

ORDINANCE 89-18

AN ORDINANCE AMENDING ORDINANCE 82-8 "AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL CLASSIFICATION PLAN AND CODIFICATION OF PERSONNEL PAY PLAN, PROVIDING FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION" BY MODIFYING CERTAIN PROVISIONS OF THE PERSONNEL PAY PLAN AND THE PERSONNEL CLASSIFICATION PLAN; WITH SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville, Kentucky has previously adopted a codification of the Personnel Plan and Codification of the Personnel Classification Plan by Ordinance 82-8, that was subsequently amended by Ordinance 87-1, and by Ordinance 88-8, and the city representatives desire to modify certain provisions of same;

NOW THEREFORE, BE IT ORDAINED THAT:

I. Section I of Ordinance 82-8 as amended is hereby amended so that it shall read as follows:

(1) The Codification of Personnel Classification Plan dated April 6, 1982, and Codification of Personnel Pay Plan dated April 6, 1982, attached hereto are hereby adopted by the City of Russellville and are incorporated herein by reference and made a part of the permanent records of the City. The Pay Plan and Longevity Schedule, the Grade Allocation, and the Position description for Director of Finance, Water/Sewer Maintenance Coordinator, Street Supervisor and City Engineer, that were originally attached and adopted with these plans are hereby repealed and are replaced with the Pay Plan and Longevity Schedule (Rev. 8-1-88) the Grade Allocation for the Position Description for Office Manager, Utilities Superintendent, Assistant Utilities Superintendent, Street Supervisor and Assistant Parks Director

that are attached hereto and incorporated herein by reference and made a part of the permanent records of the City. The position descriptions for Police Chief, Police Captain (Administrative, Communications Sargeant and Dispatcher that were originally adopted are hereby amended and replaced with the position descriptions for the Police Chief, Police Captain (Administrative), Communication Supervisor and Telecommunicator as attached hereto and incorporated herein by reference and made a part of the permanent records of the City. Section C (4) (a) of the Codification of Personnel Pay Plan is amended to provide that progression from Step A to Step B shall occur after one year of service, subject to the other terms and conditions of that plan.

II. In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provision.

III. All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of the conflict only.

*V. This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED on December 19, 1989.

SECOND READING CONDUCTED AND PASSAGE by roll call vote this 28th day of December 1989.

AYES:

Jean Hankins

Everett Daniel

Russell Jones

Richard Simmons

Willie Hampton

NAYES:

None

ABSTAINING:

None

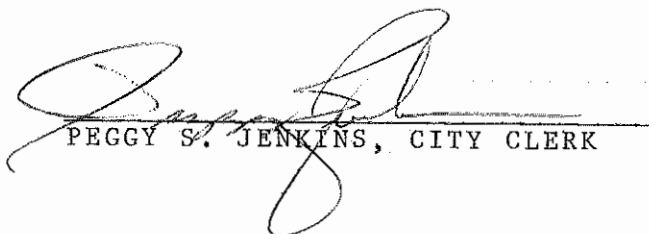
ABSENT:

Howard Wren



KEN SMITH, MAYOR

ATTEST:



PEGGY S. JENKINS, CITY CLERK

POLICE CHIEF

Pay Class_____

CHARACTERISTICS OF THE CLASS: Under general administrative direction, plans, organizes, directs, coordinates and participates in the activities of the police department in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property; does related work as required.

EXAMPLES OF DUTIES: Plans, directs, and exercise general supervision over the work of the entire department. Formulates and enforces rules, assignments within the department. Reviews activities and reports of officers. Makes recommendations to the Mayor for the appointment, promotion, and dismissal of officers. Enforces disciplinary measures when necessary. Ascertains that recruits and regular officers receive adequate training in modern police records and files. Directs the investigation of major criminal offenses. Sees that reports are prepared for the Mayor, State and Federal agencies. Prepares budget estimates and control expenditures of all department funds. Conducts department correspondence, requisitions supplies, and recommends the purchase of necessary equipment. Supervises the preparation of annual budget requests. Meets with and answers questions for the public. Attends police conferences and meets with various commissions and citizens groups. Utilizes and assists the police officers and supervisors in non-routine criminal and other investigations and personally participates in incidents dealing with most difficult and complex police situations of which would involve elements of personal danger and involve contact with law violators.

MINIMUM REQUIREMENTS

Training and Experience: Extensive, progressively responsible experience in law enforcement; completion of an accredited high school course supplemented by training in police administration and preferably college graduation; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Knowledge, Skills, and Abilities: Extensive knowledge of police administration and of police methods; thorough knowledge of scientific methods of crime detection, criminal identification, and radio communication; thorough knowledge of controlling laws and ordinances; considerable knowledge of the geography of the City; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other City officials and with the general public; high social intelligence; resourcefulness and sound judgement in emergencies; demonstrated integrity; tact; good physical condition.

POLICE CAPTAIN
Administration

Pay Class_____

CHARACTERISTICS OF THE CLASS: This is responsible administrative, supervisory and technical police work performed at police headquarters and in the field. Work involves responsibility for directing and controlling the activities of the communication section, performing staff functions and participating in the activities of the police department in enforcement of laws and ordinances, the prevention of crime and the protection of life and property. Work is performed either in accordance with orders from a supervisor or as a result of ongoing operation of the assigned work area with considerable independence of actions in regard to the methods and techniques used, subject to the ultimate review of a supervisor. General supervision is received from the Chief of Police. Work involves some public contact with citizens and law violators and personal danger. Work may extend to assuming all duties of the Chief of Police in his absence.

EXAMPLE OF DUTIES: Supervises and coordinates the operation of the communication section; reviews reports submitted by subordinate personnel. Insures that subordinate personnel are operating within the guidelines of controlling laws and statutes.
Coordinates the Department training function, including inservice training.
Coordinates the requirements for vehicle maintenance.
Coordinates the purchase of supplies for personnel and the police department.
Evidence property accountability.
Coordinates and directs the completion of all department records and files for accuracy and availability for department reports.
Responds to serious crime scenes.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the rules and regulations of the Police Department and governing federal, state and local statutes and ordinances.
Considerable knowledge of modern police methods and procedures.
Considerable knowledge of criminal law, particularly laws of arrest, search and seizure, protection of constitutional rights of citizens and admissibility of evidence.
Thorough knowledge of the physical and social characteristics of the City.
Skill in the use and care of firearms and in the skillfull operation for motor vehicles.
Ability to command the respect of officers and men, plan, assign, direct, supervise and evaluate their work.
Ability to express ideas clearly and concisely, both orally and especially in writing.
Ability to establish and maintain effective working relationships with other City officials, police administrators and the public.
Working knowledge of computer fundamentals and operations.

MINIMUM REQUIRMENTS OF TRAINING AND EXPERIENCE: Police officer with five years total experience on the Russellville Police Department. Preferably a background of education or training in the areas of police administration or any equivalent combination of experience and training which provides the requires knowledge and skills.

COMMUNICATION SUPERVISOR

Pay Class _____

CHARACTERISTICS OF THE CLASS: This is a supervisory and specialized telecommunicator position. An employee in this class is responsible for supervising and assisting in the supervision of the telecommunicators and the Communication System of the Russellville Police Department. The employee shall participate in the work performed by a telecommunicator. Work instructions are given by superior officers on new assignments or duties. Work is reviewed by inspection and observation and through oral and written reports to superiors.

EXAMPLES OF DUTIES: Supervises and participates in general duties; assists and instructs telecommunicators in day to day operations and unusual situations; assigns duty shifts to telecommunicators when necessary to replace schedule persons; explains and interprets general and special orders; instructs or advises new telecommunicators in various phases of communication operations; maintains discipline; see that all files, records and reports of the communication activity are accounted for and maintained. Assist in maintaining a good working relation with other law enforcement and emergency agencies in the county as part of the communication system. Assigned Duty of Terminal Agency Coordinator (Responsible for agency validation program for documents entered into state computer system). Performs system maintenance for 911 Computer System and coordinator for 911 operations. Performs related work as required or directed by a superior.

MINIMUM REQUIRMENTS:

Training and Experience: Five years of experience in the rank of telecommunicator and equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Knowledge, Skills and Abilities: Knowledge of federal and state regulation governing transmission by radio. Knowledge of the rules and regulations of the police department. Knowledge of modern dispatch methods and procedures. The ability to assign, instruct, and review the work of subordinates. Ability to understand and execute difficult oral and written direction and to prepare clear and comprehensive reports. Working knowledge of computer terminal operation.

TELECOMMUNICATOR

Pay Class_____

CHARACTERISTIC OF THE CLASS: Operates telephone, and two-way radio in the receipt and transmission of police, fire, and other emergency units; dispatches such equipment as necessary.

Telecommunicator is responsible for the complete control of the public safety communications system. Positions in this class involve emergency dispatching work by telephone or radio. Calls are received for rescue or other emergency equipment, whereupon the incumbent contacts by radio or telephone the unit or units to be dispatched giving the type and location of the emergency and other pertinent information. The Telecommunicator records all information concerning all calls and complaints.

EXAMPLES OF DUTIES: Receives calls by telephone and various radio systems for fire, police, ambulance or other emergency units. Determines the unit to be sent in response to such calls. Determines by inquiry the exact location of the place or point of Basic knowledge of System 36 (In House Computer). Determines the need for additional men and equipment. Transmits such messages as may be necessary in conducting operations at point of emergency. Informs police and utility personnel of emergencies. Tests systems each shift. Operate NCIC/Link equipment. Transmits special information through communication systems of the City to various units. Knowledge of the 911 System.

MINIMUM REQUIREMENTS

Training and Experience: Completion of a standard high school course; or equivalent combination of experience and training which provides the required knowledge, skills and abilities. Successfully complete LINK/NCIC and Telecommunicator Basic.

Special Knowledge, Skills, and Abilities: Knowledge of Federal and State regulations governing transmission by radio.

Knowledge of the geography and the highway and street systems in the City and surrounding areas served by the City on request.
Alertness and skill in detecting the scope and magnitude of an emergency.
Emotional stability, thoroughness, patience and the ability to learn quickly.
Pleasant personality and good speaking voice.