

**ORDINANCE 2003-05**

AN ORDINANCE AMENDING ORDINANCE 99-16, "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, BY PROVIDING JOB DESCRIPTIONS AND PAY CLASSIFICATIONS AS SHOWN IN EXHIBIT A, AND REPEALING ORDINANCE 82-8 AND ORDINANCE 99-2, AND PROVIDING FOR AN EFFECTIVE DATE" BY ELIMINATING THE POSITION OF ASSISTANT POLICE CHIEF AND BY ADDING THE POSITION OF PATROL CAPTAIN, AND PROVIDING FOR A SEVERABILITY CLAUSE, REPEALER CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Russellville, Kentucky has previously enacted Ordinance 99-16, "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, BY PROVIDING JOB DESCRIPTIONS AND PAY CLASSIFICATIONS AS SHOWN IN EXHIBIT A, AND REPEALING ORDINANCE 82-8 AND ORDINANCE 99-2, AND PROVIDING FOR AN EFFECTIVE DATE"; and

WHEREAS, the City has determined that the general public and the City would better be served by the elimination of the position of Assistant Police Chief, and for the creation of the position of Patrol Captain; and

WHEREAS, City Council is of the opinion that this legislation is in the best interests of the health, safety and welfare of the City;

NOW, THEREFORE, BE IT ORDAINED by the City Council in and for the City of Russellville, Kentucky, that:

**SECTION 1. POSITION ELIMINATED**

Exhibit "A" to Ordinance 99-16 is hereby amended as follows to eliminate the position of Assistant Police Chief:

<u>Class Title</u>	<u>Grade</u>
<del>Assistant Police Chief</del>	25

**SECTION 2. POSITION CREATED**

Exhibit "A" to Ordinance 99-16 is hereby amended as follows to create the position of Patrol Captain:

<u>Class Title</u>	<u>Grade</u>
<u>Patrol Captain</u>	<u>24</u>

**SECTION 3. JOB DESCRIPTION FOR PATROL CAPTAIN**

A job description is hereby created and attached as Appendix I for the position of Patrol Captain.

**SECTION 4. SEVERABILITY CLAUSE**

The provisions of this Ordinance are severable. If any sentence, clause or part of this Ordinance or the application there of to any particular state of case is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or repeal any of the remaining provisions, sentences, clauses or sections or parts of this Ordinance, it being the legislative intent of this body to ordain and enact each other.

**SECTION 5. REPEALER CLAUSE**

All portions of prior ordinances in conflict herewith and now in effect, including specifically any conflicting provision of Ordinance 82-8, Ordinance 99-2 and 99-16, are hereby repealed.

**SECTION 6. EFFECTIVE DATE**

This ordinance shall become effective upon passage and publication as required by law.

**FIRST READING** conducted the 18<sup>th</sup> day of March, 2003.

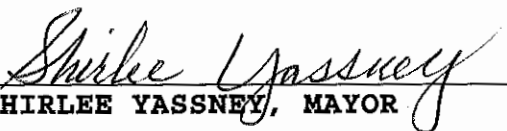
**SECOND READING CONDUCTED AND PASSAGE** by roll call vote this 8<sup>th</sup> day of April, 2003.

**AYES:** Bell, Patricia; Hankins, Jean; Jones, Russell; Sweatt, Marie; Wren, Howard

**NAYS:** none.

**ABSENT:** Barrett, Ken

**ABSTAINING:** none.

  
SHIRLEE YASSNEY, MAYOR

**ATTEST:**

  
PEGGY S. JENKINS, CITY CLERK

EXHIBIT "A"

**ESTABLISHED POSITIONS**

The following are hereby adopted as class title and class grade; the number of positions as authorized by the City Council shall be determined during the budget process:

<u>Class Title</u>	<u>Grade</u>
City Clerk/Treasurer.....	26
Assistant City Clerk/Treasurer.....	22
Account Clerk.....	13
Zoning Administrator/Building Inspector.....	17
Administrative Assistant.....	13
Purchasing/Inventory Control Agent.....	24
Cemetery Sexton.....	19
Assistant Cemetery Sexton.....	12
Equipment Operator.....	12
Maintenance Worker II.....	10
Maintenance Worker I.....	09
Fire Chief.....	21
Fire Engineer.....	13
Parks and Recreation Director.....	19
Assistant Parks Director.....	15
Assistant Recreation Director.....	15
Aquatics Center Supervisor.....	14
Head Fitness Coordinator.....	13
Head Life Guard.....	13
Swimming Instructor (Part-time).....	11
Aerobics Instructor (Part-time).....	10
Secretary.....	10
Maintenance Worker II.....	10
Maintenance Worker I.....	09
Police Chief.....	28
Administrative Captain.....	24
<u>Patrol Captain</u> .....	<u>24</u>
Police Sergeant.....	22
Police Officer.....	19
Detective Sergeant.....	22
Detective.....	19
Telecommunications Supervisor/Terminal Agency Coordinator.....	17

<u>Class Title</u>	<u>Grade</u>
Records Clerk.....	13
Alcoholic Beverage Control Agent (Part-time).....	N/A
Street Superintendent.....	19
Assistant Street Superintendent.....	14
Equipment Operator.....	12
Maintenance Worker II.....	10
Maintenance Worker I.....	09
Mechanic.....	13
Director of Utilities.....	24
Assistant Director of Utilities.....	20
I & I Coordinator.....	15
I & I Supervisor.....	15
I & I Equipment Operator.....	12
I & I Maintenance Worker II.....	10
I & I Maintenance Worker I.....	09
Maintenance/Electrical Mechanic.....	13
Pretreatment/Environmental Coordinator.....	17
Safety Director.....	17
Water Distribution Superintendent.....	19
Assistant Water Distribution Superintendent.....	15
Senior Meter Reader.....	13
Meter Reader.....	10
Water Plant Superintendent.....	19
Assistant Water Plant Superintendent.....	15
Water Plant Operator III.....	14
Water Plant Operator II.....	12
Water Plant Operator I.....	11
Water Plant Operator (Trainee).....	10
Maintenance Worker II.....	10
Maintenance Worker I.....	09
Water Maintenance Supervisor.....	19
Assistant Water Maintenance Supervisor.....	15
Equipment Operator.....	12
Maintenance Worker II.....	10
Maintenance Worker I.....	09

<u>Class Title</u>	<u>Grade</u>
Wastewater Treatment Plant Superintendent.....	19
Assistant Wastewater Plant Superintendent.....	15
Wastewater Treatment Plant Operator III.....	14
Wastewater Treatment Plant Operator II.....	12
Wastewater Treatment Plant Operator I.....	11
Wastewater Treatment Plant Operator (Trainee).....	10
Maintenance Worker II.....	10
Maintenance Worker I.....	09
Laboratory Technician.....	11
Pretreatment Program Coordinator.....	14

Class Title: ~~Assistant Chief of Police~~

Dept/Div: ~~Police Dept.~~

Supervisor: ~~Chief of Police~~

Supervises: ~~Police Department Employees~~

Class Characteristics: ~~This is responsible supervisory and administrative police work in directing all phases of police duties such as traffic, patrol, investigations, training and staff duties of the Police Department.~~

General Duties and Responsibilities: ~~Work involves responsibility for directing and controlling the activities of the Police Department or performing staff functions, including directing department training programs, preparing grant requests, monitoring and reporting on grant funded department programs. Work requires the application of advanced police skills and knowledge in determining criminal trends in the City, evaluating the effectiveness of investigative techniques used, preparation of reports relative to activities in work area, makes work schedule, supervising and directing subordinate personnel, performing special duties as may be in the best interests of the Police Department. Work is performed either in accordance with orders from a superior or as a result of the ongoing operation of the assigned work area with considerable independence of action in regard to the methods and techniques used, subject to the ultimate review of a superior. Makes independent operating decisions based on knowledge of departmental operations, although advice and procedural standards are available in difficult or unique cases. Work is performed with considerable latitude to enable the incumbents to exercise sound technical judgement in the conduct of all routine phases and many non-routine phases of the duties. Immediate supervision is usually given to one or more subordinate officers assigned to the work areas involved and general supervision is received from a superior officer. Work is reviewed primarily through staff conferences, requests for reports, personal observation and by general observation of the effectiveness with which objectives are obtained.~~

~~Work may extend to development of new police and administrative procedures, or even to assuming all duties of the Chief of Police in his absence.~~

Non-essential: ~~None~~

#### DESIRABLE QUALIFICATIONS

Training and Experience: ~~Graduation from a standard senior high school or demonstration of it's equivalent and five years experience as either a Police Officer or Investigator. Must have successfully completed the Police Basic Training, furnished by the Law Enforcement Training Division at Eastern Kentucky University and forty (40) hours In-Service each year.~~

~~Must meet the qualifications contained in the Kentucky Revised Statutes.~~

~~Necessary Special Qualification:~~ — Possession of a valid motor vehicle operator's license, issued by the Commonwealth of Kentucky.

~~Special 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 eclectic liabilities.~~

~~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 of 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.~~

#### ~~ADDITIONAL INFORMATION~~

~~Examples of Work Performed:~~ — Supervises and coordinates the operation of the Department; determines case assignments of subordinate personnel; reviews reports submitted by subordinate personnel; reviews the status of cases under investigation to insure that cases are being followed up properly. Insures that subordinate personnel are operating within the guidelines of controlling laws and statutes, may assist in interviewing and interrogating individuals, may appear in court or before a grand jury to testify on the conduct of investigations, prepares and submits reports on division activities.

~~Analyzes and assists investigators and supervisors in non-routine criminal and other investigations and personally participates in dealing with the most difficult and complex police situation. Also making arrest and carry a weapon.~~

~~Coordinates the Department training function, including establishing in-service training programs, insuring that Department personnel are trained in accordance with controlling state laws, plans and directs the acquisition of special funding for City police programs, writes specifications for grant funded equipment and facilities, prepares necessary reports on grant funded activities. Supervises and coordinates operation of Traffic and Patrol.~~

~~Confidential Information:~~ — Regular use of confidential information is a requirement of the job.

~~Mental Effort:~~ — Heavy.

~~Interruptions:~~ — Frequent.



Special Licensing Requirements: Must possess and maintain valid drivers license issued by the Commonwealth of Kentucky.

Overtime Provision: Non-exempt.

# **APPENDIX**

## **I**

Class Title: Patrol Captain

Department: Police

Supervisor: Police Chief

Supervises: All Personnel Assigned to Shift

Class Characteristics: Under general direction, assists with planning, organizing, directing, coordinating and evaluating all activities and programs of the department; is responsible for supervising subordinate personnel in the enforcement of federal, state and local laws and ordinances during assigned shift; may assume responsibility for the department in the absence of a higher authority; performs related work as required.

General Duties and Responsibilities:

Essential: Assists with the planning, organizing, directing, coordinating, and evaluating all activities and programs of the department. Supervises personnel in the enforcement of federal, state and local laws, administrative regulations and ordinances during assigned shift. Inspects sworn personnel for appearance at beginning of shift; interprets and explains general and special orders. Instructs subordinates on special tasks and assignments. Maintains discipline. Responds to all major calls received during shift; may take charge at scene. Prepares and maintains, and/or insures the preparation and maintenance of accurate and timely reports as required. May direct and/or perform criminal investigation work by securing evidence and questioning witnesses, suspects or other persons. Makes arrests and prepares reports; attends and gives testimony in court. Investigates and makes recommendations for resolution of complaints against personnel or services rendered during shift. Insures the enforcement of parking regulations. Provides emergency first-aid. Operates appropriate police equipment as required. Attends mandatory continuing education programs. May serve as specialist in one or more major areas of expertise in the police profession.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years experience in law enforcement, and one year as a police sergeant.

Special Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge of principles, practices, methods, techniques and procedures of modern law enforcement. Extensive knowledge of federal, state and local laws; extensive knowledge of investigative procedures. Extensive knowledge of administrative regulations and ordinances relating to law enforcement. Extensive

Patrol Captain, Page 2

knowledge of the geography of the city. Extensive knowledge of the social characteristics of the city's population. Thorough knowledge of first-aid methods.

Skills: Skill in the use of firearms.

Abilities: Ability to plan, organize, direct, coordinate and evaluate the work of subordinates. Ability to prepare and insure the preparation of clear and comprehensive written reports. Ability to assign, supervise and review the work of subordinates. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written directions. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public. Sound judgment. Excellent physical condition.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Work is generally reviewed through reports.

Analytical Requirements: Assignments frequently involve decisions based on wide knowledge of many factors where applications of advanced techniques/concepts are required.

Tools, Equipment and Vehicles Used: Police cruiser, firearm, baton, handcuffs; normal office equipment (telephone, computer, etc.)

Physical Demands: Work is performed predominately indoors sitting at a desk or table; however, some work is performed outdoors regardless of weather conditions. Must be able to lift objects in excess of twenty-five pounds. Must be able to physically restrain individuals when required. Must operate police cruiser in normal and emergency situations. Exposed to noise, fumes, and all weather conditions.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Mental Effort: Heavy.

Confidential Information: Regular use of confidential information.

Interruptions: Constant.

Patrol Captain, Page 3

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky.

Availability: Must be able to work irregular shifts. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must have completed required basic training; must complete required annual training.

Additional Requirements: See KRS Chapter 95 for additional requirements.

Overtime Provision: Non-exempt.