

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 18-84**

**RESOLUTION TO APPROVE THE APPOINTMENT OF JEFF YANEY AS PART-TIME POLICE DEPARTMENT PROPERTY ROOM CUSTODIAN, AT AN HOURLY RATE OF \$20.00, WITH A 12 MONTH PROBATIONARY PERIOD, EFFECTIVE IMMEDIATELY.**

**WHEREAS:** The Police Chief has indicated an immediate personnel need in the Police Department; and

**WHEREAS:** The Police Chief has recommended Jeff Yaney to be appointed as Part-time Police Department Property Room Custodian;

**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 appointment of Jeff Yaney as Part-time Police Department Property Room Custodian, at an hourly rate of \$20.00, with the Job Description 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:** June 13, 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 13<sup>th</sup> day of June, 2018.

**ATTEST:**

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director

## Fairfield Township Police Department

### Job Description for:

### **POLICE PROPERTY ROOM CUSTODIAN**

**Prepared By:** Robert Chabali, Chief of Police, Fairfield Township Police Department  
**Date:** June 5, 2018\

#### **Non-Exempt**

This job description outlines the functions, knowledge, skills and abilities required of a Police Property Room Custodian.

#### JOB SUMMARY:

1. Prepares letters of authorization for disposition of property.
2. Receive and checks in property and evidence from police personnel.
3. Packages, stores, and inventories all property and evidence received.
4. Maintains logs of all property and evidence stored.
5. Releases evidence for court purposes and laboratory analysis.
6. Maintains records of disposition of evidence; photographs released property.
7. Makes accurate comparisons of articles from serial numbers and/or other descriptive features to identify evidence and property; searches relevant computer databases to identify property.
8. Attempts to locate owners of property and return property to owner.
9. Maintains and secures property/evidence storage room.
10. Destroys and/or disposes of evidence and property upon authorization of the courts or other authorized parties.

#### SECONDARY FUNCTIONS

1. Transports evidence to crime lab for analysis.
2. Trains department personnel in proper packaging of evidence and the use of the property facilities and equipment.
3. Performs other related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. General police procedures pertaining to evidence and stolen or abandoned property.
2. Practices and procedures of establishing inventories and warehousing.
3. Criminal rules of evidence pertaining to property.
4. Property release procedures.
5. Record keeping procedures.
6. Firearms handling and safety procedures.
7. Hazards and Safety precautions related to evidence.
8. Chain-of-custody issues with the Police Department.

Ability to:

1. Safeguard the transport of evidence.
2. Operate the department computerized data entry and retrieval system.
3. Handle evidence safely while protecting its integrity.
4. Organize and track a large varied inventory.
5. Maintain accurate logs and records using computerized equipment.
6. Establish and maintain effective working relationships with other employees.
7. Have effective oral and written communication.
8. Skill in data entry and preparing accurate reports.
9. Skill in operating computers, hardware, software, and standard office equipment such as computer, copier, fax machine, standard office equipment, shredder, and other related equipment.
10. Prioritizes and plans work activities; Uses time efficiently.
11. Consistently be at work and on time; Regular and predictable attendance is an essential function.

WORKING CONDITIONS:

1. Requires some heavy lifting and climbing of stepstools and ladders.
2. Must observe safety precautions while handling evidence.
3. Requires work that involves sitting, walking, squatting, kneeling, and standing.
4. Routine keyboard operations required.
5. The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception and good manual dexterity.

MINIMUM REQUIREMENTS:

1. High school education and experience in police work, inventory maintenance, or a related field.
2. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid Ohio driver's license.
2. Must maintain a valid telephone number.
3. Attend periodic training as determined to maintain skills and applicable updates as they pertain to responsibilities.
4. Minimum of 10 years experience in law enforcement and 3 years experience in Police Property Room management and supervision.