

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 17-123**

**RESOLUTION TO APPROVE THE PROMOTION OF POLICE DETECTIVE BRANDON MCCROSKEY TO SERGEANT'S POSITION, EFFECTIVE IMMEDIATELY.**

**WHEREAS:** The Police Chief has expressed the need to fill a Sergeant vacancy left by the promotion of Captain Doug Lanier;

**WHEREAS:** The Sergeant's Assessment was conducted on November 11, 2017, by the Ohio Association of Chiefs of Police (OACP); and

**WHEREAS:** The OACP final official report was provided to Police Chief Chabali on November 16, 2017; and

**WHEREAS:** Based on his strong first placement on the Assessment and subsequent interview, Detective Brandon McCroskey has been recommended for promotion to Sergeant.

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

**SECTION 1:** The Board hereby approves the promotion of Police Detective Brandon McCroskey to Sergeant's position, effective immediately, 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 Sergeant from the date of his appointment at an hourly rate of \$33.99 per/hr. The job description for Sergeant is attached hereto as Exhibit A.

**SECTION 2:** 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.

**SECTION 3:** 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.

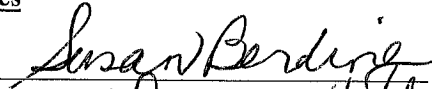
**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 5:** This resolution shall take effect at the earliest period allowed by law.

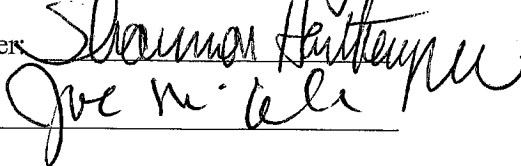
**Adopted:** December 13, 2017

**Board of Trustees**

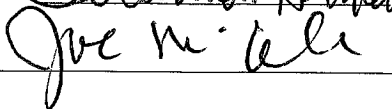
Susan Berding:



Shannon Hartkemeyer:



Joe McAbee:



**Vote of Trustees**

Yes

Yes

Yes

**Sergeant  
Fairfield Township Police Department  
Position Description**

**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:** 9-20-2017

**Non-Exempt Position**

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**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 This is a first-level supervisory or specialized field and office police work position.

**Supervisory Responsibilities**

Work involves the supervision of police patrol and traffic regulatory activities, of small groups of detectives, or the performance of special duties of comparable responsibility. Sergeants may participate in the work performed by subordinate officers and assume complete charge in the absence of a superior officer. Sergeants are given specific work instructions by superior officers on new assignments, but work with considerable independence in performing regularly assigned duties. Work is reviewed by inspection and through all unwritten reports by superiors.

**Essential Duties of Responsibilities (Illustrative Only)**

Work performed includes but is not limited to:

- Inspects equipment and personal appearance of subordinates before roll call; assigns police officers to areas of responsibilities; patrols assigned area to check officers in the performance of their duties and gives advice and assistance when necessary.
- Assigns police officers to traffic posts, including selective enforcement and radar details; supervises traffic officers; assigns special traffic details and personally supervises control of traffic in emergency situations; recommends parade routes and the number and location of police personnel; investigates major traffic complaints.
- Supervises police officers and monitors calls for service to ensure efficient and proper deployment of personnel occurs. This may include periodically contacting the Butler County Communications Center to workout issues.
- Conducts periodic audits of varied police operations
- Conducts periodic performance evaluations of employees
- Performs related work as required.

### **Required knowledge, physical abilities and skills:**

The Sergeant is expected to stay up-to-date on current work methods and have knowledge and skills including, but not limited to, the following areas:

- Working knowledge of modern police practices and methods.
- Working knowledge of controlling laws and ordinances, particularly the laws of arrest and evidence.
- Working knowledge of the constitutional rights of citizens and related court decisions.
- Working knowledge of the geography of the township.
- Working knowledge of the rules and regulations of the Police Department.
- Working knowledge of the principles of accident and general police investigation and of the techniques of interviewing.
- Working knowledge of first-aid principles and skill in their application.
- Working knowledge of crime patterns and Problem Oriented Policing strategies
- Ability to command others and to plan, assign and supervise the work of subordinate police officers.
- Ability to deal firmly and courteously with subordinates and the public.
- Ability to analyze situations quickly and objectively and to determine a proper course of action.
- Ability to obtain information through interview and interrogation.
- Ability to speak and write effectively.
- Ability to react quickly and calmly in emergencies.
- Ability to meet such specific physical, experience or other requirements as may be established by competent authority.
- Skill in use and care of firearms and in the operation of motor vehicles.
- Good general intelligence and emotional stability.
- Maintains a physical condition that aids in his/her performance, to include running after suspects, controlling suspects, apprehending suspects, jumping fences, crawling, balancing, climbing and traversing
- Must successfully meet or exceed State of Ohio minimum firearms requirements for authorized weapon(s).

### **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.

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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.

### **Minimum education and experience:**

High school graduation or G.E.D. equivalency certificate and five (5) consecutive years of full time experience in law enforcement and 3 years experience with the Township Police Department. as of the date of the initial promotional examination date. Associates Degree preferred.

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

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties employees of this classification may be required to perform. Employee signature below constitutes understanding of the requirements, essential functions and duties of the position.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

11-29-16  
15-MED-01-0010  
\*closes 15-MED-12-1292  
0253-02  
K32183

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by the Fairfield Township Trustees and the Fraternal Order of Police, Ohio Labor Council, Inc. ("FOP"), the union representing bargaining unit of Township Employees in the classification of Police Sergeant as certified by the Ohio State Employment Relations Board. The parties agree Article 6 and Article 28 of the current Collective Bargaining Agreement will be modified as a result of a contract reopener for wages in 2016 to read as follows:

ARTICLE 6  
WAGES

Section 1: Wage Rates

Each step on the wage scale represents a completed year of service as a Sergeant with the Fairfield Township Police Department. Employees will advance to the next succeeding step on their anniversary dates of promotion and the affected Sergeant's pay shall be adjusted according to the change in category on the next pay period after the anniversary date.

- A. Effective the closest pay period (before or after) to April 1, 2015, rates of pay for bargaining unit employees shall increase by 0 % and shall be as follows:

	Start	1 Year Plus
Hourly	\$33.99	\$35.55
Annually	\$70,699.20	\$73,944

- B. Effective the closest pay period (before or after) to July 1, 2016, rates of pay for bargaining unit employees shall increase by 2.5 % and shall be as follows:

	Start	1 Year Plus
Hourly	\$34.84	\$36.44
Annually	\$72,508.80	\$75,795.20

- C. Effective the closest pay period (before or after) to January 1, 2017, rates of pay for bargaining unit employees shall increase by 2.5 % and shall be as follows:

	Start	1 Year Plus
Hourly	\$35.71	\$37.35
Annually	\$74,276.80	\$77,688.00

Section 2: Longevity Incentive

A full time Sergeant actively employed with Fairfield Township at the time of distribution shall receive longevity pay of \$50.00 per year for each year of service after completing the first five (5) years of service with Fairfield Township. Longevity pay shall be distributed each year during the first pay period of December. Longevity pay shall be paid on a separate check. For example, a Sergeant who has observed the fifth anniversary of full-time employment with the township will receive a check for \$250.00 (gross amount) in December of that year; a Sergeant with six years of full-time employment will receive \$300.00 and so on.

### Section 3: Tuition Reimbursement

The Board will reimburse any Sergeant who enroll in accredited college or university course(s) and who pass said course(s) with a minimum grade of "C" provided the course(s) are part of and will lead to a degree in Criminal Justice, Public Administration, or related field. Reimbursement shall be limited to 75% of the cost of tuition and required books and shall not exceed \$4500 per Sergeant per calendar year. Sergeants who enroll in courses under this section must first receive approval from the Chief to attend the course and must be able to demonstrate that said course does, in fact, lead to a degree as stated above. Sergeants receiving tuition reimbursement from the Board pursuant to this section agree to remain as an employee in good standing with the Township for a period of two (2) years following their receipt of their final reimbursement payment. A Sergeant who voluntarily or involuntarily separates from employment with the township during the two (2) year period following any tuition reimbursement will be required to repay the township for any tuition reimbursement received on a pro-rated basis for up to the two (2) year period. Said repayment may be assessed from the sergeant's final pay, vacation and/or other leave payout, etc.

**ARTICLE 28**  
**TERM**

Section 28.1 This Agreement shall be effective April 1, 2015, unless otherwise provided for herein, and shall remain in full force and effect through 11:59 p.m., March 31, 2018.

Section 28.2 If either party desires to modify or amend this Agreement, it shall give written notice of such intent no earlier than ninety (90) calendar days prior to the expiration date nor no later than sixty (60) calendar days prior to the expiration date.

Section 28.3 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right to make demands and proposals on any subject matter not removed by law from the area of collective bargaining, and that the entire understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The provisions of this Agreement constitute the entire agreement between the Employer and the FOP and all prior agreements, practices and policies, either oral or written, are hereby canceled. Therefore, both parties, for the life of this Agreement, voluntarily and unequivocally waive the right, and each agrees that the other shall not be obligated, to bargain collectively or individually with respect to any subject or matter referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge of either or both parties at the time they negotiated or signed this Agreement.

Section 28.4 Successor Negotiations: If future negotiations proceed to fact-finding and/or conciliation, the parties agree that notwithstanding any contrary provision in R.C. 4117.14 (G)(11), the fact-finder and/or conciliator shall have the option to determine that rates of compensation and other matters with cost implications are retroactive to April 1, 2018.



SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seal  
this 27<sup>th</sup> day of May, 2016.

On Behalf of the Fairfield  
Township Board of Trustees

Fraternal Order of Police, Ohio  
Labor Council, Inc.

Julie Vonderhaar  
Interim Township Administrator  
Julie Vonderhaar

L.S. Barblere  
Fairfield Township Law Director  
Lawrence Barblere

Matthew Fruchey  
Chief of Police  
Matthew Fruchey

Mark A. Scranton

Staff Representative  
Mark A. Scranton

James Souhrada  
Employee Representative  
Sergeant James Souhrada