



CITY OF ATLANTA

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SHIRLEY FRANKLIN  
MAYOR

04-C -0702

March 15, 2004

President Cathy Woolard and  
Members of Atlanta City Council  
City Hall, Suite 2900 South  
68 Mitchell St., S.W.  
Atlanta, Georgia 30303

**RE: Civilian Review Board Re-Appointment**

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint Janice Hall to serve as a member of the Civilian Review Board for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Janice Hall will serve the Civilian Review Board with integrity and dedication.

Sincerely,



Shirley Franklin

# STATEMENT OF QUALIFICATIONS

## JANICE W. HALL

2186 Fairhaven Circle, NE  
Atlanta, Georgia 30305  
404-233-2523  
jhallatl@aol.com

### **Current Volunteer Positions:**

Janice Hall is currently serving as Vice President of the Peachtree Hills Civic Association. Responsibilities include membership, management of security patrol, and management of email communications list. Duties include:

- Printing and distributing annual dues statements
- Collecting dues and depositing into appropriate accounts
- Preparing, printing and distributing membership directory
- Interviewing and hiring security patrol officers
- Scheduling officers' hours
- Preparing daily worksheets for officers
- Managing officers' payroll and preparing 1099 statements
- Maintaining and updating email membership list and PHCA database
- Managing neighborhood security alert program via email

Janice volunteers weekly at the Zone 2 precinct. She will be setting up an email communication program to all of the neighborhoods in Zone 2, which she will then manage. Duties will include:

- Contacting all neighborhoods in Zone 2 to establish a communication link to Zone 2
- Screening incoming emails to Zone 2
- Responding or referring as appropriate
- Disseminating information to the neighborhoods via email, as directed by the Zone 2 Commander

Janice is also currently a member of the Northwest Community Public Safety Task Force, which encompasses Vine City, English Avenue, Herndon Homes and Magnolia Park. She's frequently asked by other neighborhood associations to advise them on setting up their own security programs.

### **Past Experience and Training:**

- Graduate of the Citizens Police Academy
- Completed APD sponsored diversity workshop
- Various positions on the PHCA Board since 1989:
  - Was instrumental in establishing the PHCA security patrol
- Represented PHCA on NPU-B
- Served on APD's Awards Committee
- Retired 1989 as Administrative Assistant to Chief Justice of the Georgia Supreme Court

