

FAIRFIELD TOWNSHIP
RESOLUTION NO. 17-104

RESOLUTION APPOINTING DOUG LANIER AS CAPTAIN/ASSISTANT CHIEF.

WHEREAS, the position of Captain/Assistant Chief of the Fairfield Township Police Department is currently vacant; and

WHEREAS, the Board of Trustees and the Police Chief desire to fill the Captain/Assistant Chief position; and

WHEREAS, the Board of Trustees upon the recommendation of the Police Chief has determined that Doug Lanier has demonstrated possession of the necessary, education, skills, training, and experience to effectively fulfill the duties of Captain/Assistant Chief in the Police Department;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows:

SECTION 1: The Board hereby appoints Doug Lanier to the position of Captain/Assistant Chief, and specifically finds that he has the qualifications previously specified by the Township for that position. He will serve a one year probationary period as Captain/Assistant Chief from the date of his appointment. The job description for Captain/Assistant Chief is attached hereto as Exhibit A.

SECTION 2: Doug Lanier's annual salary shall be \$83,000, and he shall receive the same benefits as other full-time employees of the Township. His benefits and salary may be reviewed and modified from time to time as the Board may determine.

SECTION 3: This appointment shall be effective on October 26, 2017.

SECTION 4: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 5: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 6: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading. by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

SECTION 7: This resolution shall take effect at the earliest date allowed by law.

Effective: October 26, 2017

**Captain/Assistant Chief of Police
Fairfield Township Police Department
Position Description**

Prepared By: Robert Chabali, Chief of Police, Fairfield Township Police Department

Date:

Approved By: Julie Vonderhaar, Township Administrator (Signature approval is on file)

Date: 9-14-2017

Exempt Position

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Purpose

To plan, organize and direct the day-to-day service delivery of the Department of Police and as directed by the Chief of Police in order to ensure the ability to continuously provide emergency readiness and police protection for the Township under all conditions. Includes overseeing budget and purchases under the direction of the Chief of Police. Under the direction of the Chief of Police, oversees the budget and purchasing process.

Supervisory Responsibilities

The Captain/Assistant Chief carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The Captain/Assistant Chief must maintain a thorough knowledge of administrative policies and procedures, standard operating guidelines and procedures.

Essential Duties and Responsibilities

1. The Captain/Assistant Chief of Police reports to the Chief of Police. He/she is a member of the Chief's executive staff and is responsible for day-to-day field, investigative and/or administrative operations and directly supervises the Police Sergeants.
2. The Captain/Assistant Chief is responsible for developing and ensuring the maintenance of central functions within the organization, which includes but is not limited to inventory control, supplies and record retention policy development. The Captain/Assistant Chief of Police plans, organizes and directs the care and maintenance of all property and records owned by and in the possession of the Police Department as well as oversees the efficient processing, storage and retrieval of all criminal records, accident records, crime reports, traffic tickets and related documents.
3. The Captain/Assistant Chief of Police participates with the Sergeants in the development of policies and guidelines for the Department of Police, under the direction of the Chief of Police. Captain/Assistant Chief administers the implementation of Departmental policy throughout the Department of Police, through individual communications, memoranda, e-mail, and staff meetings at all levels of the organization. The Captain/Assistant Chief is responsible for implementation of that policy throughout the Department of Police, and for monitoring the compliance on a continuing basis by the fair and consistent administration of discipline.
4. The Captain/Assistant Chief directs the limited fiscal and human resources of the Department towards maximum achievement of the goals and objectives of Fairfield Township and the Department of Police.
5. The Captain/Assistant Chief acts as the Chief of Police in his/her absence or unavailability.
6. The Captain/Assistant Chief reviews personnel actions, disciplinary actions and other related matters and administers and interprets provisions of the appropriate collective bargaining agreement, departmental policy or Township policy. The Captain/Assistant Chief of Police reviews and coordinates disciplinary procedures, sets up and administers departmental hearings and attends departmental review boards. The Captain/Assistant Chief investigates internal and external complaints against department supervisors and initiates appropriate corrective/disciplinary action as warranted by the investigation.
7. Maintains a physical condition that aids in his/her performance, to include running after suspect, controlling suspects, apprehending suspects, jumping fences, crawling, balancing, climbing and traversing

8. Must successfully meet or exceed State of Ohio minimum firearms requirements for authorized weapon(s).

Core Competencies

To perform the job successfully, an individual should demonstrate the following competencies. All employees are held to these Core Competencies:

1. **Job Knowledge**
 - Competently applies functional and technical knowledge and skills to do the job at a high level of accomplishment.
 - Performs responsibilities with integrity and ethically, keeps commitments, and upholds organizational values.
 - Keeps confidences, admits mistakes, and presents the truth in an appropriate and supportive manner.
 - Makes sound decisions on difficult issues; exhibits a willingness to make decisions, supports and explains reasons for decisions, and includes the appropriate people in the decision-making process.
2. **Quality and Quantity of Work**
 - Consistently produces thorough, timely and accurate work and takes initiative to seek out improvements for quality sake without being told.
 - Monitors own work in order to maintain a high level of quality while meeting productivity standards.
 - Consistently practices and promotes safety as part of performing the job.
 - Completes work in a timely manner and continually strives to increase productivity.
3. **Customer Impact**
 - Produces work and services that consistently meet or exceed the standards and expectations of internal and external customers.
 - Stays up-to-date on information and trends that impact the customer.

Customer Service - Core Values

Our core values are the standard by which we conduct ourselves and our interactions with our citizens. All employees are held to these Customer Service - Core Values:

1. **Courteous & Professional** - "I demonstrate courtesy and professionalism in all customer interactions."
 - Greet customers in email, phone, and in person in a professional manner, with a positive, helpful attitude.
 - Listen attentively and with empathy, respecting the customers' point of view; listen and speak to the customer in a professional manner (do not interrupt, be patient – even if their facts are wrong – let them finish speaking). When working with a customer, focus on them.
 - Maintain a professional behavior, focusing on the customers' question or issue, not their personality.
2. **Accountability/Ownership** - "I help customers understand how to resolve their issues."
 - Quickly acknowledge service request has been received and follow-through and follow-up in a timely manner.
 - Deliver as promised, asking for help from co-workers and supervisors as needed.
 - Do not mislead customers about what can be done. Give clear and truthful responses, even when you can't give customers what they are expecting.
 - Clearly and patiently describe the appropriate courses of action.
 - Improve service delivery by soliciting customer feedback throughout the process. Share feedback with co-workers and supervisors.
3. **Take Initiative** - "I am proactive in problem solving."
 - Adopt a problem-solving approach, rather than a "That's not my department/job," reaction.
 - Understand the organization and other departments' services in order to anticipate customers' questions, concerns, and needs. Be prepared to respond with possible solutions.
 - Ask questions to get at the root of the issue (such as checking the service address, has anything changed, etc.)
 - Share relevant information with the customer so they understand their choices and the possible outcomes of their choice.

Supervisor/Manager Competencies

The following competencies have been identified for employees who supervisor or manage others.

1. **Leadership**
 - Effectively influences actions and opinions of others
 - Accepts feedback from others
 - Gives appropriate recognition to others
 - Inspires and motivates others to perform well.

2. Planning, Organization, Delegation
 - Prioritizes and plans work activities
 - Uses time efficiently
 - Sets goals and objectives
 - Organizes or schedules other people and their tasks

Variable Competencies

The following competencies have been identified as relevant to the job the employee performs.

1. Problem Solving
 - Identifies and resolves issues in a timely manner.
 - Gathers and analyzes information skillfully.
 - Develops alternative solutions.
2. Oral Communications
 - Listens and gets clarification.
 - Demonstrates group presentation skills.
 - Readily participates in meetings.
3. Teamwork
 - Exhibits objectivity and openness to others' views.
 - Gives and welcomes constructive feedback.
 - Contributes to building a cohesive team through trust and mutual respect.
4. Organizational/Political Sensitivity
 - Ability to perceive the impact and implications of decisions on other components of the organization.
 - Awareness of changing societal and government pressures inside and outside the organization.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Education/Experience

An Associate's Degree from an accredited college and three (3) years of management level experience is required.

For each year of experience in police or criminal justice management level (Sergeant) experience, one (1) year management level experience may be substituted.

Certificates, Licenses, Registrations

Must have OPOTA certification and maintain OPOTA certification as a term and condition of continued employment.

Police related courses such as PELC (preferred), CLEE (preferred), National FBI Academy (if available), other numerous advanced law enforcement management training courses (preferred).

Must have a valid Ohio driver's license at time of appointment and maintain as a condition of employment.

Board of Trustees

Susan Berding: Susan Berding

Shannon Hartkemeyer: Shannon Hartkemeyer

Joe McAbee: Joe McAbee

Vote of Trustees

yes

yes

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer, this 25th day of Oct., 2017.

ATTEST:

Nancy A. Book
Nancy Book, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri
Lawrence E. Barbieri, Township Law Director