



# ROSS TOWNSHIP RESOLUTION

## RESOLUTION NUMBER 2016-014

### RESOLUTION ADOPTING SECTIONS A.03.08 AND A.03.09 OF THE ROSS TOWNSHIP PERSONNEL POLICY PERTAINING TO CREATION OF A PART-TIME SERGEANT AND A PART-TIME CAPTAIN POSITIONS WITHIN THE POLICE DEPARTMENT

**WHEREAS**, at Resolution 11-39, the Ross Township Board of Trustees adopted comprehensive Personnel Policies to assist Ross Township employees in answering questions they may have regarding Township operations; and

**WHEREAS**, various Resolutions adopted over time by the Ross Township Board of Trustees amend these comprehensive Personnel Policies regarding Township operations; and

**WHEREAS**, in order that the Township provide a job description for part-time Sergeant and part-time Captain positions in the Police Department;

**BE IT RESOLVED**, by the Trustees of Ross Township, Butler County, Ohio, as follows:

#### **SECTION 1-A:**

That the Board of Trustees hereby adopts the job descriptions for a part-time Sergeant and a part-time Captain position in the Police Department in its completed form, as attached hereto as Exhibit "A" and Exhibit "B" respectively.

#### **SECTION 1-B:**

That the job description for the part-time Sergeant and the part-time Captain positions in the Police Department are hereby adopted into the Ross Township Personnel Policy (Current Edition) as Section A.03.08 and Section A.03.09 respectively.

#### **SECTION 2:**

This resolution shall take effect on March 17, 2016, following the filing of this resolution with the Ross Township Fiscal Officer.

#### **SECTION 3:**

It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings

open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**INTRODUCTION AND VOTE RECORD:**

Trustee Wurzelbacher introduced the foregoing Resolution and moved its adoption, Trustee Willsey seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustee Willsey A4E Wurzelbacher A4E Yordy A4E

Adopted at the meeting of the Ross Township Board of Trustees this 17<sup>th</sup> day of March, 2016.

Raymond Wurzelbacher  
Raymond Wurzelbacher, President

Ellen Yordy  
Ellen Yordy, Vice President

Thomas Willsey  
Thomas Willsey, Trustee

**AUTHENTICATION**

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 17<sup>th</sup> day of March, 2016.

Judy Huffman  
Judy Huffman  
Ross Township Fiscal Officer

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

### A.03.08 Part-time Police Sergeant

REVISED: March 17, 2016

#### POSITION SUMMARY:

A sergeant within the patrol division is responsible for supervising the police patrol operations in the field on an assigned shift, and performing related tasks as required. This position requires basic knowledge of police and office equipment, including: radios, radar, breathalyzer, video and photography equipment, national and regional crime information computers, personal computers, and firearms.

#### POSITION FACTS:

Type:

Temporary                       Full Time                       Part Time                       Seasonal

Classification:

Salaried/Exempt                       Hourly/Non-Exempt                       Contractual

Weekend work required:

Yes                       No

Shift work required:

Yes                       No

Overtime:

Possibly required                       Not required                       Required

RELATIONSHIPS AND CONTACTS: The Patrol Sergeant works under the direct supervision of the Patrol Supervisor, and the general supervision of the Chief of Police. Productive working relationships must be maintained with all patrol officers, township employees, business owners and residents.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS: Work sites include the Ross Township Police Department located at 4055 Hamilton Cleves Road, other township buildings, as well as areas inside and outside of Ross Township. Physical requirements of the position include lifting and/or moving varying amounts of weight, kneeling, bending at the waist and work in a standing position for long periods of time. Must be able to hear, comprehend and react to oral instructions. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

#### ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Responds to all emergency calls and takes charge of case, if necessary.
2. Transmits information received from higher ranking officers to police personnel working in the field.
3. Prepares and reviews necessary reports; performs other administrative duties as required.
4. Assigns Officers to duty posts.
5. Circulates throughout the Township in a patrol car to make certain Patrol Officers are actively performing their duties.
6. Supervises subordinates and may recommend disciplinary action be taken for neglect of duty or improper conduct.
7. Reviews all work products of subordinate personnel.
8. Maintains records and prepares reports
9. Follows all department directives, regulations, procedures and administrative memoranda as required.
10. Performs all duties ordinarily expected of a Police Officer when required, in addition to supervising field personnel working in the field.

ADDITIONAL DUTIES/RESPONSIBILITIES:

1. Performs civic functions by providing public education and crime prevention information through various programs.
2. Enforces rules of evidence and of laws governing search and seizure.
3. Interview complainants, witnesses, suspects and prisoners to obtain information regarding crimes.
4. Maintains proficiency with assigned equipment, including but not limited to firearms.
5. Ability to operate effectively under pressure.

MINIMUM QUALIFICATIONS:

Must possess and retain a valid operator's license and be insurable through Delhi Township's insurance carrier. This specific classification is appointed by the Chief of Police. Applicants:

1. Must be a Ross Township Police Officer for a period of four years; or,
2. Must be a Ross Township Police Officer for a period of three years and have at least an Associate's degree in criminal justice; or
3. Must be a Ross Township Police Officer for a period of two years if having served as a Police Officer with another jurisdiction for a period of four years and have at least an Associate's Degree in Criminal Justice, or other job related field.

Must maintain all State of Ohio continual training requirements. Must have knowledge of criminal law, investigation and crime prevention methods and have the ability to supervise others, possessing clear and concise communication skills, both written and oral. His/her professional and personal conduct shall, at all times, maintain the tenets of his/her oath of office.

### A.03.09 Part-time Police Captain/Patrol Division

ADOPTED: March 17, 2016

POSITION SUMMARY: Under the direction of the Chief of Police, the Captain/Patrol Division is responsible for planning, scheduling, and coordinating the activities of the investigative division. Supervising and/or managing subordinate supervisors, officers, and civilians on field and staff operations while overseeing that departmental rules and regulations are adhered to in law enforcement.

#### POSITION FACTS:

Type:

Temporary       Full Time       Part Time       Seasonal

Classification:

Salaried/Exempt       Hourly/Non-Exempt       Contractual

Weekend work required:

Yes       No

Shift work required:

Yes       No

Overtime:

Possibly required       Not required       Required

RELATIONSHIPS AND CONTACTS: Must maintain a close working relationship with the Chief of Police and Police Sergeants and Officers, all township employees and the public. Captain works under the direct supervision and control of the Chief of Police and will assume the duties and responsibilities of the Chief of Police in his/her absence. Must have the ability to establish and maintain effective working relationships with other departments, public agencies, news media, superiors, subordinates, and the general public.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS: Work site includes: the police headquarters, township buildings and property, and other areas inside and outside Ross Township. This position requires the physical ability necessary to apprehend suspects (fleeing or otherwise offering resistance), fire a weapon, utilize self-defense techniques, and the ability to operate effectively under pressure. Duties also include exposure to adverse weather conditions.

#### ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Serves as the Chief of Police during his/her absence.
2. Authorizes overtime, leave, and training requests; prepares work schedules within the division; establishes and evaluates goals and objectives; directs and focuses staffing.
3. Responds to serious or complex incidents; monitors actions of officers, authorizes requests for specialized units to be called to the scene, assists in investigations, conducts interviews and interrogations as needed.
4. Trains and develops subordinate supervisors.
5. Prepares, reviews, and amends rules, regulations procedures, directives, and memorandums for the purpose of regulating, controlling and directing the department at the direction of the Chief of Police.
6. Works closely with the Chief of Police on annual budget preparation.
7. Evaluates subordinate supervisors and completes performance appraisals; reviews

subordinate supervisor appraisals of officers and staff personnel within their division.

8. Establishes guidelines for the subordinate supervisors on inspection of facilities, equipment and personnel; establishes protocol guidelines; oversees that a proper inventory control within the unit is maintained; sets short-term objectives and goals within the division.
9. Conducts internal investigations at the request of the Chief of Police.
10. Recognize the need for additional training for employees and implement a plan.
11. Maintains all training records for the department. Prepares, processes, and documents, all State required annual training.
12. Identifies operational and administrative deficiencies and recommends changes; makes recommendation to the Chief of Police concerning a wide range of policy and procedure issues for a more efficient operation.
13. Maintains and updates the Lexipol procedure manual in conjunction with the Chief of Police.
14. Maintains liaison between administration and operations.
15. Maintains liaison between volunteer/citizen organizations which represent the Department.
16. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.
17. Obtains quotes for service and/or repairs, at the request of the Chief of Police
18. Constructs review panel for all use-of-force reports, officer involved auto accident reports, and traffic pursuit reports. Upon completion, submits recommendation to the Chief of Police.
19. Responds to serious or complex incidents; monitors action of the officers; authorizes request for specialized units to be called to a scene; assists in investigations, conducts interviews and interrogations.
20. Reports immediately to the Chief of Police incidents of serious importance or concern.
21. Provides for the correct and timely completion of all administrative matters concerning members under command; completes written reports concerning daily activities, division requests, and various projects.
22. Ensures that the unit properly coordinates its activities with other units and agencies.
23. Prepares written reports, forms, and other paperwork as required; submits after action reports for all unusual/serious incidents.
24. Assist with preparation of the divisional budget in both the planning and implementation stages; monitors project implementation for budget control; identifies need for manpower and other resources.
25. Receives request for uniform/equipment needs, verifies the need, and submits purchase order when appropriate.
26. Performs the work of subordinate supervisors and employees if and when required.
27. Oversees fleet vehicle operations. Orders vehicles as required, solicits repair orders for vehicles that are in need of repair, and properly disposes of vehicles that are no longer needed.
28. Oversees all of departmentally owned equipment; obtain equipment as needed, solicit repair order when a piece of equipment is defective, and properly disposes of equipment which is no longer needed.

#### ADDITIONAL DUTIES/RESPONSIBILITIES:

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Knowledge of the methods, practices, and technical equipment used in crime and

accident investigation.

3. Knowledge of demographics and geography of the Township.
4. Knowledge of modern management procedures and methods.
5. Knowledge of federal, state and local laws and ordinances.
6. Ability to act effectively in crisis situations.
7. Ability to analyze data and make decisions.
8. Knowledge of principles and practices of training and development.
9. Ability to plan and coordinate police activities in a manner conducive with full performance and high morale.
10. Ability to work shift schedules.
11. Ability to learn and adapt to changing technologies and practices.
12. Ability to exercise discretion.
13. Ability to communicate effectively, orally and in writing.
14. Skill in directing and managing complex law enforcement programs.
15. Skill in the use of firearms and other police weapons.
16. Performs other work as requested or assigned.

MINIMUM QUALIFICATIONS: This position is appointed by the Chief of Police, who will consider those who have attained the rank of Police Sergeant. Successful completion of the Ohio Peace Officers' Training Program; supplemented by progressively responsible experience as a police command officer; or any combination of training and experience which provides the necessary knowledge, skills, and abilities. All State of Ohio continual training requirements must be maintained. This position requires thorough knowledge of police and office equipment including: radios, radar, breathalyzer, video and photography equipment, national and regional crime information computers, fingerprint equipment, personal computers, and firearms. His/her professional and personal conduct shall, at all times, maintain the tenets of his/her oath of office. Must utilize a wide scope of independent judgment. Must possess and retain a valid operator's license and be insurable through Ross Township's insurance carrier.