

CITY OF FRANKLIN, OHIO
RESOLUTION 2023-28

AMENDING THE POSITION DESCRIPTION FOR POLICE SERGEANT

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 Sergeant

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 Sergeant 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 17, 2023

ATTEST: Khristi Dunn
Khristi Dunn, Clerk of Council

APPROVED: Brent Centers
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 17, 2023.

Khristi Dunn
Khristi Dunn, Clerk of Council



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POSITION DESCRIPTION

Employee Name:		Department / Division:	Safety / Police
Civil Service Status:	Classified	Position Title:	Police Sergeant
Employment:	Full-time	Reports To:	Police <u>Captain</u> Lieutenant
FLSA Status:	Non-Exempt	Supervises:	<u>Detectives, Patrol Officers, Dispatchers</u>

GENERAL DESCRIPTION: Under the direction of the Franklin Chief of Police and Police Captain, provides support of daily Division operations. Performs specialized work in the protection of life and property through the enforcement of laws in the State of Ohio, and the City of Franklin.

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

1. As directed by the Chief of Police, under the supervision of the Police Captain, assists with the planning, organizing, and supporting the work of the Police Division. Assists with the coordination of day-to-day Department operations. Assists in planning, assigning, and supervision of the work of the division on an assigned shift; maintains and reviews all reports and records prepared by Patrol Officers; prepares necessary reports and performs other administrative duties as required; assists in the evaluation and monitors the performance of assigned Police Officers; supervises assigned personnel.
2. Supervise police operations on assigned watch; schedule personnel and/or make duty assignments; assist personnel as needed. Train, brief, inspect, evaluate, and monitor performance of personnel. Review daily activities and end of shift and provide counsel to officers. Enforces the laws and ordinances of the City and all other pertinent laws; patrols assigned area, investigates suspicious conditions and complaints, and arrests persons who violate laws and ordinances; answers criminal complaints and takes necessary corrective action; conducts investigations of juvenile offenders.
3. Represents the City professionally and ethically in all interactions. Establishes and preserves good relationships with the general public. May make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities. Accompanies prisoners to jail and headquarters and appears in court as arresting officer; attends fires or accidents, gives all possible assistance, and prepares necessary reports; gives advice on laws, ordinances, and general information to the public; follows the Chain of Command.
4. 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. Responds to complaints and forwards to appropriate supervisory personnel. Uses sound judgment under adverse, stressful conditions. Conduct follow-up and specialized investigations (Internal Affairs). Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
5. Enforce state and local laws and ordinances; make arrests and detentions; issue citations; investigate traffic crashes and crimes; respond to calls for service. Demonstrates regular and predictable attendance.
6. Works cooperatively with Division Detectives to coordinate and conduct detailed investigations of crimes. Performs civic functions by providing public education and crime prevention through various programs; provides other public safety information or activities as needed.
7. Cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses. Responds 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, as directed. Responds to complaints from citizens
8. Testifies in courts and at hearings, as needed. Prepares and presents case evidence and responds to mandatory court calls during irregular hours. Acts as Shift Commander in the absence of the Lieutenant.



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9. Stays informed of current trends and innovations in the field of policing. Participates in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
 10. May provide crowd control at events and provides security at City Council meetings and other City functions.
 11. Initiates and completes legal documents, reports and other required paperwork. Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities. Interpret and apply departmental rules, policies, and procedures. Perform research and work of departmental budget for assigned area.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS: High school diploma or equivalent; three (3) years experience as a full-time Patrol Officer; must pass civil service exam; must pass criminal history check.

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.

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.

Experience with and knowledge of investigation techniques, arrest procedures, law enforcement procedures and methods, traffic control, techniques of collection and preservation of evidence, federal, state, and local laws, law enforcement administration, surveillance techniques, security practices and procedures, city geography, and interpersonal relations, public relations and civil rights preferred.

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 and body cameras. Familiarity with Voice Stress Test/Polygraph equipment preferred. Use of computer, copier, scanner, telephone, and other standard modern business office equipment. Radio, computer, radar, breathalyzer, video equipment, firearms, first aid devices, patrol car, handcuffs, baton; chemical and other non-lethal weapons.

Licensure or Certification Requirements: Valid Ohio driver's license, acceptable motor vehicle records, and continuous insurability required. Current Ohio Peace Officer Training Certificate required. Possession of, or ability to obtain, CPR and First Aid certifications. ~~Must meet requirements to be bonded.~~

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



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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 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.

Technical Skills: Ability to use e-mail, and word processing. Ability to learn automated system functions used in carrying out job duties. Ability to operate in a network environment.

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; interpersonal relations; public relations; supervisory principles and practices; labor relations; civil rights.~~

~~**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; 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.~~

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.). Work conditions vary by shift. The majority of 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,



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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.

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.

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(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)