

*Village of Crooksville, Ohio*  
**ORDINANCE NO. 2627**

**ORDINANCE AMENDING ORDINANCE NUMBERS 2466 AND 2540  
AND ADDING THE POSITION OF ASSISTANT POLICE CHIEF, ADDING JOB  
DESCRIPTIONS FOR POLICE DEPARTMENT POSITIONS, AND REPLACING  
EXHIBIT A, PAGE 39, OF THE VILLAGE OF CROOKSVILLE  
EMPLOYEE POLICIES AND PROCEDURES MANUAL**

**Whereas**, the Village of Crooksville has heretofore adopted an Ordinance providing a manual for employee policies and procedures, to wit Ordinance No. 2466, adopted September 16, 2013, and an Ordinance amending and replacing Exhibit A to that manual, to wit Ordinance No. 2540, adopted September 8, 2015;

**Whereas**, the Village Council desires to supersede and amend Exhibit A of the Village of Crooksville Employee Policies and Procedures Manual adopted by Ordinance No. 2466 and thereafter amended by Ordinance No. 2540, only to the extent necessary to revise employee positions and wage ranges as the same appear on Exhibit A as adopted September 16, 2013, and amended on September 8, 2015, to the employee positions and wage ranges as the same are amended and appear on Exhibit A – 2018 attached hereto and incorporated herein by reference; and

**Whereas**, the Village Council further desires to add the position of Assistant Police Chief to the positions currently available within the Village of Crooksville Police Department; and

**Whereas**, the Village Council further desires to add job descriptions applicable to positions held within the Village of Crooksville Police Department.

**NOW THEREFORE BE IT, AND IT IS HEREBY ORDAINED** by the Village of Crooksville, Perry County, State of Ohio, that:

1. Ordinance 2466 and Ordinance 2540 are hereby amended ONLY to the following extent:
  - a. Exhibit A (page 39), as amended to Exhibit A – 2015 (page 39-2015) of the Village of Crooksville Employee Policies and Procedures Manual, titled “Village of Crooksville Pay Ranges,” is hereby amended and superseded with Exhibit A – 2018 (page 39-2018) attached hereto and incorporated as if fully rewritten herein.
  - b. Exhibit C (pages 45-67) of the Village of Crooksville Employee Policies and Procedures Manual, titled Job Descriptions for All Village of Crooksville Employees is hereby amended to ADD the position of Assistant Police Chief to available positions within the Village of Crooksville Police Department, and to ADD Exhibit C – 2018, Police Department Procedural Description of Job Title and Definitions (pages 67-1 through 67-4), a copy of which is attached hereto and incorporated herein by reference.
2. This amending ordinance shall affect only the exhibits and pages as noted, and shall not affect any other portion of Ordinance No. 2466 or other amending Ordinances thereto as a whole.

3. This Ordinance shall take effect at the earliest date allowable by law.

**1<sup>st</sup> Reading:** August 20, 2018

**2<sup>nd</sup> Reading:** September 4, 2018


**3<sup>rd</sup> Reading:** September 17, 2018

**Passed:** September 17, 2018.



Fred Redfern, Mayor

ATTESTED:

  
Brittany Ross, Fiscal Officer

**Posting Certification**

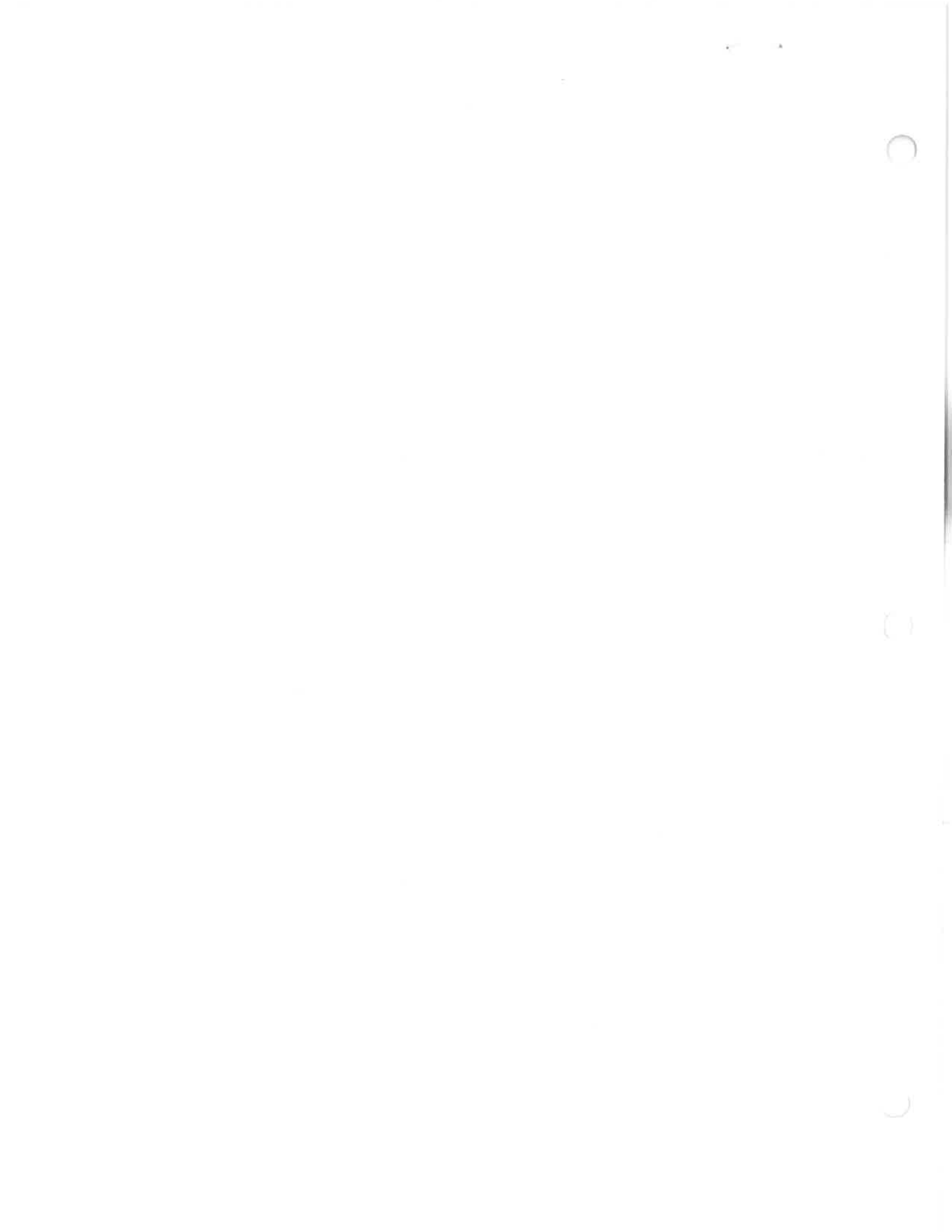
This ordinance was posted at the five prescribed locations within the Village of Crooksville, Ohio, on the 18<sup>th</sup> day of September, 2018.

  
Brittany Ross, Fiscal Officer

## Exhibit A

### Village of Crooksville Pay Ranges

Street Department Supervisor-	\$10.00-\$20.00 per hour
Water Dist. Supervisor Class I-	\$15.00-\$25.00 per hour
Water Dist. Supervisor-	\$10.00-\$20.00 per hour
Sanitation Supervisor Class I-	\$15.00-\$25.00 per hour
Sanitation Supervisor-	\$10.00-\$20.00 per hour
Maintenance Supervisor-	\$10.00-\$20.00 per hour
Service Dept. Level II-	\$9.00-\$16.00 per hour
Service Dept. Level I-	Min. Wage-\$12.00 per hour
Service Dept. Part Time-	Min. Wage-\$10.00 per hour
Recreation Supervisor-	Min. Wage-\$12.00 per hour
Comm. Service Supervisor-	Min. Wage-\$12.00 per hour
Water Plant Operator-	\$8.50-\$15.00 per hour
Administrative Assistant-	\$9.00-\$15.00 per hour
Income Tax/ Utility Billing Supervisor-	\$9.00-\$17.00 per hour
Billing Clerk II-	Min. Wage-\$16.00 per hour
Billing Clerk I-	Min. Wage-\$12.00 per hour
Village Fiscal Officer's Assistant-	\$9.00-\$15.00 per hour
Chief Of Police-	\$15.00-\$22.00 per hour
Assistant Police Chief-	\$14.00-\$18.00 per hour
Sergeant Patrolman-	\$10.00-\$16.00 per hour
Corporal Patrolman-	\$10.00-\$16.00 per hour
Patrolman-	Min. Wage- \$15.00 per hour
Patrolman Part Time-	Min. Wage- \$12.00 per hour
Pool Manager-	Min. Wage- \$12.00 per hour
Pool Manager Asst.-	Min. Wage- \$10.00 per hour
Head Lifeguard-	Min. Wage- \$9.00 per hour
Lifeguard-	Min. Wage- \$9.00 per hour
Village Fiscal Officer-	\$26,000-\$35,000 Salary
Village Administrator-	\$35,000-\$70,000 Salary



# EXHIBIT C - 2018

Police Department

## Procedural Description of Job Title

### and Definitions

**Police Chief:** Plans and directs all police activities to protect lives, prevent crime, enforce all laws of the of the village of Crooksville, state of Ohio and the United States of America and to maintain public order, has exclusive right of stationing, transfer, scheduling and recommendations of promotion.

**Duties:** Reports to the Mayor and supervises all commissioned and civilian personnel.

**Specific Responsibilities:** Formulate police policy and objectives in consultation with the mayor, determine methods and procedures to accomplish objectives and develop standards and regulations for all departmental field and office work.

Organize, direct and ensure effective results from police operations. Work through the Assistant Police Chief to ensure effective response and operations in all areas of police responsibility, including, regulation of criminal activity, apprehension and detention of the criminal element, regulation and enforcement of traffic ordinances and maintenance of police records and reviews the actions and reports of subordinates and follow up as necessary.

Develop and maintain an effective organization, effectively organizing department work in the most efficient manner, plan manpower and scheduling needs and works directly in the performance review, training efforts and department moral and discipline.

Ensure effective utilization of departmental facilities and equipment, ensure proper maintenance and efficient use of current equipment as well as develop plans to meet future needs and technological upgrades as current in the field.

Receive and investigate or cause to be investigated all citizen complaints concerning police operations, either personally or directing subordinates to handle internal investigations as indicated and ensuring prompt and effective follow up on all public safety needs.

Ensure effective liaison with other area law enforcement agencies, cooperating with investigations, maintains open communication with said agencies to keep abreast of problems and develop intelligence information.

Ensure effective support functions, up to an including dispatch operations, proper recording and retention of pertinent or required information, handling required correspondence and preparing or supervising the submission or regular or special reports as required.

Prepare departmental budget recommendations and control expenditures within approved boundaries, includes the planning for manpower and equipment needs, development of equipment specifications and approval of purchases within the delegated limits.

Perform other duties as required, including keeping the mayor informed of progress and potential problems, assisting the mayor with investigations, coordinating police functions with other agencies and keeping current on new and relevant laws and court decisions.

Periodically review and update as necessary all police personnel job descriptions and annually evaluate the job performance of all police personnel.

**Assistant Police Chief:** Perform Police work and investigation, protect lives, prevent crime, enforce all laws of the of the village of Crooksville, state of Ohio and the United States of America and to maintain public order, in the absence of the police chief shall plan and direct all police activities and supervise all police personnel.

**Duties:** Reports to the Police Chief and supervises all commissioned and civilian personnel as the second line supervisor.

**Specific Responsibilities:** Formulate police policy and objectives in consultation with the police chief, determine methods and procedures to accomplish objectives and develop standards and regulations for all departmental field and office work, and as the key holder and evidence technician, maintains the integrity of collected evidence through chain of custody, records and secure, safe retention of evidence in a secure evidence room.

In conjunction with the police chief, organize, direct and ensure effective results from police operations. Work through the Sergeant to ensure effective response and operations in all areas of police responsibility, including, regulation of criminal activity, apprehension and detention of the criminal element, regulation and enforcement of traffic ordinances and maintenance of police records and reviews the actions and reports of subordinates and follow up as necessary.

In conjunction with the police chief, develop and maintain, an effective organization, effectively organizing department work in the most efficient manner, plan manpower and scheduling needs and works directly in the performance review, training efforts and department moral and discipline.

In conjunction with the police chief, ensure effective utilization of departmental facilities and equipment, ensure proper maintenance and efficient use of current equipment as well as develop plans to meet future needs and technological upgrades as current in the field.

At the direction of the police chief receive and investigate or cause to be investigated all citizen complaints concerning police operations, either personally or directing subordinates to handle internal investigations as indicated and ensuring prompt and effective follow up on all public safety needs.

In conjunction with the police chief, ensure effective liaison with other area law enforcement agencies, cooperating with investigations, maintains open communication with said agencies to keep abreast of problems and develop intelligence information.

In conjunction with the police chief, ensure effective support functions, up to an including dispatch operations, proper recording and retention of pertinent or required information, handling required correspondence and preparing or supervising the submission or regular or special reports as required.

In conjunction with the police chief, prepare departmental budget recommendations and control expenditures within approved boundaries, includes the planning for manpower and equipment needs, development of equipment specifications and approval of purchases within the delegated limits.

Perform other duties as required, including keeping the police chief informed of progress and potential problems, assisting the police chief with investigations, coordinating police functions with other agencies and keeping current on new and relevant laws and court decisions.

In conjunction with the police chief, periodically review and update as necessary all police personnel job descriptions and annually evaluate the job performance of all police personnel.

**Sergeant:** Perform police work as assigned to protect lives and property, prevent crime, enforce the laws of the of the village of Crooksville, state of Ohio and the United States of America and to maintain public order, in the absence of the police chief or the assistant police chief, shall plan and direct all police activities and supervise all police personnel.

**Duties:** Reports to the Assistant Police Chief, supervises patrol operations and patrol officers, is the coordinator and correlator of the auxiliary police unit, reporting exclusively to the village mayor.

**Specific Responsibilities:** Responsible for the enforcement of all laws, ordinances and rules regulations of the department and for the proper performance of police duty by all officers under his command and control, and for the maintenance of police discipline and see that all required reports are made and transcribed promptly and that they are accurate and complete.

The sergeant shall, without waiting for specific instruction, provide a proper and sufficient detail of police personnel in all emergencies.

For the sergeant to say that orders were given to subordinates will not relieve the sergeant from responsibility if subordinates fail to carry out orders, it shall be the duty of the sergeant to report such failure to the assistant police chief, who will make a recommendation to the police chief of disposition, based on findings, on the same.

The sergeant, in the absence of the police chief and the assistant police chief, shall have control of scheduling, stationing and transfer of employees, subject at all times to the order of the chief of police and will be held responsible for the faithful execution of all orders and for the enforcement off all laws and ordinances.

The sergeant shall be responsible for the maintenance of and the keeping of records pertaining to police vehicles and equipment.

The sergeant shall be the liaison between the Crooksville Police Department and the Crooksville Auxiliary Police Unit.

**Patrolman:** Perform police work as assigned to protect lives and property, prevent crime, enforce all laws of the of the village of Crooksville, state of Ohio and the United States of America and maintain public order throughout the village.

**Duties:** Reports to the sergeant, in the absence of an appointed sergeant, reports to the assistant police chief, has no regular supervisory responsibilities.

**Specific Responsibilities:** Deter and detect unlawful activity and conduct by effective patrol of the village, seek abnormal conditions, inspect premises, check suspicious persons or vehicles, provides a visible law enforcement presence and maintains lookout for wanted persons or property and patrols and maintains surveillance in high crime or problem areas.

Respond to and handle calls and maintain order by intervening in public and private disputes, handle any and all complaints and calls involving personally viewed violations or citizen caller complaints and summon or provide medical help or first aid if necessary.

Apprehend violators, perform the initial criminal investigation work, including identifying evidence and suspects, questioning victims and witnesses, arrests and processes suspects in a criminal investigation, also prepares evidence for court presentation and testifies in said court and serves subpoenas and official papers as directed.

Monitor and ensure the proper flow of automobile traffic, direct traffic as needed, report on hazardous conditions, give warnings and issue traffic citations as well as parking enforcement, reports on abandoned or damaged vehicles and assists stranded motorists.

Investigate and prepare reports on traffic accidents by gathering evidence from drivers, witnesses and vehicle inspection, prepare scaled diagrams of the scene and prepares reports for police records, insurance investigations, coroners inquests and standard court cases.

Maintain effective public relations, including answering questions, providing directions and assistance when needed and participating in police public relations activities and functions as directed.

Perform required records and reporting work, maintaining a log of activities, prepare case reports, record impounded property and prepare reports on possible traffic problems and congested areas.

Improve and maintain individual police skills, including participation in training and conferences and programs, learning effective use of equipment and investigative aids and maintaining the proficient use and skill with firearms that are utilized by the department.

**Dispatcher / Court Clerk:** Perform as communications officer, assigning calls to officers based on priority, maintains call records, interacts with the public personally as well as through telephone calls and reports, is responsible to the sergeant.

As court clerk, maintains all court records, prepares mayors statement, both the report and the financial record, issues court papers and subpoenas, is responsible to the magistrate and the mayor.