

ORDINANCE NO. 52-23

**AN ORDINANCE AMENDING §256.98 OF THE CODIFIED ORDINANCES
OF THE CITY OF AVON TO REVISE THE CLASSIFICATION
SPECIFICATION FOR THE POSITION OF POLICE CAPTAIN
AND DECLARING AN EMERGENCY**

WHEREAS, the Administration desires to amend the Classification Specification for the existing position of Police Captain; and

WHEREAS, the Administration seeks to have Council adopt an amendment to '256.98 to facilitate the changes to this classification specification; and

WHEREAS, Council, after reviewing the proposed Classification Specification, finds that the goals sought to be achieved by the Administration for this position to have been met and adoption of same is in the best interests of the health, safety and welfare of the citizens of Avon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That the revised Classification Specification for the position of Police Captain, attached hereto as Exhibit A and incorporated herein, is hereby adopted.

Section 2 - The Codifier is hereby instructed to remove the previous version and insert this amended classification specification into Section 256.98.

Section 3 - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to amend the Classification Specification for the position of Police Captain as soon as possible; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: April 24, 2023

DATE SIGNED: April 24, 2023

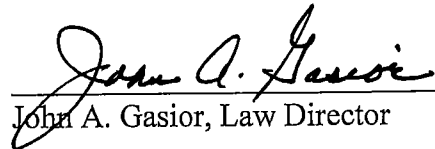
By: Brian Fischer
Brian Fischer, Council President

Ordinance No. 52-23 (Con't)

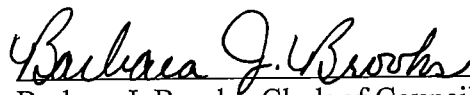
APPROVED BY THE MAYOR April 25, 2023


Bryan K. Jensen, Mayor

APPROVED AS TO FORM:


John A. Gasior, Law Director

ATTEST:

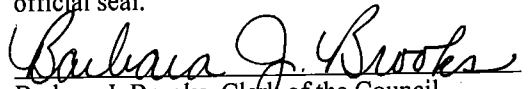

Barbara J. Brooks, Clerk of Council

POSTED: April 26, 2023
Electronically and at City Hall
As provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director

I, Barbara J. Brooks, Clerk of the Council of the City of Avon, Ohio, hereby certify this document to be a true and exact copy of Ordinance No. 52-23, passed by the Council of said City on April 24, 2023.

IN WITNESS WHEREOF, I have on this 25th day of April, 2023, affixed my signature and official seal.


Barbara J. Brooks, Clerk of the Council
of the City of Avon, Ohio

CLASSIFICATION SPECIFICATION**CITY OF AVON**

An Equal Opportunity Employer

TITLE: Police Captain

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JOB RESPONSIBILITIES: Under general direction, assists the Police Chief with the administration, direction, and coordination of operations or support services activities of the police division; acts for the Police Chief in his absence or as delegated.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Certified as a Peace Officer by the Ohio Peace Officer Training Council, plus twelve (12) months experience as a City of Avon Police Lieutenant. Must remain insurable under the City's vehicle insurance policy; *must possess and maintain a valid Ohio driver's license; must successfully complete and maintain firearms certification; must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City.*

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must be certified as a Peace Officer by the Ohio Peace Officer Training Council, and must possess *and maintain a valid* State of Ohio driver's license; *must maintain firearms certification; must maintain LEADS and OHLEG certifications.*

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Assists the Police Chief with the administration, direction, and coordination of police division activities; oversees the recruitment, selection, training, and career development programs of police personnel; assists or advises the Police Chief in such areas as labor relations, contract negotiations, public relations, and budget preparation; acts for the Police Chief in his absence or as delegated.	1. Knowledge of (1) management practices, (2) supervisory practices, (3) on-job training of subordinates, planning and/or implementation of training program(s) for subordinates, requiring monitoring and assessment of employee progress in developing job knowledge, skills, and abilities, (4) personnel administration, (5) employee training and development, (6) manpower planning, (7) City government structure and process, (8) agency and/or department policies and procedures, (9) public relations, (10) budgeting, (11) interviewing; Skill in (12) operating / utilizing law enforcement equipment, (13) operating/utilizing investigative tools and instruments, (14) operating a motor vehicle, (15) computer operation, (16) use of modern office equipment, (17) operation and care of firearms, (18) use or operation of police equipment

TITLE: Police Captain

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date
{3/7/2023 CLAVNCI 00294332.DOC }

CLASSIFICATION SPECIFICATION
CITY OF AVON
 An Equal Opportunity Employer

TITLE: Police Captain

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	2. Supervises directly or indirectly the activities of sworn and non-sworn personnel (e.g., ensures all rules and regulations are properly followed; conducts and/or reviews performance evaluations; <i>assigns and directs work</i>; reviews complaints regarding the performance of officers; recommends disciplinary action or commendation for personnel; advises and assists officers with difficult or unusual problems; reviews and investigates reports from commanding officers of laxity, misconduct, and insubordination of personnel, and adjusts minor infractions or recommends disciplinary action; supervises internal investigations of alleged misconduct of employees).	1. (continued) including restraint devices; Ability to (19) communicate effectively, (20) develop and maintain effective working relationships, (21) collect, analyze, and interpret data, (22) exercise sound judgment during stressful situations, (23) work independently or with others, (24) maintain weapon proficiency, (25) prepare and maintain accurate documentation, (26) conduct effective interviews, (27) resolve complaints, (28) train or instruct others, (29) calculate fractions, decimals, and percentages, (30) compile and prepare reports, (31) use proper research methods to gather data, (32), travel to and gain access to work site. 2. Knowledge of (1), (2), (4) – (6); Skill in (12) – (18); Ability to (19), (20), (27), (28), (32), (33) exercise independent judgment and discretion, (34) understand, interpret, and apply laws, rules or regulations to specific situations, (35) recognize unusual or threatening conditions and take appropriate action, (36) apply management principles to solve problems, (37) determine personnel, material and equipment needs, (38) safeguard information of a sensitive or confidential nature.

TITLE: Police Captain

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 Dublin, Ohio 43017

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CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Police Captain

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	3. Serves as liaison with federal, state, and other community police organizations to obtain or provide information needed in criminal investigations; makes presentations to schools and civic groups; advises local industrial firms on methods calculated to reduce criminal recidivism and development of security programs; receives and responds to inquiries from the media or refers to appropriate representative of the City; serves on ad hoc committees as assigned. 4. Performs any and all law enforcement functions performed by subordinates (patrols the City; enforces state and local laws; responds to requests for assistance; administers first aid; investigates crime scenes, criminal activity, and traffic accidents; presents results of investigations to Prosecutor or Grand Jury; enforces traffic and parking laws and ordinances; assists stranded motorists; etc.). <i>Prepares for and testifies in court and administrative agencies and provides credible testimony.</i>	3. Knowledge of (7), (8), (9), (39) community resources and services, (40) English grammar and spelling; Skill in (15); Ability to (19) – (21), (25), (30), (31), (34), (41) handle sensitive inquiries from and contacts with officials and general public. 4. Knowledge of (42) state and local criminal and traffic laws and ordinances, (43) safety practices and procedures, (44) professional law enforcement principles and procedures, (45) investigative principles and procedures, (46) arrest procedures, (47) techniques of collection and preservation of evidence, (48) applicable federal, state, and local laws; Skill in (12) – (18); Ability to (22) – (26), (30), (32), (49) understand a variety of written and/or verbal communications, (50) deal with a variety of variables within somewhat unfamiliar context, (51) demonstrate physical endurance, (52) demonstrate physical agility, (53) subdue and/or restrain suspects, (54) maintain fitness standards.

TITLE: Police Captain

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Dublin, Ohio 43017

Approval Date _____
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CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Police Captain

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	5. Maintains a continuing technical review of the effectiveness of existing police procedures and assists in developing new departmental procedures; reviews activity reports of subordinate personnel; <i>supervises special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to administration, elected officials, and others;</i> prepares and maintains records, reports, and other documentation (accidents, arrests, investigations, etc.). <i>Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.</i>	3. Knowledge of (8), (44), (45); Skill in (15) – (16); Ability to (19), (21), (30), (31), (32), (34), (36), (37).