

FAIRFIELD TOWNSHIP
RESOLUTION NO. 17- 26

**RESOLUTION TO CREATE AND ADVERTISE A FULL TIME EXEMPT STATUS
CAPTAIN/ASSISTANT CHIEF POSITION IN THE POLICE DEPARTMENT.**

WHEREAS: The Board of Trustees believes that the safety of the citizens of Fairfield Township is a critical tenet in the operation of the government; and

WHEREAS: The safe, efficient and continuous operation of the police department is a means to accomplish this task; and

WHEREAS: The Police Chief has indicated a need for a Captain/Assistant Chief position within the Police Department; and

WHEREAS: The Captain/Assistant Chief position will be considered an exempt managerial position under the direct supervision of the Police Chief; and

WHEREAS: A copy of the job description has been attached herein as Exhibit A;

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

SECTION 1: The Board of Trustees, hereby, authorizes the creation of a full-time exempt status Captain position within the Police Department.

SECTION 2: The Trustees of Fairfield Township do hereby dispense with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and do authorize 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.

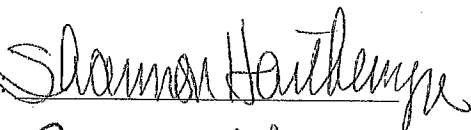
SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: March 8, 2017

Board of Trustees

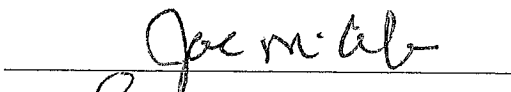
Vote of Trustees

Shannon Hartkemeyer



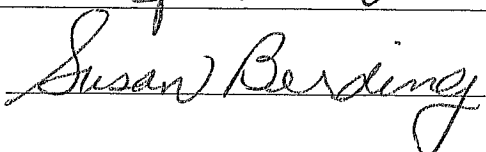
yes

Joe McAbee:



yes

Susan Berding:



yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer, this 8th day of March, 2017.

ATTEST:

Nancy A. Beck

Nancy Beck, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director

Fairfield Township Police Department

Position: Police Captain / Assistant Chief of Police

FLSA Status: Exempt (Non-Bargaining Unit)

General Overview:

Under the general supervision of the chief of police, the captain is responsible for assigned administrative and operational functions within the police department. The captain is the direct supervisor to the police sergeants, and is responsible for ensuring the supervision of patrol and/or investigative functions of the police department. The captain acts in place of the chief in his/her absence and supervises sworn and civilian personnel as assigned. Performs other tasks as required that are relevant to the police department.

General Description of the Position:

The police captain is primarily responsible for the direct, effective and efficient functioning of the administrative and operations elements of the police department. The captain commands supervisor and officers to assure coverage, professionalism, pride, and technical competency in each officer's daily work and individual contacts. This position involves strict attention to details, rules, regulations, court orders, laws, ordinances, and policies. The police captain serves as the operational command officer of the department. The captain must have a thorough knowledge of police work and be familiar with laws and ordinances governing local police activities in order to instruct subordinates in procedures and work methods. Police supervisors and officers depend on the captain for prompt and accurate information and updates of current information regarding principles, rules, and practices of proper police work. The captain receives general instructions from the chief of police regarding assignments and procedures. The captain assists in the surveillance of the township for criminal or potential criminal activity and performs the duties of a police officer, as necessary.

Examples of Work:

- ❖ Plans, directs, and exercises general supervision over the work of subordinate officers
- ❖ Oversees, compiles, and is responsible for all department records, including the documentation of all citations and court documents completed by the police department personnel.
- ❖ Researches, interprets, and identifies new laws, ordinances, rules, and regulations for the subordinate officers
- ❖ Instructs supervisors and officers as to work assignments and procedures
- ❖ Monitors supervisors and officers in the performance of their duties and makes suggestions (evaluates) for better performance of work
- ❖ Checks reports of officers and personally makes reports to the chief of police
- ❖ Plans and conducts training programs and assists others in their implementation

- ❖ Assists in planning, supervision, and monitoring of the work product of the supervisors and police officers.
- ❖ Checks reports of officers and personally makes reports to the chief
- ❖ Investigates and reports breaches of authority, discipline, or inefficiency
- ❖ If directed, takes active command of major disasters, riots, or other emergency situations
- ❖ May visit scenes of major crimes, fire, and accidents; may secure evidence, take photographs, and question witnesses, suspects, and others
- ❖ May assist in the prosecution of suspects by making arrests, preparing reports, and giving testimony at trials and appearing in court when necessary
- ❖ Supervises the maintenance of department databases and information systems
- ❖ Ensures the completion of state and federal crime reporting requirements
- ❖ Provides planning and organization of departmental practices/goals
- ❖ Prepares reports for the chief of police, calling attention to defects and recommending corrective action
- ❖ Recommends personnel actions and directs personnel in the performance of duties
- ❖ Assists in the formulation of and recommends rules, regulations, policies, and procedures of the department
- ❖ Patrols township streets, directs and regulates traffic, takes complaints, and generates reports, etc. when necessary
- ❖ Requests assistance through the chief of police, when needed
- ❖ Prepares affidavits and reviews charges, criminal cases, and criminal activity with the prosecutors when necessary.
- ❖ Conducts follow-up investigations of reported crimes and events, and investigates criminal activity
- ❖ Coordinates and directs personnel in the follow-up investigation of crimes and criminal activity
- ❖ Performs other related duties and tasks as necessary and as assigned

Desirable Traits:

- ❖ Ability to make rapid judgments under emergency conditions
- ❖ Good knowledge of approved principles and practices of police work, laws and ordinances governing police work, and first aid methods.
- ❖ Good social skills and general intelligence
- ❖ Thorough knowledge of the geography of the municipality and surrounding areas
- ❖ Ability to supervise the work of subordinates
- ❖ Ability to be courteous and firm with the public
- ❖ Ability to carry out complex oral and written instructions
- ❖ Good judgment and dependability
- ❖ Ability to deal tactfully, yet firmly with people
- ❖ Ability to drive an automobile
- ❖ Good powers of observation and memory
- ❖ Excellent moral character
- ❖ Ability to prepare clear and comprehensive reports

Education / Experience Required

- ❖ Two year college degree required.
- ❖ Completion of at least one advanced police leadership course (STEP, PELC).
- ❖ Must complete state required police basic training program and pass the State Certificate Examination
- ❖ Successful experience as a police supervisor; minimum of three (3) years experience required
- ❖ Skilled in the use of firearms
- ❖ Possess a valid Ohio operator's license

Essential Physical, Mental, and Perception Elements:

Note: The work environment characteristics described below 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.

- ❖ The captain will have the ability to walk, run, jump, climb, and generally traverse over all types of surfaces and terrains. The ability to lift, pull, and/or push the weight of an average individual must be demonstrated. The captain will have the ability to distinguish color, depth, and good peripheral vision. The captain must demonstrate the physical skills necessary as well as the ability to effectively control and deal with persons who become violent or combative. The position requires that the individual effectively interact with the public and personnel, and maintain sufficient ability to read, write, hear, and articulate the English language

Selection Guidelines:

- ❖ Formal application, rating of education and experience, oral interviews, and reference check. Job related testing might also be required.
- ❖ Duties listed above for this position are intended only as guidelines and illustrations of the various types of work that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- ❖ The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.