

CITY OF FRANKLIN, OHIO
RESOLUTION 2023-25

AMENDING THE POSITION DESCRIPTION FOR POLICE CAPTAIN

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and position descriptions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position descriptions for the Police Captain;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for Police Captain is hereby amended as shown in the attached Exhibit A.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. That this resolution shall become effective immediately upon its passage.

ADOPTED: April 3, 2023

ATTEST: Khristi Dunn
Khristi Dunn, Clerk of Council

APPROVED: Todd Allen
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on April 3, 2023.

Khristi Dunn
Khristi Dunn, Clerk of Council

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POSITION DESCRIPTION

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Position Number:	Name:
Class Number:	Class Title: Police Captain

Civil Service Status: Classified	Dept./Div: Police
Employment Status: Full-time	Reports To: Police Chief
FLSA Status: Exempt	Supervises: Police Lieutenant

QUALIFICATIONS: (An example of acceptable qualifications)

~~High school diploma or equivalent; two (2) to four (4) years experience as a Franklin Police Command Officer.~~

LICENSURE OR CERTIFICATION REQUIREMENTS:

~~Valid Ohio driver's license, current Ohio Peace Officer Training Certificate, must meet the requirements to be bonded.~~

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

~~Knowledge of: two-way radio operations, safety practices and procedures, department goals and objectives; department policies and procedures, investigation techniques, arrest procedures, law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration, surveillance techniques, security practices and procedures; public relations; supervisory principles and practices.~~

~~Skill in: computer operation; motor vehicle operation; operation and care of firearms; use of restraint devices.~~

~~Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; train or instruct others; develop and maintain effective working relationships; demonstrate physical endurance, subdue and/or restrain suspects.~~

Date Adopted: 8-18-03
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Columbus, OH 43235

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POSITION DESCRIPTION

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Position Number:

Name:

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

~~(1) Assists in the planning, scheduling, and supervision of the work of the division on all shifts including special assignments; reviews all reports and records prepared by shift commanders, prepares reports, and performs other administrative duties as required; evaluates and monitors the performance of all police personnel; enforces divisional rules and regulations; initiates, directs, and conducts internal affairs investigations; follows the chain of command.~~

~~(2) Provides public education and crime prevention through various programs; provides other public safety information or activities as needed.~~

~~(3) Patrols the City on occasion; prevents or discovers commission of crimes; observes and apprehends violators of traffic laws and issues written citations; occasionally answers calls and complaints such as automobile accidents, thefts, and robberies; enforces all federal, state, and local laws; is responsible for the care and maintenance of assigned equipment and property.~~

~~(4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.~~

~~(5) Demonstrates regular and predictable attendance.~~

OTHER DUTIES AND RESPONSIBILITIES:

~~(6) Performs in house and continuing training education for detectives and uniformed personnel.~~

~~(7) Responds to complaints from citizens and conducts internal investigations.~~

~~(8) Performs other duties as required.~~

EQUIPMENT OPERATED: ~~(The following are examples only and are not intended to be all inclusive)~~

~~Radio, radar, computer, body wires, breathalyzer, video equipment, firearms, first aid devices, patrol car, handcuffs, baton.~~

Developed by:

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POSITION DESCRIPTION

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Position Number:

Name:

~~INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:~~ (For purposes of O.R.C. 4167)

~~Work conditions vary by shift. Some tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need frequently to enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of danger, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvements with dangerous and potentially dangerous people, animals, and equipment. The employee may be potentially exposed to human blood or other body substances.~~

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

062002mcCI

Date Revised:

Columbus, OH 43235

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POSITION DESCRIPTION

Employee Name:		Department:	Police
Civil Service Status:	Classified	Position Title:	Police Captain
Employment:	Full-time	Reports To:	Chief of Police
FLSA Status:	Exempt	Supervises:	Division Sergeants, Lieutenants, Detectives, Patrol Officers, Dispatchers

GENERAL DESCRIPTION: Under the direction of the Franklin Chief of Police, provides direction, and oversight to the Police Division in the performance of specialized work in the protection of life and property through the enforcement of laws in the State of Ohio, and the City of Franklin. Work involves significant community engagement. Assumes command of the Police Division in the absence of the Chief of Police.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Under the supervision of the Chief of Police, plans, organizes, directs, schedules, controls, and evaluates the work of the Police Department and Department personnel. Assists with oversight of the management of day-to-day Department operations and in the use of resources to meet operational objectives. Assumes command of the Police Department in the absence of the Chief of Police.
2. Serves as liaison and public relations officer to the public to facilitate efficient and meaningful public involvement. Answers questions from the public concerning local and state laws, procedures, and activities of the department. Makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities. Represents the City professionally and ethically in all interactions.
3. Ensures prompt and thorough response to calls for the protection of life and property, the enforcement of laws and ordinances, and all general public service calls. Investigates complaints and takes appropriate action or assigns responsibility for completion to direct reports. Uses sound judgment under adverse, stressful conditions.
4. Assists other staff as needed in the patrol of designated areas of the City of Franklin, and in the order, discovery, and prevention of crimes. Protects real and personal property by providing security checks of residential, business, and public premises. Maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress. May issue warnings and citations.
5. Reviews and analyzes investigative reports and case information on law enforcement activities. Under the direction of the Chief of Police, conducts internal investigations concerning complaints against the Police Department personnel.
6. Cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses. May respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
7. May assist with crowd control at events and security at City Council meetings and other City functions.
8. Stays informed of current trends and innovations in the field of policing. Participates in continuous training to enhance law enforcement skills including supervisory functions, leadership development firearms proficiency, and general law enforcement skills. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships. Participates in professional organizations to improve skills and contribute meaningfully to the profession. Looks for ways to improve and promote growth. Measures self against standard of excellence.



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POSITION DESCRIPTION

9. Initiates and completes legal documents, reports, and performs a variety of administrative duties in support of law enforcement services, programs, and activities.
10. Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Ability to understand and execute complex oral and written communications. Ability to communicate clearly and concisely, both orally and in writing, apply active listening skills, and effectively establish and maintain working relationships with those contacted in the course of work. Ability to prepare clear and concise reports and routine correspondence and effectively respond to requests and inquiries from the general public. Ability to Interview victims, complainants, witnesses, and suspects. Skill in dealing firmly, tactfully and courteously with the general public. Ability to deal effectively with confrontational individuals and/or challenging situations. Ability to prepare and make presentations related to law enforcement efforts in the community. Ability to develop, lead, and nurture high performance and a professional atmosphere.

Education and Experience: Must be at least twenty-one years of age. High school diploma or equivalent, satisfactory completion of the civil service exam, physical agility test and background check required. Bachelor's Degree in criminal justice or related field, and specialized training in law enforcement, criminal justice, or a related field or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Minimum of three-years progressive supervisory experience in a law enforcement required.

Equipment, Tools and Materials: Effectively and safely use law enforcement equipment including specialized police vehicles, ammunition, body camera/video systems, two-way radios, restraint devices, radio, mace/pepper spray, firearms, rifle, shotgun, less lethal shotgun and TASER gun. Familiarity with Voice Stress Test/Polygraph equipment preferred. Use of computer, copier, scanner, telephone, and other standard modern business office equipment.

Licensure or Certification Requirements: Valid Ohio driver's license, acceptable motor vehicle records, and continuous insurability required. Current Ohio Peace Officer Training Certificate required.

Physical Requirements: (with or without accommodation): Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting. Frequently walk, stand, sit, or run for prolonged periods of time. Occasionally stoop, bend, kneel, crouch, reach, twist, climb, balance push, pull, lift, and/or carry light to moderate weights. Frequently lift and/or move moderate to heavy weights and occasionally lift and/or move heavy weights. Must demonstrate physical endurance and ability to subdue and/or restrain suspects and skill in the use and care of firearms. Ability to operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers. Ability to speak and hear to exchange information. Ability to operate a vehicle to travel to various locations. Ability to operate and use specialized law enforcement tools and equipment including firearms. Ability to see in the normal visual range and hear in the normal audio range with or without correction required.

Reasoning Skills: Ability to support planning, organizing, and directing department operations, services, and activities. Ability to define problems, collect data, establish facts, and draw valid conclusions, and exercise independent judgement and discretion. Ability to understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and



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regulations. Ability to interpret and explain City law enforcement policies and procedures. Ability to think clearly and act quickly in a variety of situations, judge situations/people accurately, recognize unusual or threatening conditions and take appropriate action. Ability to control violent people and affect arrests required.

Requirements: Must work independently in the absence of supervision. Must work irregular and on-call hours including weekends, evenings, and holidays. Meet and maintain required peace officer employment standards. Meet and maintain the departmental firearms qualifications standards. Meet the physical requirements necessary to perform the assigned duties safely and effectively. Meet department’s psychological and background requirements.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration. Exposure to potentially hostile environment and extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings. May be exposed to human blood or other body substances. Exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)