

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 24-54**

**RESOLUTION AUTHORIZING THE APPOINTMENT OF FULL-TIME POLICE OFFICER  
CAITLIN FUGETT WHO IS CERTIFIED BY OHIO PEACE OFFICERS  
TRAINING COUNCIL, AT AN HOURLY RATE OF 27.83/HR.,  
WITH A ONE YEAR PROBATIONARY PERIOD.**

**WHEREAS:** There is need for a full-time Police Officer in the Police Department and the Police Chief recommends the immediate hiring of Caitlin Fugett to fulfill that need and contribute to the health, safety, and welfare of the residents of Fairfield Township; and

**WHEREAS:** Caitlin Fugett has successfully completed all pre-employment testing and her starting date is to be determined;

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

**SECTION 1:** The Board hereby authorizes the Police Chief to appoint full-time Police Officer Caitlin Fugett at an hourly rate of \$27.83 with a 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.

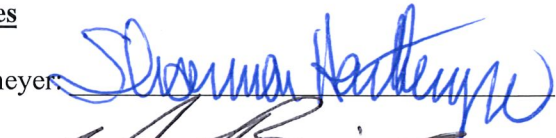
**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

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

**Adopted:** April 9, 2024

**Board of Trustees**

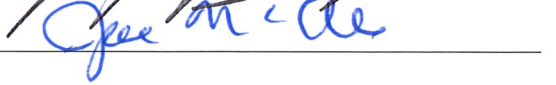
Shannon Hartkemeyer:



Michael Berding:



Joe McAbee:



**Vote of Trustees**

yes

yes

yes

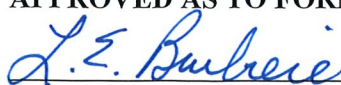
**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 9<sup>th</sup> day of April, 2024.

**ATTEST:**

  
\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Lawrence E. Barbieri, Township Assistant Law Director

April 3, 2024

TO: Julie Vonderhaar  
Township Administrator

FROM: Robert Chabali  
Chief of Police

**SUBJECT: Background Process/Check-off List**

Mrs. Vonderhaar,

Below is the background process/check-off list the police department uses for sworn personnel:

- Candidate has to sign the Authorization Form Release of Records
- Submit detailed Application (available online)
- Submit the Personal History Questionnaire
- Submit to Photo
- Submit fingerprints to Ohio Bureau of Criminal Investigation (Ohio BCI)
- Submit fingerprints to Federal Bureau of Investigation (FBI - national)
- Provide copy of Drivers' License
- Provide copy of Birth Certificate
- Provide copy of social security number card
- Provide copy of high school diploma
- Provide copy of high school transcripts
- Conduct credit check
- Review traffic record
- Obtain adult record check (CCH)
- Obtain military employment documentation, if any
- Obtain DD – 214 (military record for discharge, if applicable).
- Previous employment check
- Candidate interview by hiring committee, which includes detectives, detective sergeant and selected uniform officers
- Submit to polygraph
- Contact references
- Conduct in-home interview
- Conduct neighborhood checks
- Conduct Chief and Captain Interview
- Provide Conditional Offer Letter to candidate
- Submit to psychological evaluation
- Submit to medical examination including a drug screen
- We encourage ride-alongs with our personnel in an effort to expose them to our personnel

Once all components of the background check are completed, the name of the candidate is provided to the Trustees via a Resolution for approval. After approval, the candidate is sworn-in and the police department submits an SF - 400 form to the State of Ohio Attorney General's Office via their portal notifying them that the candidate was hired. The state then sends the OPOTA certificate to the agency.

As it relates to non-sworn police recruits to be presented for approval to the Board of Trustees on April 9, the background process/check-off list is the same. The candidate then would be hired as a sworn employee.

  
Robert Chabali  
Chief of Police