

FAIRFIELD TOWNSHIP
RESOLUTION NO. 18-186

RESOLUTION APPOINTING PAUL DAVIS AS A PART- TIME SCHOOL RESOURCE OFFICER (SRO), AT AN HOURLY RATE OF \$31.00/HOUR, WITH A 12-MONTH PROBATIONARY PERIOD.

WHEREAS: The Chief of Police has indicated the need to fill a vacancy for a part-time School Resource Officer position; and

WHEREAS: The Board of Trustees, upon the recommendation of the Chief of Police, has determined that Paul S. Davis has demonstrated possession of the necessary education, skills, training, and experience to effectively fulfill the duties of School Resource Officer.

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

SECTION 1: The Board hereby approves to appoint Paul S. Davis to the position of part-time police officer/School Resource Officer, and specifically finds that he has the qualifications previously specified by the Township for that position. The job description for School Resource Officer is attached hereto as Exhibit "A".

SECTION 2: Mr. Davis' beginning hourly wage shall be \$31.00/hour.

SECTION 3: Mr. Davis' effective start date is January 7, 2019.

SECTION 4: Mr. Davis will have a 1-year probationary period (January 7, 2019 – January 7, 2020).

SECTION 5: 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 6: 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 7: 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 8: This resolution shall take effect at the earliest period allowed by law.

Adopted: December 12, 2018

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 12th day of December, 2018.

ATTEST:



Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbieri, Township Law Director

Fairfield Township Police Dept. Part Time Position Description School Resource Officer (SRO)

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 ensure preservation of peace and public safety through the enforcement of local, state, and Federal laws, and by providing support and assistance during emergency or crisis situations.

Essential Duties of Responsibility (Include but are not limited to the following. Other duties may be assigned):

Performs a wide variety of police and law enforcement activities specifically related to the school environment during the school year. Tasks are primarily service oriented and include working with and mentoring students, disseminating information, conflict resolution, and helping through referrals.

An employee in this class is responsible for investigations, apprehending offenders, traffic regulation on campus property, property protection, crime prevention, and other public safety services and protection duties.

Essential Duties and Responsibilities

1. Will become knowledgeable in applicable Township Resolutions, the substantive and procedural laws and regulations of the State of Ohio and the United States Constitution, the Policy Manual, and the Rules of Conduct and Values of the Fairfield Township Police Department.
2. Performs patrol and investigative duties at a high school, technical school or elementary school.
3. Responds to situations involving dispute mediation, conflict de-escalation, analysis of school/neighborhood problems and the analysis of implementation of problem-solving strategies, behavior management, crime prevention, first responder techniques, reporting procedures, criminal apprehension and prisoner handling.
4. Undertakes self-defense and firearms training and other physical skills required by the Ohio Peace Officer Training Commission.

Knowledge, Skills & Abilities

Incumbent is expected to stay abreast of current technological methods and have knowledge, skills and abilities including, but not limited to the following areas:

1. Fluent spoken and written English language skills.

2. The ability to write legibly.

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3. The ability to communicate effectively, orally and in writing (accurate spelling and good grammar).
4. The ability to learn to use a computer, Mobile Data Terminal or Mobile Data Computer for report generation and applicable software products such as CAD (computer aided dispatch).
5. The ability to interact with a diverse public and to obtain and give necessary information.
6. The ability to react quickly and calmly under emergency conditions.
7. The ability to cope with stressful situations in a firm, courteous, and tactful manner while upholding the rights of citizens.
8. The ability to analyze situations quickly and objectively and determine the proper course of action.
9. The ability to develop skill in the use and care of firearms and other police equipment.
10. The ability to properly apply defensive tactics, driving skills, and modern technology systems.
11. Shall have the ability to operate vehicles in an emergency mode with lights and sirens.
12. Good general intelligence and emotional stability.
13. Prefer ability to test in the 50th percentile of the Cooper Standards as determined by the State of Ohio

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

1. Problem Solving - Identifies and resolves problems in a timely manner.
2. Technical Skills – Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal

1. Customer Service – Manages difficult or emotional customer's situations; responds promptly to customer needs; solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
2. Oral communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; participates in meetings.
3. Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to needs; presents numerical data effectively; Able to read and interpret written information.
4. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Leadership

1. Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
2. Cost Consciousness – Conserves organizational resources.
3. Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
4. Ethics – Treats people with respect; Works with integrity and ethically; upholds organizational values.
5. Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Self-Management

1. Planning/organizing – Prioritizes and plans work activities; Uses time efficiently.
2. Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follow through on commitments.
3. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality. Applies feedback to improve performance; Monitors own work to ensure quality.
4. Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
5. Safety and Security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
6. Adaptability – Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
7. Attendance/punctuality – Is consistently at work and on time; Regular and predictable attendance is an essential function.
8. Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours or work when necessary to reach goals; Completes tasks on time, which includes the necessity to work overtime.
9. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

Computer Skills

To perform this job successfully, an individual should have the following knowledge, skills, or abilities:

1. Intermediate knowledge of MS Word, MS Outlook and MS Excel
2. Intermediate knowledge of internet search engines (e.g., Google Chrome, Internet Explorer).

Language Skills

1. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
2. Ability to effectively present information to top management or the public.

Mathematical Skills

1. Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.
2. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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; talk or hear. The employee must frequently lift and/or move up to 10 pounds and continuously lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, binocular 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; however, there is an exposure to high levels of noise (e.g., alarms, sirens, emergency equipment, tools).

Education

High School Diploma or G.E.D.

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Certificates, Licenses, Registrations

Must have satisfactorily completed the required law enforcement training curriculum of the State of Ohio Peace Officer Training Commission (OPOTC) and maintain such.

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

Other Qualifications

1. Must be able to pass a pre-employment/pre-promotional drug screen.
2. Must be able to pass a pre-employment/pre-promotional police background investigation and polygraph test and be of good moral character.
3. Must be at least twenty-one (21) years old on or before the day of appointment to a position of Police Officer and must not have reached ones 40th birthday by the date of original appointment as a Police Officer. (These age maximums are permitted by the Public Safety Exemption to the Age Discrimination in Employment Act restored in the Omnibus Appropriations Act (P.L. 104-208).)
4. Must be a citizen of the United States.
5. Must not have any felony convictions, even if such conviction has been sealed or expunged.
6. Must not have any misdemeanor convictions for domestic violence, unless the conviction has been expunged or set aside, with the exception of those who have as a condition of pardon, expungement or restoration of civil rights, been expressly barred from possessing or receiving firearms.
7. Must be able to meet any and all Ohio Administrative Codes or Ohio Revised Codes that govern the ability to attend Peace Officer Training Academies and the ability to possess or receive firearms.
8. Will be subject to psychological examination and credit check.
9. Must have passed a physical examination, not more than one hundred twenty days (120) prior to the date of appointment, given by a licensed physician, a physician assistant, a clinical nurse specialist, a certified nurse practitioner, or a certified nurse-midwife, certifying that the applicant is free of cardiovascular and pulmonary diseases, and showing that the applicant meets the physical requirements necessary to perform the duties of a police officer.