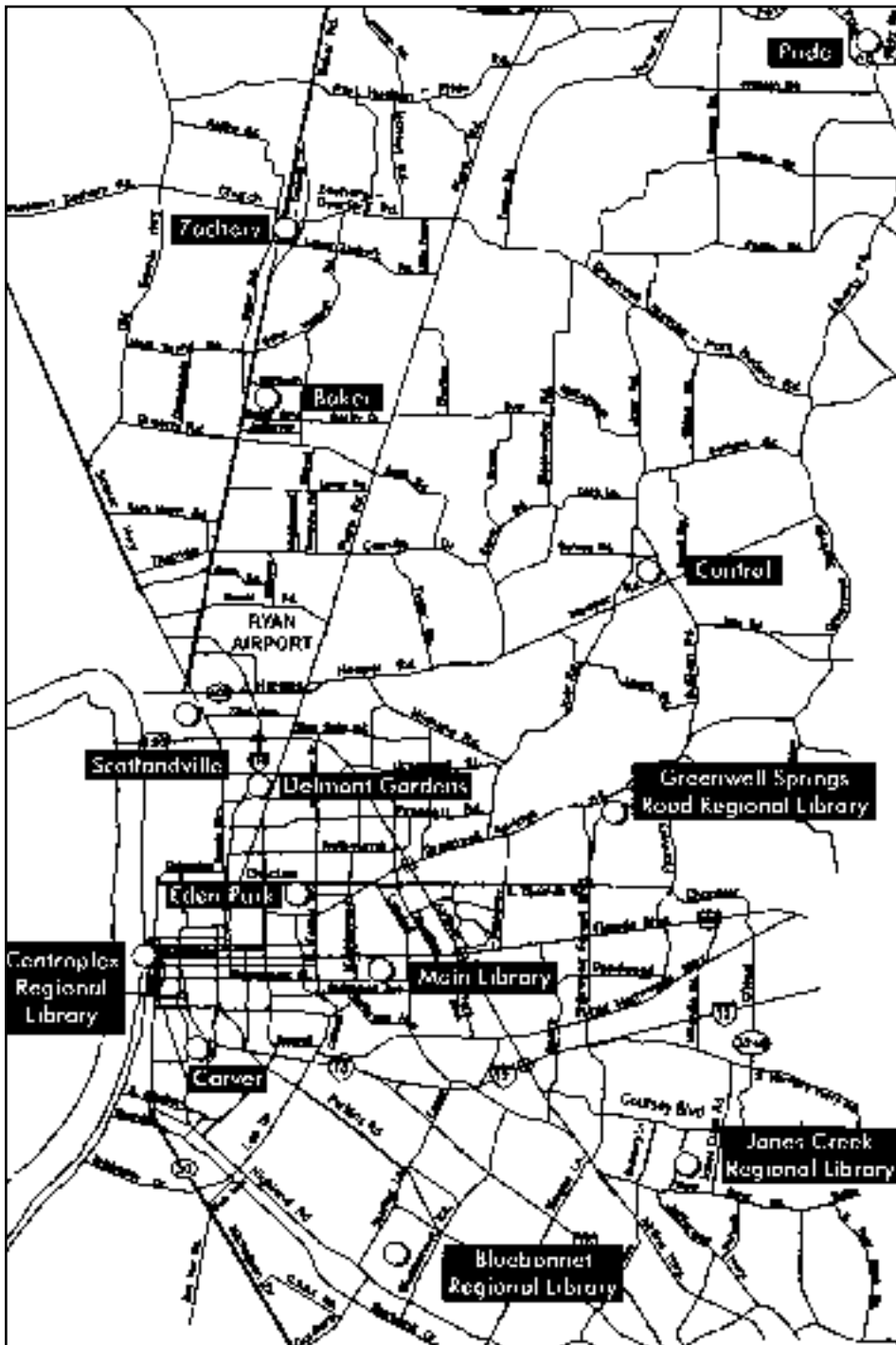
7373 Scenic Hwy.
(225) 354-7540
Mon.-Thurs. 9:00 am - 8:00 pm
Fri.-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm

Zachary Branch

5055 E. Mae Street
(225) 654-5086
Mon-Thurs. 9:00 am - 7:00 pm
Fri-Sat. 9:00 am - 6:00 pm
Sun. 2:00 pm - 6:00 pm



East Baton Rouge Parish Library System Map



PUBLIC LIBRARIES



CITY PARISH FINANCE DEPARTMENT

Address:

222 St. Louis Street, 4th Floor
Baton Rouge, LA 70802

Phone (225) 389-3079

CHAPTER XVI

Home-Based Businesses

- ***We have a garage apartment we would like to rent. Is there anything we need to do?***

The City/Parish does not license businesses or individuals who are renting commercial or residential property. Rental of immovable property is not subject to sales tax or occupational license tax. However, you may need to contact the Louisiana Department of Revenue, Income Tax Division, at (225) 219-0102, or the Internal Revenue Service at 1-800-829-1040 for state and federal income tax information.

- ***Do I need a permit to hold a garage sale, and if so, how do I get one?***

An individual or group of individuals selling their own personal property is allowed to have one garage sale per quarter. If you have more than one garage sale per quarter, the individual or group of individuals must have an occupational license and register to collect sales taxes. For questions concerning these taxes, please call the Finance Department, Revenue Division at (225) 389-3079. In addition, the Department of Public Works, Inspection Division, should be contacted for proper zoning clearance at (225) 389-3226.

- ***Can I sell new merchandise or used merchandise purchased at other garage sales at my own garage sale?***

If you purchase merchandise of any type to sell, you are presumed to be operating a business. According to the ordinance that governs businesses in East Baton Rouge Parish, you must register as a retail business. Contact the Finance Department, Revenue Division at (225) 389-3079 for more information.

- ***My next door neighbor has a business and her customers park up and down my street. Is there anything I can do?***

For complaints or information concerning the operation of a home-based business, contact the Department of Public Works, Inspection Division at (225) 389-3226, and/or the Finance Department, Revenue Division at (225) 389-3079. Some businesses are allowed to operate in a residential area; however, these businesses must meet proper zoning requirements and must have an occupational license and sales-use tax registration. A home-based business must meet the following conditions:

- The owner of the business is a resident family member. (No outside help is allowed to work at the residence.)
- No storage or selling of merchandise is allowed on the premises.
- No shop or repair work is permitted on the premises.
- No customers are permitted to come to the premises.

• ***Where can I get information to start a new business?***

Information concerning occupational licenses, sales tax registration, and/or zoning clearances can be obtained from the Finance Department, Revenue Division of East Baton Rouge Parish at (225) 389-3079, and the Department of Public Works, Inspection Division, at (225) 389-3226. You may also obtain information from other governmental agencies such as:

- Louisiana Department of Revenue, Taxpayer Assistance at (225) 219-7356
- Secretary of State, First Stop Business Shop at (225) 922-2675
- Internal Revenue Service at 1-800-829-1040
- Louisiana Department of Labor at (225) 342-3111

The Revenue Division can provide you with addresses and telephone numbers of certain other agencies that may be of importance to your business venture.





CHAPTER XVII

YOUR TAXES

What is the sales tax rate?

The current local sales tax rate is:

	Local Rate	State Rate	Total
Regular	5%	4%	9%
Food	3%	0%*	3%
Drug	3%	0%	3%

*In November 2002, voters in Louisiana passed the Stelly Plan, which gradually eliminates state sales taxes on residential food purchases, and adjusts state income tax rates. Note: the Stelly Plan will be phased in. During the period of January 1 - July 1, 2003 state sales taxes on food will be reduced from 4% to 2%. After July 1, 2003, state sales taxes on food will be 0%.

CITY PARISH FINANCE DEPARTMENT

Address:

222 St. Louis Street, 4th Floor
Baton Rouge, LA 70802

Phone (225) 389-3079

ASSESSOR'S OFFICE

Address:

Brian Wilson, Assessor
222 St. Louis Street, Room #126,
Baton Rouge, LA 70802

Phone (225) 389-3933

• **What are local sales taxes used for?**

- The City of Baton Rouge levies a 2% sales and use tax which is used for general municipal purposes and for servicing bonded indebtedness.
- Unincorporated areas of the Parish levy a 2% sales and use tax which is used for general parochial purposes and for servicing bonded indebtedness.
- The East Baton Rouge Parish School Board levies a 2% sales tax for teacher salaries and benefits, capital improvements and school system general operations.
- The City-Parish levies a 1/2% parish-wide sales and use tax for sewer improvement purposes, including the cost of operating/maintaining the system, rehabilitation, and new construction.
- The City-Parish levies a 1/2% parish-wide sales and use tax for street improvement purposes, including street and road resurfacing and new construction.

• **I have just been informed by my real estate agent that there is a paving, sewer, or street lighting assessment on my property. Please explain what these assessments are and how I can remove them?**

Special assessments are liens that are placed on property after the completion of sewer, paving or street lighting projects. These assessments are for improvements to subdivisions or neighborhoods that were done in the past, and petitioned by the property owners. The amount of the lien is calculated using the front footage of the lot for paving and street lighting, and total square footage of the lot for sewer projects. These liens are placed against the property and transfer from owner to owner until paid. If you have any questions regarding special assessments, please contact the Department of Finance, Revenue Division, at (225) 389-3079.

PROPERTY TAXES

- ***What is Homestead Exemption and how can I qualify for it?***

Homestead Exemption allows the first \$75,000 of personal residence to be exempt from property taxes. In order to receive Homestead Exemption, you should complete the Application for Homestead Exemption, which you may obtain from the Assessor's Office. Application forms are due December 31 of each year.

- ***What do my property taxes go toward?***

Your property taxes support mosquito abatement, the library, BREC, the East Baton Rouge Parish School System and more. For additional breakdown, please call the Assessor's office at 389-3933.





CHAPTER XVIII

Bus Transportation

CTC - CAPITAL TRANSPORTATION
CORPORATION

Physical Address:
2250 Florida Boulevard
Baton Rouge, LA 70802- 3125

Info Line (225) 336-0821
Admin. Office (225) 389-8920

Web Address:
www.ci.baton-rouge.la.us/dept/ctc

- ***How can I get route information from CTC?***

There's a brochure for every route, with a map and schedule. If the place where you are going is on a different route, you can transfer between buses - sometimes at the terminal at Florida and 22nd, sometimes elsewhere. You can get information about which routes you need, or a brochure for any route, at the terminal or by calling the Info Line at 336-0821.

- ***What are the route schedules?***

Buses are not assigned exact times at every stop, so the schedules show times for major intersections along the route. From these, you can estimate when the bus will get to your stop. CTC makes every effort to adhere to published routes and schedules, but bears no liability for failure to do so.

- ***Where are the bus stops?***

Bus stop signs are located at most street corners along the route. If you're not sure where your nearest bus stop is, call us at 336-0821. Wait at the sign. When the bus approaches, please signal the driver so he/she will know you want the driver to stop.

- ***What are the fares for riding CTC?***

Adults: \$1.25; Children under 5: free; 62 and over, disabled, any person presenting a Medicare card and students through high school age with ID: 35¢. You must have exact change ready when you board. A pass good for unlimited rides Monday through Friday is \$11.00, and an all-day pass for either Saturday or Sunday is \$1.50. Call our Info line at 336-0821 to receive pass.

- ***What do I do when I need to get more than one bus?***

If you need to transfer to a second bus to get where you are going, ask for a transfer slip when you board, which costs 25¢. If your trip requires a third bus, you can get another transfer on the second bus for an additional 25¢. Transfers are not eligible for round trip fare.

- ***Can I ride CTC everyday?***

We operate everyday except Thanksgiving Day and Christmas Day.

- ***Can CTC accommodate the disabled?***

Some CTC buses are handicapped equipped. If you can't use regular CTC buses at all, please call CTC Lift at 929-7740, to find out about special transportation programs. For this service, CTC requests advance certification. Route and schedule brochures in alternative formats are available on request.

CHAPTER XIX

Voter Registration

- **Where is the Registrar of Voters offices located?**

Main Office: 222 St. Louis St. Room 201
Baton Rouge, LA 70802

Baker Office: Motor Vehicle Building
2250 Main St.
Baker, LA 70814

Coursey Office: 10500 Coursey Blvd. #203
Baton Rouge, LA 70816

- **Where are voter applications available?**

Voter applications are available at the Registrar of Voters offices and in area libraries, colleges, social service offices, military recruitment offices, on the Internet, and the Department of Motor Vehicles.

- **What is the Registrar of Voters offices' business hours?**

Business hours are from 8:30am - 4:30pm, Monday - Friday

- **What documents are needed to register to vote?**

Documents needed for voter registration are current photo identification and proof of current address (i.e. utility bill with address).

- **Is there a charge when registering to vote?**

There is no charge for registering to vote. But the cost of not voting is tremendous. Please register to vote!

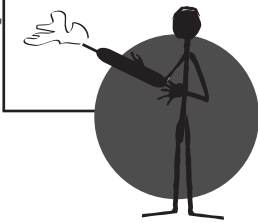


REGISTRAR OF VOTERS

Main Office:
222 St. Louis St. Room 201
Baton Rouge, LA 70802
(225) 389-3940

Baker Office:
Motor Vehicle Building
2250 Main St.
Baker, LA 70814
(225) 389-5206

Coursey Office:
10500 Coursey Blvd. #203
Baton Rouge, LA 70816
(225) 389-7682



EAST BATON ROUGE PARISH MOSQUITO
ABATEMENT AND RODENT CONTROL

Main Office:
2829 Lt. General Ben Davis Jr. Ave.
Baton Rouge, LA 70807

Telephone: (225) 356-3297

CHAPTER XX

Mosquito Abatement and Rodent Control

- ***I've heard that you can cut down on the number of mosquitoes in the area by getting rid of standing water? Is that really true?***

Yes. Mosquitoes develop only in water, so if you have standing water in your yard, you're guaranteed to breed mosquitoes. It takes about one week for a mosquito to grow from an egg to an adult, so stay on top of dumping water that collects around your house. Tips to remember:

- Clean leaf-clogged gutters
- Empty water from flower pots dishes
- Empty buckets, barrels, and other containers
- Repair leaky faucets
- Change water in bird baths weekly
- Fill tree holes
- Clean ponds and keep them stocked with fish
- Keep boats covered
- Empty out children's swimming pools
- Throw away cans, bottles, and old tires

- ***How can my neighborhood association help to reduce the number of mosquitoes in the area?***

Fighting mosquitoes is in fact a neighborhood issue because you're much more likely to reduce the number of mosquitoes in your yard if your neighbors do, too. Present information from MARC to your neighbors at your next association meeting, in your newsletter, or through the means of communication your neighborhood finds most effective.

- ***How often does the City spray for mosquitoes?***

During peak periods, including summer and episodes of outbreaks of mosquito-related diseases like West Nile Virus, MARC will spray six nights a week. During non-peak times, spraying occurs about five nights a week.

- ***What is used to spray?***

Scourge is the pesticide used to control mosquitoes. It contains the chemicals resmethrin and piperonyl butoxide.

- ***Is Scourge harmful to my health?***

Scourge is applied at low levels of concentration to control mosquitoes and is not likely to effect the health of individuals.

- ***What is the West Nile virus and how is it transmitted?***

West Nile virus is a flavivirus commonly found in Africa, West Asia, and the Middle East. It is closely related to St. Louis Encephalitis, a virus found in the United States. West Nile virus is spread by the bite of an infected mosquito, and can infect humans, horses, and many types of birds and other animals. Most people who become infected with West Nile virus will have either no symptoms or only mild ones. However, on rare occasions, West Nile virus infection can result in severe and sometimes fatal illnesses. Remember, even in areas where humans have been infected with West Nile virus, illness from the disease is still extremely rare.

- ***How should I protect myself from the West Nile virus?***

Take care to apply insect repellent that contains the active ingredient DEET (N, N-diethyl-meta-Toluamide) when you spend time outdoors. You can also wear long-sleeved clothes and long pants. Remember to rid your yard of standing water.

- ***Is DEET safe for small children?***

No definitive studies exist about what concentration of DEET is safe for children. The American Academy of Pediatrics recommends taking a cautious approach and using products with a low concentration of DEET, 10% or less, on children aged 2 – 12.

- ***Do mosquitoes cause heartworms?***

Yes. Dogs contract heartworms when they are bitten by an infected mosquito. Heartworms can cause serious health problems and, sometimes, death in dogs. Reduce the risk by reducing the amount of standing water in your yard and by giving your dog some type of preventative treatment.

- ***We're having trouble with rats. How can your office help?***

We will distribute rodenticide baits to single family dwellings and duplex units for the use of that resident in treating the interior of their home. We will inspect the exterior of residences and businesses to help determine what rat proofing measures may be appropriate. The distribution of bait is contingent upon a required exterior inspection of the property.

- ***Will the City place the bait in my house for me?***

No, City inspectors will not enter residences for inspection or bait placement. A resident of at least 16 years of age must be present to sign for the bait received. Inspectors have the right to refuse bait distribution in situations they feel are unsafe or inappropriate.

- ***How about on the exterior of a home or business?***

Yes, we will place rodenticide baits in burrows or in locked bait boxes on the exterior of businesses, single family dwellings (including duplexes), vacant lots (if they are fenced in) and along canal banks at our inspector's discretion.

- ***How can I schedule an inspection?***

Citizens requesting this service can call our office at (225) 356-3297 to schedule an inspection. Our office hours are weekdays from 7:00 AM to 3:30 PM.



CHAPTER XXI

APPENDIX

Important Phone Numbers

Department/Division	Phone	Fax
Airport - Baton Rouge Metropolitan	355-0333	389-2334
Alcohol and Drug Center	389-3325	389-5334
Alcohol Beverage Control	389-3364	389-7869
Animal Control Center	774-7700	774-7876
Anti Drug Task Force	389-7871	389-5689
Assessor's Office	389-3933	389-8483
BREC	272-9200	273-6404
CAN DO!	389-3448	389-5203
Capitol Transportation Corporation	389-8920	389-8919
Centroplex	389-3030	389-4954
Citizen Service	389-3090	389-5298
City Constable	389-3004	389-3029
City Court	389-5279	389-7656
City Prosecutor	389-3119	389-7604
Community Development	389-3039	389-3939
Council Administrator	389-3123	389-3127
Council Budget Office	389-3051	389-5450
Crisis Care Center	389-3001	389-3444
District Attorney	389-3470	389-5556
District Court - 19th Judicial District	389-4700	389-4774
Downtown Development District	389-5520	389-5523
Emergency Preparedness	389-3035	389-0281
Emergency Medical Services	389-5155	389-5235
Family Court Administrator	389-4681	389-4952
Federation of Civic Associations	926-1459	926-1459
Finance Department	389-3061	389-5673
Fire Department	354-1400	354-1427
Head Start	358-4504	358-4600
Human Development & Services	358-4583	358-4513
Human Resources	389-3141	389-3118
Juvenile Services	356-4471	354-1273
Landscape & Forestry	389-8835	389-8838
Library (Main - Goodwood)	231-3700	389-3788
Library Information Service	231-3750	
Management Information Services (MIS)	389-3070	389-7745
Mayor's Office	389-5100	389-5203
Mosquito Abatement & Rodent Control	356-3297	926-8817
Parish Attorney	389-3114	389-5554
Parking Garage	389-3306	389-7811
Planning Commission	389-3144	389-5342
Police Department (Communications)	389-2000	389-7630
Public Information	389-3121	389-5450
Public Works	389-3158	389-5391
Quality & Employee Development	389-5037	389-5040
Recycling Office	389-5194	389-8332
Registrar of Voters	389-3940	389-5340
Service Fee Business Office	389-5378	389-5455
School System	922-5400	922-5411



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Produced by:



CAN DO!

Office of the Mayor-President

P.O. Box 1471

Baton Rouge, LA 70821

225/389-3448 • Fax 225/389-5203

<http://www.ci.baton-rouge.la.us/dept/cando>