

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 19-94**

Property Room Custodian

**RESOLUTION APPROVING A \$5.00/HR PAY RAISE FOR PART TIME ~~POLICE OFFICER~~
JEFF YANEY WHO HAS COMPLETED HIS ONE YEAR PROBATIONARY PERIOD.**

WHEREAS: Jeff Yaney was hired part-time as the Property Room Custodian on June 13, 2018, and has just completed his one year probationary period; and

WHEREAS: Mr. Yaney's job performance has exceeded all expectations and the Police Chief has requested a pay increase from \$20.55/hour to \$25.55/hour; and

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 pay raise of \$5.00/HR, to \$25.55 per hour for Part-time Police Officer Jeff Yaney who has completed his one year probationary period.

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: July 30, 2019

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer:

Shannon Hartkemeyer

Yes

Joe McAbee:

Joe McAbee

Yes

Susan Berding

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 30 day of July, 2019.

ATTEST:

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri

Lawrence E. Barbieri, Township Law Director

June 17, 2019

TO: Julie Vonderhaar
Township Administrator

FROM: Robert Chabali
Chief of Police

SUBJECT: Request Increase in Wage for Mr. Jeff Yaney

Mrs. Vonderhaar,

On May 17, 2018 I authored the attached report, **Recommendation of Placing Clerks to Fulltime Status and Hire Property Room Custodian**. After approval, Mrs. Snyder and Mrs. Couch went from part time to full time and Mr. Yaney was hired part time as the Property Room Custodian. All three of these employees have worked out extremely well as expected! Mr. Yaney will complete his one-year anniversary on June 18, 2019 and his job performance has been beyond expectations! He continues to work on the recommendations provided by the Butler County Sheriff's Office and performs the following time-consuming duties routinely:

- Keeps the Property Room clean and tidy
- Continues to improve the storage and filing system
- Researches case dispositions through Butler County Common Pleas Court and district courts to identify evidence for disposal
- Completes Property Disposition Forms and distributes them through Sergeant Mays for officers to review for disposal
- Returns found property to legal owners (some of the items have been in our Property Room for years!)
- Completes work on lists of Property Tags for disposal to the Prosecutor's Office
- Routinely transports evidence to the Miami Valley Regional Crime Lab (MVRCL)
- Routinely empties night lockers (daily evidence/found property found by our Officers)
- Routinely submits his activity report to Sergeant Mays
- In the process of computerizing the Property Room
- His experience enables him to work with/train officers on proper packaging techniques so as to improve chain of custody, acceptance in court, and professionalism

While this list is not all inclusive, Mr. Yaney's efficiency, professionalism and job knowledge has allowed Sergeant Mays and Sergeant Souhrada significant more time to focus on their respective assignments, which is priceless considering that there are now more expectations of supervision. They are now spending a minimal amount of time dealing with the Property Room. Additionally, they would not have been able to accomplish as much as Mr. Yaney has.

Mr. Yaney's continual upgrade of our Property Room has reduced our liability by maintaining better accountability and retrieval of evidence and found property.

Based on Mr. Yaney's work product and credentials I am requesting a pay increase from \$20/hour to \$25/hour. In order to obtain the yearly cost of this request, Captain Lanier reviewed the hours that Mr. Yaney worked since he started. The following is a summary of his hours:

- He worked 641 total hours over 13 pay periods in 2018. This averages 49.31 hours per pay period
- He worked 471 total hours over 11 pay periods in 2019. This averages 42.82 hours per pay period
- This totals 1112 total hours over 24 pay periods in 2018 and 2019 which averages 46.07 hours per pay period

$\$5.00$ per hour times 46.07 hours per pay period times 26 pay periods is: $\$5989.10$.

The approximate additional cost per year with a $\$5.00$ increase per hour is: $\$5,989.10$. However, the projected cost savings by placing Mrs. Snyder and Mrs. Couch on fulltime status and Mr. Yaney on part time status for the first year was $\$2,242.20$ (refer to attached report). The difference would be $\$5989.10 - \$2242.20 = \$3746.90$.

I believe this is a reasonable request based on the recently improved professional state of the Property Room, which has never been reached before and, most importantly, the ability of Sergeant Mays and Souhrada to spend more time to tend to their increased duties.



Robert Chabali

Chief of Police

6485 Vonnie Vale Court

Fairfield Township, Ohio 45011

Office 513.785.4257 | Fax 513.887.4407 | www.fairfieldtwp.org

Robert Chabali

From: Lanier, Doug
Sent: Friday, May 31, 2019 1:32 PM
To: Robert Chabali
Subject: RE: Jeff Yaney

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Chief,

I reviewed the hours worked for Yaney since he started working here last year. The following is a summary of his hours:

1. He worked 641 total hours over 13 pay periods in 2018. This averages 49.31 hours per pay period.
2. He worked 471 total hours over 11 pay periods in 2019. This averages 42.82 hours per pay period.
3. This totals 1112 total hours over 24 pay periods in 2018 and 2019 which averages 46.07 hours per pay period.

$\$5.00$ per hour times 46.07 hours per pay period times 26 pay periods is: $\$5989.10$

The approximate additional costs per year with a $\$5.00$ increase per hour is: $\$5,989.10$

Double check my math but I believe this is correct. Let me know anything else you need on this.

Doug

Doug Lanier
Captain

Fairfield Township Police Department
6485 Vonnie Vale Ct.
Fairfield Township, OH 45011
513-785-4253 (direct)
513-887-4406 (office)
513-887-4407 (fax)
513-785-1300 (dispatch)

From: Robert Chabali
Sent: Thursday, May 30, 2019 11:11 AM
To: Lanier, Doug <dlanier@fairfieldtwp.org>
Subject: Jeff Yaney

Doug,

I want to address the increase in pay for Sergeant Yaney during the Trustee Meeting on June 10, if possible. He currently make \$20/hour, which is significantly low for his expertise and I am looking at \$25/hour. Can you do a cost analysis on the impact on our budget based on the number of hours he works. Also, how much more total would it cost us to increase it?

Thanks!
Robert Chabali
Chief of Police
Fairfield Township Police Department

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- Records Retention - process numerous boxes full of police reports which are several years overdue as the result of the Open Records Act (some of the boxes contain documents from the late 1970s, which is problematic)
- Notarizing requisite paperwork
- Copying paperwork and submitting to the Prosecutor's Office
- Copying paperwork and submitting to the Courts
- Crash reports have to be copied and forwarded to the Butler Count Engineers Office
- Crash reports have to be copied and forwarded to the Ohio Department of Public Safety
- Crash reports have to be held and monitored until reports from the crime lab are returned, which may take approximately 6 weeks
- Public records request, which come via email, in-person, or fax and phone and redact proper information and determine what can be released
- Receive and follow up on court orders, which include court orders for expungements of adult and juvenile records, protection orders, notification of court directives to be served by the officers
- Motion to preserve evidence, which includes notification to the property room officer and audio video administrator
- Processing subpoenas and notifications of the officers involved in the case, which includes pulling original reports, statements and any other pertinent document
- Schedule the Community Room for community events
- Monthly domestic violence report data extraction
- Background checks which come from individuals, local, state and federal government
- Departmental inventory and upkeep
- LEADS TAC Officer
- Provide administrative support for the Chief and Administrative Supervisor
- File maintenance
- Provide relief for each other

I will also mention a recent incident involving a \$21,000 invoice we might have been obligated to pay as the result of our lateness in sending a notification to an owner whose vehicle was towed approximately 2 years ago by one of our officers. While we are technically obligated to send these notifications within 5 days of the vehicle tow, the Clerks were not able to address this incident until recently due to the extreme backlog. Fortunately, after a thorough investigation into this incident revealed factors that eliminated any culpability on our part, it was determined that we are not responsible for the tow or storage bill. However, even though every effort is being made to expedite our process, other such delays may exist.

When Ms. Coy was working fulltime, Ms. Snyder and Mrs. Couch alternated their part time hours so that there would always be two Clerks working throughout the week and they were able to provide relief for bathroom breaks, regular breaks and lunches. As Ms. Snyder and Mrs. Couch now only work one day per week together, they do not have any relief when they work by themselves. The additional hours Ms. Snyder and Mrs. Couch would work would alleviate their workload, reduce the significant backlog that currently exists and allow for relief.

Ms. Snyder worked 4 years as a volunteer and has worked 8 years part time; while Mrs. Couch worked 2 years as a volunteer and has worked 5 ½ years part time.

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New Property Room Custodian Position

As you are aware, one of my first acts as the Fairfield Township Police Chief was to view the property room and, based on my observation, requested Sergeant Jim Souhrada and Officer Mike Krznarich clean it up in order to prepare it for an outside independent audit. This is a common practice done by new Police Chiefs when taking over a department in order to ensure that accountability for all property and evidence exists. Additionally, no official audit had ever been conducted. My primary concern was that no weapons, drugs or money were missing and that all property and evidence were accounted for. Fortunately, Sergeant Souhrada's and Officer Krznarich's clean up did not reveal any missing items and property and evidence were overall properly available. This process took approximately 6 months.

I then contacted Sheriff Richard Jones and Deputy Chief Tony Dwyer, Butler County Sheriff's Office, to request they conduct an official independent audit. They graciously agreed and advised this would be a free service to us. Sheriff Jones and Deputy Chief Dwyer provided significant personnel in order to achieve this request, which involved accounting for every piece of property and evidence in the property room. This painstaking process took 4 weeks. Fortunately, this audit also confirmed that no weapons, drugs or money were missing. However, Butler County SO made the following recommendations:

- The Property Room should be alarmed with limited access. One primary and one backup, with no ability to open remotely
- Create a secure area that patrol officers can place property similar to the Butler County Sheriff's Office locker room area. The property officer can then log in the items and place them in the property room
- Computer automation with bar codes integrated with current reporting system
- Shelving with location and assignments, could be categorized by year, property type or other means for simplicity. Consider using Patterson to install a bins system similar to Butler County Sheriff's Office
- Separation of items during packaging guns/ammunition/batteries. This would alleviate having to go through property prior to destruction of items.
- Monthly purge sheets to officers requesting feedback (destroy, retain for court, release to owner)
- Refrigeration unit for appropriate property storage
- Yearly destructions coordinated with yearly audit conducted by 2 employees not assigned to the property room
- Monthly or quarterly inspection/tag pulls to verify property is present and accurate, conducted by a supervisor over the property room

Prior to requesting the audit from BCSO, Sergeant Souhrada and Officer Krznarich had the responsibility for the Property Room. As both worked rotating shifts and both responded to calls for service, which has caused significant delays in processing evidence and property, this responsibility has been placed on Sergeant Jamie Mays and Detective Dan Tinch as a temporary measure. Both carry the investigative responsibilities and not ideal.

The recommendations made by BCSO are significant, require expertise, will be very time consuming and are extremely difficult to accomplish based on our staffing. Realistically, this may never be accomplished with our current staffing and could lead to significant liability in losing evidence and tracking property in

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the future. It took approximately 10 months to locate all property as some of the property was finally located after Butler County's audit.

Based on contemporary practices, some police departments have hired retired police officers experienced in property room management on a fulltime or part time basis to accomplish this task. The Butler County Sheriff's Office hired a retired Lieutenant, formerly in charge of the property room, to fill this position on a fulltime basis as a civilian employee. The Huber Heights Police Department in Montgomery County, hired two retired police officers on a part time basis to address their property room, but they also have additional responsibilities. Based on the expertise required to accomplish this significant overhaul of our property room, I recommend hiring Jeff Yaney, retired Dayton Police Department Sergeant. His expertise is unique and includes the following: He was the supervisor of the Dayton Police Department property room from June 2011-August 2016 and is certified through the International Association of Property Room and Evidence (IAPE), a worldwide organization promoting best practices concerning all aspects of property room functions. Mr. Yaney was responsible for intake, storage, maintenance and eventual disposition of all property when legally permitted and conducted numerous property, drug, and gun destructions. He also counted and transferred over \$1.5 million dollars from the Property Room to a financial institution. Mr. Yaney viewed our property room and understands the needs and has the knowledge, experience and capacity to fix it. There would be very few if any candidates available for this position that would match Mr. Yaney's qualifications. His resume is attached.

A review of Salary.com/Property and Evidence Clerk, April 29, 2018, reveals a salary range between \$33,669-\$47,403. Based on Mr. Yaney's expertise I recommend his hourly wage be \$20.00/hour; or, \$30,000 based on 1500 hours worked (part time). He desires only part time status and he would be supported by Sergeant Mays and Detective Tinch when not working.

The total amount of salary projection for Ms. Snyder, Mrs. Couch and Mr. Yaney is:

- Ms. Snyder \$39,540.80
- Mrs. Couch \$35,526.40
- Mr. Yaney \$30,000.00

TOTAL: \$105,067.20

The previous total was \$107,309.40, which is a savings of \$2,242.20

Based on the extreme and immediate need of these three positions, Ms. Snyder's and Mrs. Couch's experience and solid work ethic and Mr. Yaney's unique experience and unique abilities to overhaul our property room, I request that Ms. Snyder and Mrs. Couch become fulltime employees and Mr. Yaney become a part time employee.



Robert Chaball
Chief of Police

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May 17, 2018

TO: Julie Vonderhaar
Township Administrator

FROM: Robert Chaball
Chief of Police

SUBJECT: Recommendation of Placing Clerks to Fulltime Status and Hire
Property Room Custodian

Mrs. Vonderhaar:

This report will contain two requests – Placing Current Police Clerks to Fulltime Status with no benefits requested and New Part-time Property Room Custodian Position.

Placing Clerks to Fulltime Status

In February 2018, Ms. Anita Snyder and Mrs. Michelle Couch, our current Police Clerks, approached me with a proposal allowing them to work fulltime instead of part time based on their desire to provide more assistance to the police department due to the amount of added work not being done since Tina Coy's departure. They proposed to work for a \$5.00 respective increase in their hourly wage and did not desire or need any benefits/health insurance. As they did not want insurance benefits, they felt that this was a reasonable request. Ms. Snyder's pay would increase from \$14.01 to \$19.01 per hour; while Mrs. Couch's pay would increase from \$12.08 to \$17.08 per hour. The total cost of Ms. Snyder's salary would be \$39,540; while Mrs. Couch's would be \$35,526.40 for a total of \$75,067.20. The total combined salaries of Ms. Coy with insurance, Ms. Snyder and Mrs. Couch was \$107,309.40. Ms. Snyder's and Mrs. Couch's placement as fulltime employees would save the Township \$32,242.20.

A study of Police Records Clerk salary was obtained from swz.salary.com and is attached to this report. This study reveals that the average salary for this type of job in the Cincinnati area is \$33,026.00. However, this does not contain information on experience, tenure, or training, but includes fringe benefits.

As a reminder, I am including the Police Clerk's responsibilities section contained in the October 12, 2017, report I submitted when Ms. Coy returned (all of these responsibilities require answering phone calls while performing the listed duties):

- Tend to the visitor window to address walk-in complainants, request for information, request for copies of reports, request to speak to detectives
- Processing, reviewing, correcting and entering all citations, and summonses into records
- Processing the paperwork needed for impounded vehicles, which requires following vehicle release procedures, researching lien holder and notification via certified letter and process State of Ohio paperwork for salvage titles

July 17, 2018

SPECIAL ORDER NO: 05-2018

TO: All Personnel

FROM: Robert Chabali
Chief of Police

SUBJECT: Appointment of Jeff Yaney to Property Room
Custodian

On June 13, 2018, a resolution was passed to hire Jeff Yaney to the position of Property Room Custodian. His effective starting date was June 18, 2018.