City of Willoughby Hills

Interoffice Memo

Date: Wednesday, December 24, 2014

To: Council President Ray Somich, Council Clerk Victoria Savage, Council Members

From: Mayor Robert M. Weger

Subject: Police Department Position

I have met with Police Chief Collins to discuss his proposal to create a full-time "Community Service Officer" in the Willoughby Hills Police Department. I concur with his decision to create this position and request Council approval for the proposed Position Description and Pay Ranges.

This position will include, but not be limited to include, "crime prevention activities, community relations and education programs, court and jail officer duties, evidence custodian, traffic enforcement and general patrol duties under exigent circumstances." The court and jail officer duties are currently performed by Officer Jim Ours on a part-time basis. The other duties are randomly assigned to other individuals as the workload permits. Chief Collins and I discussed making Officer Ours an offer to accept this position, giving him a full-time employment opportunity to continue the fine, dedicated work he has shown over his many years of service to the City, as well as enhance the community relations and education programs in our current Police environment and offer the custodial component to our Police evidence. Chief Collins has budgeted for this position in his 2015 Police Department planning.

I would like to propose the pay range to be $23.12 per hour to $27.04 per hour. This would take into consideration the highest point of a part-time police officer (Officer Ours' current rate of pay) to the contracted 2015 rate of pay for a Step 1 Police Officer. This would take us through the next contract negotiations. I could then start him at a rate of pay up to 10% over the $23.12 which would be a pay increase for him. I would not offer longevity credit for his part-time service, however, nor consider part-time

service in calculating vacation or sick pay. I believe the creation of this position in this manner would be good for the employee and good for the City.

I believe the establishment of this position will promote our Police Department in a positive manner and appreciate Council's approval of this position at its earliest convenience.

Thank you.

Enc: Position Description

cc: Police Chief Collins
Finance Director Brichacek
Assistant Finance Director Doles

CITY OF WILLOUGHBY HILLS, OHIO
POSITION DESCRIPTION

JOB CLASSIFICATION:	**COMMUNITY SERVICE OFFICER**
CIVIL SERVICE STATUS:	Unclassified
EMPLOYMENT STATUS:	Full Time
IMMEDIATE SUPERVISOR:	Mayor/Safety Director or his Designee
ISSUED DATE:	January 1, 2015 Revised: None

Nature of Work:
The Community Service Officer (CSO) is an unclassified administrative assistant assigned under the direction of the Mayor/Safety Director or his Designee and as such, has no supervisory authority. Ohio Peace Officer Certification is preferred, but not required. This is a specialized area of work dealing with administrative support services to the general operations of the police department to include, but not limited to, community relations, court/jail officer and evidence custodian. Employees assigned to this classification will not be assigned to the uniform patrol activities with the rank and class designation of Police Officer. An employee in this class is not a Civil Service employee in the classified service and, therefore, is not eligible to participate in or be subject to the process associated with a uniform police officer as authorized by Ohio Civil Service Law. An employee in this class shall be subject to the pay, fringe benefits and employment conditions associated with other unclassified City employees in accordance with City Ordinances.

Job Responsibilities:
Under general supervision, the community service officer provides administrative support services to the general operations of the police department to include, but not limited to, community relations and education programs, court/jail officer duties and evidence custodian. CSOs testify in court as needed, uses electronic equipment, computers and department software systems, completes assigned training to maintain state certifications, and performs related work and duties as assigned or required. Work is normally performed without direct supervision; employee must be able to exercise independent judgment while completing assigned tasks. Performance is reviewed by a superior thorough reports, observations and discussions.

Qualifications:
High school diploma; current Ohio Peace Officer Training Academy Certification preferred, but not required, must be a citizen of the United States of America and at least 21 years of age at time of appointment. Must possess a valid Ohio Driver License with an acceptable driving record.* Must have a credible personal background free of any felony or misdemeanor criminal activity or arrests.* Must meet annual state and department qualification standards for firearm use and possession.* Must be able to work rotating shifts as assigned. Any combination of training and experience that indicates possession of the knowledge, skills, and abilities identified within this position description. (*Refer to special requirements section for additional qualifications information).

ILLUSTRATIVE JOB DUTIES: (The duties listed below are intended to depict essential functions of this job classification)

Community Relations:
Promotes the Willoughby Hills Police Department at community events; Provides assistance to the community through contact with citizens and businesses; Prepares and delivers talks on crime prevention

and community relations; Notifies businesses of potential security hazards; Notifies appropriate agency or utility regarding public safety hazards.

Court/Jail Officer:
Manage and administer Mayor's and Municipal Court Programs for WHPD; Administer and update court schedule; Arrange for the continuance of court cases when officers are not available because of time off, school etc.; Coordinate court cases with case officers and prepare for court process; prepare, copy, and review all cases for the prosecutor; Review, prepare, and transport court documents to Mayor's, Municipal, and Common Pleas Courts; Serve subpoenas in a timely manner; File for journal entries; Receive prisoners when assigned and complete/assist booking procedures in jail facility; Transport and manage prisoner arraignments; Release jail prisoners and upon prisoner release file all jail paperwork and ensure jail cell is clean and serviceable; Follow jail policies and procedures; Assist in ensuring prisoner safety, health and welfare; Assist with the arrangement of medical care, meals and visits for prisoners; Assist with warrant pickups; Transport evidence to and from the crime lab; Be proficient with CODY CAD/RMS specifically prisoner booking and release.

Property/Evidence Custodian:
Performs duties of property/evidence custodian; Intakes, processes and transfers evidence to crime labs and courts; Conducts inventories; Prepares, coordinates and conducts evidence disposals; Provides in-service training programs; Reviews property/evidence procedures and policies; Manages the prescription drug turn-in program.

General Administrative:
Assists in preparation of administrative reports; May analyze report information to enhance enforcement, investigative, or safety efforts; May assist in the training of new personnel; May perform technical or specialized duties as assigned; Operates and maintains departmental equipment and computers; Attends training and/or instructional meetings; Performs other related duties as assigned; Cooperates with other governmental or law enforcement agencies.

Essential Job Knowledge, Skills and Abilities:
The functions specified below are the fundamental job duties, which an employee must be able to perform, based on supervisory-incumbent interviews relative to; the purpose of the position; the availability of others to perform the function; and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

Knowledge of:
Federal, state and local laws and ordinances
Department polices and procedures*
Department rules and regulations*
Rules of criminal law and evidence
Techniques for collecting and preserving evidence
Interview and interrogation techniques
Community policing philosophy and techniques
Crime prevention techniques
Inter-personal Communications
Court procedures
Civil disobedience control techniques
First aid procedures
Documentation requirements and report writing techniques

Knowledge of: (Continued)
Police radio communications
Basic typing and computer skills
City streets, businesses and public areas*
Investigative techniques
Arrest, search and seizure procedures
Criminal apprehension techniques
Self defense techniques
*May be acquired after hire

Skills and Abilities to:
Interpret and apply laws, regulations and policies to enforce them with firmness, tact, and impartiality
Define problems, collect data, establish facts and draw valid conclusions
Logically order information to report on or react to a given situation, which may include serious consequences
Compute job-related formulas in order to accurately measure distances and to complete investigations
Communicate effectively in written and oral form
Resolve problems involving several variables
Cope with and diffuse situations involving angry or difficult people
Deal effectively and courteously with others
Develop and maintain effective working relationships with the public, officials, co-workers and supervisors
Present a positive image to the public
Demonstrate sound judgment under stress and to react quickly and calmly in emergencies
Meet and maintain performance standards established for the position
Safely and effectively use firearms
Drive a motor vehicle safely and effectively
Use and care for department equipment (computers, radios, Datamaster, radars, lasers, etc.)
Engage in strenuous physical activity
Work rotating shifts, as assigned
Maintain consistent, regular, punctual and predictable attendance
Maintain confidentiality
Inspire the trust and confidence of others
Possess reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature
Prioritize workloads while coordination multiple demands
Visualize scenarios when presented as written plans oral instructions
Compare letters, numbers, or patterns quickly and accurately
Demonstrate mature judgment and reasoning at all times

Physical Requirements:
The majority of work is done while sitting with intermittent periods of standing and walking and includes the potential to engage in strenuous physical activity. Requirements include the ability to:

Have and maintain a high level of physical agility and fitness sufficient to engage and endure strenuous physical activities; Demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 pounds while performing such functions as lifting, carrying, pulling, pushing, walking, jogging, running, jumping, climbing, kneeling, squatting, bending, and maneuvering fixed obstacles; Run, walk, stand, or sit for extended or intermittent periods of time; Listen, comprehend, and respond to

Physical Requirements: (Continued)

discussions involving either one-on-one or group settings; Remain alert and watchful during assigned duty hours; Transport individuals, paperwork, or material evidence for short distances, which may involve climbing stairs; Address groups of assorted sizes in diverse settings; Withstand extremes of climate exposure and potential exposure to health and safety hazards; Communicate information both orally, in writing and by typing; Operate job related equipment, including a motor vehicle, safely and while performing multiple tasks such as radio operations, observation, and note taking; Make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception; Possess sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, computers, etc.; Pass and maintain the standards of the Department's general fitness examination as it relates to the essential functions of the position.

Qualifications: Special Requirements

Must possess and maintain a good driving record. A "good driving record' is defined as having no more than two (2) two-point moving violations or their equivalent within the preceding three (3) years, and no convictions for six-point moving violations and/or felony traffic violations, or their equivalent, within the previous ten (10) years.

Must be legally qualified to own and carry a firearm or sidearm.

Must not have been convicted in a court of law of lesser misdemeanors including assault, attempted assault, stalking, menacing, and all other offenses which have as an element "the use or attempted use of any physical force or threatened use of a deadly weapon towards those persons that are generally covered by those statutes as related to family members."

Must not have been convicted in a court of law of any felony for any offense of violence.

Must not have any undetected criminality for which criminal liability may invoke.

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment.

A Memorandum of Understanding regarding this position and its position description has been submitted by the Collective Bargaining Unit and approved by the City and shall be attached hereto.