

ORDINANCE 93- 7

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 PROVIDING THE JOB DESCRIPTION AND PAY CLASSIFICATION FOR POLICE CAPTAIN ADMINISTRATION; WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville has previously adopted 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", and the City has now determined that it is necessary and proper to amend that ordinance to provide for an accurate job description for the position of Police Captain Administration;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RUSSELLVILLE THAT:

Section 1: The job description for Police Captain Administration as attached hereto and marked as Exhibit "A" is adopted for this position, and this position is classified as shown on the attachment for payment classification purposes.

Section 2: In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provisions.

Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

Section 4: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED ON June 22, 1993.

SECOND READING CONDUCTED AND PASSAGE by roll call vote this

22 day of June, 1993.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>Ken Barrett</u>	<u>None</u>	<u>None</u>	<u>Howard Wren</u>
<u>Jean Hankins</u>	<u></u>	<u></u>	<u>Willie Hampton</u>
<u>Russell Jones</u>	<u></u>	<u></u>	<u></u>
<u>Patricia Basham</u>	<u></u>	<u></u>	<u></u>
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KEN SMITH, MAYOR

ATTEST:

  
PEGGY JENKINS, CITY CLERK

POLICE CAPTAIN  
ADMINISTRATION

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, supervising the Alcohol Beverage Control Department; serving as Property Clerk; 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:

- A. Supervises and coordinates the operation of the Communication Section;
- B. Supervise and coordinate the operation of the Alcohol Beverage Control Department;
- C. Serves as Property Clerk;
- D. Performs the duties of the Alcohol Beverage Control Administrator in the absence of the appointed Administrator;
- E. Reviews reports submitted by subordinate personnel;
- F. Insures that subordinate personnel are operating within the guidelines of controlling laws and statutes;
- G. Coordinates the Department's training function, including inservice training;
- H. Coordinates the requirements for vehicle maintenance;
- I. Coordinates the purchase of supplies for personnel and the Police Department;
- J. Evidence property accountability;
- K. Coordinates and directs the completion of all department records and files for accuracy and availability for department reports;
- L. Responds to serious crime scenes; and

M. 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 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 skillful 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 REQUIREMENTS 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 required knowledge and skills.