

FAIRFIELD TOWNSHIP
RESOLUTION NO. 17-97

**RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO USE OACP FOR
ASSESSMENT AND TESTING SERVICES FOR THE SERGEANT POSITION
AND NOT TO EXCEED \$6,000.00.**

WHEREAS: The Police Chief has indicated a need for a Sergeant position to be filled; and

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

SECTION 1: The Board of Trustees hereby authorizes the Police Department to use Ohio Association of Chiefs of Police, Inc. (OACP) for assessment and testing services for the Sergeant position and not to exceed \$6,000.00 to be paid from Fund #2081.

SECTION 2: The Board of Trustees 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.

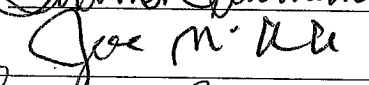
SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

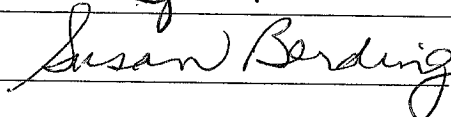
SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: October 11, 2017

Board of Trustees

Shannon Hartkemeyer: 

Joe McAbee: 

Susan Berding: 

Vote of Trustees

yes

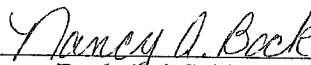
yes

yes


AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:


Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:


Lawrence E. Barbieri, Township Law Director



OHIO ASSOCIATION OF CHIEFS OF POLICE, INC.

2017 FEES FOR ASSESSMENT CENTER SERVICES

OACP Assessment Center Fees* For Each Rank Tested Includes Pre-Assessment Meeting/Process, Assessment Center and Scoring/Final Report**.
\$4,800.00 (1 or 2 candidates – 1/2 day)
\$5,300.00 (3 to 6 candidates – 1 day)
\$5,700.00 (7 candidates – 1 day)
Add \$3,100.00 for each 6 additional candidates & 1 additional day required
Add \$3,600.00 For the 7 th additional candidate & 1 additional day required

*OACP Assessment Center fees are "not-to exceed" and include all travel and other expenses. Cost savings may occur when multiple ranks are scheduled and when they are scheduled on consecutive days.

** Assessment Center Final Reports now include tables and charts that depict each candidate's score on Exercises and Dimensions. Each candidate's score is also compared in the charts and tables to the average score. Final Reports no longer contain narratives relative to each candidate's performance. Narratives are still available, but at a rate of \$60 per narrative.

Effective 1/1/2017

**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:

Non-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 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.

Sergeant Page 2 of 4

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: _____